

## SOIL PERMIT APPLICATION

I/We, the undersigned, hereby make application to the Capital Regional District regarding consideration of a Soil Permit pursuant to the regulations applicable to the CRD.

### APPLICATION

**This application is submitted for the:**

- Removal** of \_\_\_\_\_ m<sup>3</sup> of soil on \_\_\_\_\_ ha of land, **AND/OR**,  
 **Deposit** of \_\_\_\_\_ m<sup>3</sup> of soil on \_\_\_\_\_ ha of land

**For the purpose of:**

\_\_\_\_\_

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 Land Owner(s):**

*(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: \_\_\_\_\_

Email: \_\_\_\_\_

Tel (*mobile*): \_\_\_\_\_ Tel (*home*): \_\_\_\_\_

Tel (*work*): \_\_\_\_\_

### PROPERTY INFORMATION

**Soil Removal**

Land from which soil is to be **removed**:

PID: \_\_\_\_\_ Folio: \_\_\_\_\_

Lot: \_\_\_\_\_ Section: \_\_\_\_\_ Block: \_\_\_\_\_ Township: \_\_\_\_\_ Plan: \_\_\_\_\_

Land District: \_\_\_\_\_

Civic Address: \_\_\_\_\_

**Soil Deposit**

Land from which soil is to be **deposited**:

PID: \_\_\_\_\_ Folio: \_\_\_\_\_

Lot: \_\_\_\_\_ Section: \_\_\_\_\_ Block: \_\_\_\_\_ Township: \_\_\_\_\_ Plan: \_\_\_\_\_

Land District: \_\_\_\_\_

Civic Address: \_\_\_\_\_

**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.

\_\_\_\_\_  
**Signature of Registered Owner or Applicant**

(Note: if more than one owner, ALL registered owners must sign)

\_\_\_\_\_  
Date

#### INFORMATION TO BE SUBMITTED AT THE TIME OF PERMIT APPLICATION

- Completed application form
- Corporate structure and name of principal of company (*if applicable*)
- Written owner's authorization giving applicant permission to act on their behalf (*if applicable*)
- Written authorization from the Strata Corporation or written approval from the Strata owners (*for applications related to Strata property only*)
- Copy of current *Title Search* (*dated within 30 days*)
- Copies of any easements, covenants, rights-of-way and/or water licences listed on Title Search
- 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.

#### APPLICATION FEES TO BE SUBMITTED AT THE TIME OF APPLICATION

- As per Bylaw No. 3941, Juan de Fuca Soil Removal or Deposit Bylaw No. 1, 2015, Schedule A (*payable for cash, cheque or debit card*):
  - Permit applications for quantities in excess of 60 m<sup>3</sup>, but less than 250 m<sup>3</sup>: \$250
  - Permit applications for quantities of 250 m<sup>3</sup> or greater, but less than 500 m<sup>3</sup>: \$550\*
  - Permit applications for quantities of 250 m<sup>3</sup> or greater, but less than 500 m<sup>3</sup>: \$1,000\*

\* Plus advertising costs, if required.

Folder No: _____
Date Received: _____

**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 Community 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:

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

**Owner's Authorization Form**

All property owners registered on the Certificate of Title must provide written approval to allow the APPLICANT to act on their behalf.

\_\_\_\_\_, is hereby authorized to act as my agent for the  
(Name of agent)  
purpose of \_\_\_\_\_

(You may list all application types associated with your project)

Subject Property: \_\_\_\_\_

PID (Parcel Identifier-nine digit number): \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Plan \_\_\_\_\_ Except \_\_\_\_\_

**REGISTERED OWNER 1**

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____ Email: _____

**REGISTERED OWNER 2**

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____ Email: _____

**REGISTERED OWNER 3**

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____ Email: _____

**REGISTERED OWNER 4**

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____ Email: _____

## CONTAMINATED SITE WAIVER FORM

I/We, the undersigned, hereby represent to the Capital Regional District the following contaminated site waiver form.

### OWNER/APPLICANT INFORMATION

<b>Name of Registered Land Owner(s):</b>	
<i>(If more than two, please list on a separate page)</i>	1. _____
	2. _____
<b>Name of Applicant:</b> _____	
<b>Applicant Contact Information:</b>	
Mailing Address:	
Street: _____	City: _____
Province: _____	Postal Code: _____
Email: _____	
Tel (mobile): _____	Tel (home): _____
Tel (work): _____	

### PROPERTY INFORMATION

<b>Soil Removal</b>	
Land from which soil is to be <b>removed</b> :	
PID: _____	Folio: _____
Lot: _____ Section: _____ Block: _____	Township: _____ Plan: _____
Land District: _____	
Civic Address: _____	

I, the owner and/or applicant, hereby represent to the Capital Regional District, that to best of my knowledge, having done due and diligent inquiry, knowing that the Capital Regional District relies on this representation and warranty, the property in question has not been used for any of the industrial or commercial purposes and activities specified in Schedule 2 of the *Contaminated Sites Regulation* of the British Columbia *Environmental Management Act*.

Accordingly, I elect not to complete and submit a Schedule 1 Site Profile (attached) in accordance with Section 40 (1)(b) of the *Environmental Management Act*.

\_\_\_\_\_  
**Signature of Registered Owner or Applicant**  
*(Note: if more than one owner, ALL registered owners must sign)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date