



SOIL PERMIT APPLICATION

Juan de Fuca Electoral Area Planning

3 – 7450 Butler Road

Sooke, BC V9Z 1N1

T: 250.642.1500 | F: 250.642.5274

Folder No: _____

Date Received

APPLICATION

Pursuant to the regulations applicable to the CRD, this application is submitted for the:

- Removal of _____ m³ of soil on _____ ha of land for the purpose of:
- Deposit

_____.

Is this application submitted for activity under a *Mines Act* Permit? No Yes Permit No.: _____

Proposed completion date or duration of project: _____

OWNER/APPLICANT INFORMATION

Name of Registered Owners:
(If more than two, please list on a separate page.)

1. _____

2. _____

Name of Applicant: _____

Applicant Contact Information:

Mailing Address:

Street: _____ City: _____

Province: _____ Postal Code: _____

Tel (work): _____ Tel (home): _____

Tel (mobile): _____

Email: _____

PROPERTY INFORMATION

Soil Removal

Land from which soil is to be removed:

PID: _____ Folio: _____

Legal Description: _____

Lot: _____ Section: _____ Block: _____ Township: _____ Plan: _____

Land District: _____

Civic Address: _____

Soil Deposit

Land on which soil is to be deposited:

PID: _____ Folio: _____

Legal Description: _____

Lot: _____ Section: _____ Block: _____ Township: _____ Plan: _____

Land District: _____

Civic Address: _____

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CONDITIONS AND DECLARATIONS

Conditions:

Upon approval of this application, the applicant and/or owner, agrees to the following conditions prior to the issuance of a Permit:

- 1) No person shall engage in the removal or deposit of soil:
 - a) On any Sunday or Holiday; or
 - b) Between the hours of 7:00 am and 7:00 pm on any other day.
- 2) A permit constitutes written authority to conduct only those activities described in the Permit.
- 3) All plans, specifications and professional reports forming part of an application in respect of which a permit is issued shall form part of and be incorporated into the Permit, unless otherwise specified by the General Manager, and a permit issued shall be limited to the volume of soil that is to be deposited or removed.
- 4) The holder of the Permit shall post a copy of the Permit, otherwise shall post a clear and legible sign, indicating the duration and extent of the soil removal/deposit at any point of entry to the property from the main road. The sign is to be 1 m x 1 m square and must include the Permit number on it.
- 5) The holder of the Permit shall contact the Ministry of Transportation and Infrastructure and comply with its requirements for road maintenance and cleanup during and after the works.
- 6) The General Manager may require a report prepared by a Qualified Professional indicating compliance with the Permit conditions.
- 7) The holder of the Permit will comply with the provisions of the *Heritage Conservation Act*, if and when archaeological evidence is uncovered.

I have read and agree with the above conditions. _____ (initial)

Waiver and Indemnity:

I, the applicant and/or owner, assume all risks incidental to or that may arise as a result of this application and agree to save harmless and indemnify the Capital Regional District and its officials, agents, servants and representatives from and against all claims, actions, costs, expenses and demands with respect to death, injury, loss or damage to persons or property arising out of or in connection with this application. I agree to conform to all applicable bylaws. I understand that no warranty is implied for the approval of this application and that this waiver and indemnity is binding on me, my heirs, executors and assigns.

I have read and agree with the above paragraph. _____ (initial)

Authorization for Access:

I, the applicant and/or owner, hereby grant to the Capital Regional District and its officials, agents, servants and representatives, authorization to enter the land for the purposes of verifying site conditions as they relate to this application.

I have read and agree with the above paragraph. _____ (initial)

Freedom of Information Waiver:

Personal information contained on this form is collected under the authority of the *Local Government Act* and the Juan de Fuca Electoral Area Soil Deposit and Removal Bylaw, and is subject to the *Freedom of Information and Protection of Privacy Act*. Enquiries about the collection or use of information on this form can be directed to the Juan de Fuca Electoral Area Planning office.

_____/_____/_____
Owner/Applicant dd mm yy

If more than one owner, a letter of support signed by all owners will be required.

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INFORMATION TO BE SUBMITTED AT THE TIME OF PERMIT APPLICATION

- Application form
- Written authorization from owner giving applicant permission to act on their behalf
- Written authorization from the Strata Corporation or written approval from the Strata owners (for Soil Permits related to Strata property only)
- Copy of current *Title Search* (obtained within 30 days)
- Copies of any easements, covenants, rights-of-way and/or water licences listed on Title
- Completed Contaminated Sites Regulation Schedule 1 Site Profile or Contaminated Site Waiver
- Evidence of access approval from the Ministry of Transportation and Infrastructure. This can be in the form of a note or email documenting your conversation with the Ministry.
- Qualified Professional report addressing the following:
 - Site plan (see below)
 - Proposed dates for stages of deposit or removal, if applicable.
 - Methods to control erosion.
 - Methods to ensure that no silt seeps or flows into any watercourse, well or aquifer during or after the proposed soil deposit or removal.
 - Methods to control drainage and to protect connecting or nearby watercourses, wells or aquifers during or after the proposed soil deposit or removal.
 - Methods to stabilize the slopes of the soil, including any revegetation upon completion of the soil deposit or removal.
 - Methods to mitigate dust, noise, odour, smoke, vibration and visual impact.
 - Methods to prevent the tracking of soil or other material onto public roads.
- Site Plan to include the following:
 - Location on the property of any structures, the area where the soil is to be removed/deposited, and the access points to and from the property
 - Existing contours of the area that is the subject of the application upon completion of the permit activities.
 - Proposed contours of the area that is the subject of the application upon completion of the permit activities (these should be drawn on a separate plan).
- BC Land Surveyor site survey identifying the location of any natural features, structures, services and property lines.
- Permit application fee:
 - \$250 - Quantities in excess of 60 m³, but less than 250 m³
 - \$550* - Quantities of 250 m or greater, but less than 500 m³
 - \$1,000* - Quantities of 500 m³ or greater

* plus advertising costs if required

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INFORMATION TO BE SUBMITTED PRIOR TO RECEIPT OF A SOIL PERMIT

Security deposit

Before receiving a Soil Permit, the applicant will be required to submit to the Juan de Fuca Electoral Area Planning office, a security deposit in the form of an Irrevocable Letter of Credit, Cash or Certified Cheque drawn upon a chartered bank, in accordance with the following:

Permit Quantity	Security Deposit
Greater than 60 m ³ , but less than 250 m ³	\$2,000 per hectare, or part of, in Permit Area to have soil removed from or deposited to
250 m ³ or greater, but less than 500 m ³	\$3,000 per hectare, or part of, in Permit Area to have soil removed from or deposited to
500 m ³ or greater	\$5,000 per hectare, or part of, in Permit Area to have soil removed from or deposited to

INFORMATION TO BE SUBMITTED PRIOR TO THE RETURN OF A SECURITY DEPOSIT

- Post-construction report prepared by a Qualified Professional confirming adherence to the conditions of Permit.

Points to consider before improvements and renovations:

1. Why should I be concerned about archaeological sites on my property?

Damaging a site without a heritage permit is unlawful. In many cases archaeological sites are our only link to our past. They provide us with a wealth of knowledge about our heritage, and a fragile link to our origins and the nature of our early history in B.C. If we fail to preserve them we risk losing their cultural and historic value forever. Therefore, the Province controls damaging activities within these sites by protecting them by law and requiring a heritage permit to develop within site boundaries.

2. What can I expect from my municipality, regional district and the BC Archaeology Branch?

Local governments may access the Provincial database to determine if these records show a site located within your property. You can also request archaeological information about a property yourself. If you are considering property improvements and find you have a site on your property, you must consult with a qualified archaeologist to determine the next steps. If archaeological studies are required, the BC Archaeology Branch will work with you to avoid or minimize site damage during property improvements.

3. Are there any costs involved?

The property owner is responsible for the costs of required archaeological studies. However, by taking early action, you can minimize the cost of managing impacts to the archaeological site.

What are archaeological sites?

An archaeological site is a location where there is evidence of past human activity.

Archaeological site examples include stone carvings, remains of ancient houses and campsites, shell middens, culturally modified trees, and early trading posts. These sites provide information about indigenous life during the last 12,000 years and non-indigenous life for the past 200 years.

Archaeological sites are fragile. The information contained in an archaeological site comes from the context in which artifacts are found as much as from the artifacts themselves.

Once this context is destroyed through construction or landscaping, this information is lost, even if the artifacts are still there.

Archaeological sites, like mineral deposits, arable land, forests, fish and wildlife, are an important part of the environment.

The *Heritage Conservation Act* is the legislation that protects archaeological sites in B.C.

B.C.'s Archaeology Branch can help you to ensure that improvements made to your property don't do unnecessary harm to archaeological sites below the surface.

Cover and inside page photo: Fort Victoria 1858, #PDP03885
– courtesy of British Columbia Archives.

Back page photo: Kitwanga, by J.S. O'Dwyer, no. 101588
– courtesy of the Canadian Museum of Civilization.

Where can you get more information?

Request archaeological information about a property:

www.archdatarequest.nrs.gov.bc.ca

Visit our website:

<https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology>

Phone us:

(250) 953-3334



PLANNING TO DEVELOP OR RENOVATE YOUR PROPERTY?

Know your role in protecting B.C.'s archaeological sites.

THREE STEPS TO INCLUDE ARCHAEOLOGY IN PROPERTY IMPROVEMENTS

B.C.'s archaeological heritage is a precious non-renewable resource.

British Columbia's heritage includes archaeological sites – the physical evidence of how and where people lived in the past.

For most of the time that people have lived in B.C., no written records were made. Archaeological sites and oral tradition are the only vestiges of a rich history, and protecting and conserving this fragile legacy and non-renewable natural resource is valuable to First Nations, local communities and the general public. Archaeological sites in B.C. may also be of regional, provincial, national or international significance, and may be as much as 14,000 years old.

There are over 50,000 known archaeological sites in B.C. including ancient stone carvings, remains of ancient houses and campsites, shell middens, and culturally modified trees.

The scientific, cultural, and historical study of the physical remains of past human activity is essential to understanding and appreciating cultural development in B.C., and the Provincial Government recognizes the importance of archaeological sites through the *Heritage Conservation Act*.

Plan ahead before you dig.

You may not be aware, but damaging an archaeological site without a heritage permit is unlawful, and the property improvements you are planning could destroy important archaeological sites.

Any project that alters the land – such as excavations for building an addition, or installing a pool or pond – can damage and sometimes destroy valuable records of our past

Planning ahead before renovating or building a new home, and integrating the management of archaeological sites at the outset can help ensure associated costs are kept to a minimum, and damage to the site is reduced or avoided.



Find out if your property contains an archaeological site.

Your municipality or regional district is usually the first stop you'll make to obtain a building or development permit. Many of these offices can access provincial records of known archaeological site locations within their jurisdictions.

You can also request the archaeological information about your property here: <https://www.archdatarequest.nrs.gov.bc.ca/>

If you are told that your property may contain an archaeological site, you should hire a qualified archaeologist to confirm the site location. The archaeologist can also assess if the proposed project will damage archaeological deposits and discuss the steps to take.

Qualified archaeologists can be contacted through the British Columbia Association of Professional Archaeologists (www.bcapca.bc.ca) or listings in the yellow pages.



If you find something in the ground – stop digging!

There are numerous archaeological sites in British Columbia. Many are recorded, but some are not. Sometimes artifacts and other archaeologically sensitive material, or even human remains, can be discovered accidentally.

If you think you have uncovered an archaeological site during a building project or renovation, **please do not disturb the site further** and call B.C.'s Archaeology Branch immediately at (250) 953-3334.

Branch archaeologists will review your project plans and make recommendations to manage site impacts and secure the required permitting.

