

Application for Soil Removal and Deposition Permit



Development & Engineering Services

Planning Services

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planning@rdco.com

Office Use Only

File Number _____

Appl Fee(s) _____

Electoral Area _____

Date Received _____

Receipt _____

All Sections of this application form **must be filled** in for all applications. The application must be complete including information for all soil removal and deposit permits that affect the property. Incomplete applications will not be accepted.

It is strongly recommended that the applicant and agent meet with staff to review soil removal and deposit guidelines as noted in the Soil Removal and Deposit Bylaw No. 1575. A Pre-application meeting outlines requirements prior to producing drawings and reports to ensure understanding of the guidelines, appropriate information is included and avoid unnecessary delays.

A Soil Removal and Deposit Permit (SP) will not be issued until an application has been approved.

Costs unrelated to this application such as the retention of a geotechnical engineer or agrologist are the homeowner's responsibility based on the application requirements.

Section 1 Owner Information (and Agent if applicable)

Soil Application Primary Contact:		Registered Owner(s) of the Property:	
Full Legal Name:		Full Legal Name:	
Corporate Owner: (if applicable)		Corporate Owner: (if applicable)	
Mailing Address:		Mailing Address:	
City:	Postal Code:	City:	Postal Code:
Phone:	Mobile:	Phone:	Mobile:
Email:		Email:	

Section 2 - Description of subject property soil activity occurring within RDCO

Name of property owner _____

Lot _____ Plan _____ Block _____ District Lot _____ Section _____ Township _____

Civic Address _____

Zone from Zoning Bylaw #871

(or Joe Rich Rural Land Use Bylaw designation) _____

Is the Land in the Agricultural Land Reserve (ALR): Yes ☐ No ☐

Has the land been used for any commercial purposes or activities described in schedule 2 of the Contaminated Sites Regulation? Yes ☐ No ☐

If yes, a Site Disclosure Statement (SDS) is required. Please visit the [BC Provincial website](#) for more information.

Volume of soil to be transported to site _____

Estimated date range of activity _____

Section 3 Description of where soil is coming from/going to (outside RDCO)

Lot _____ Plan _____ Block _____ District Lot _____ Section _____ Township _____

Civic Address _____

Is the Land in the Agricultural Land Reserve (ALR): Yes ☐ No ☐

Has the land been used for any commercial purposes or activities described in schedule 2 of the Contaminated Sites Regulation? Yes ☐ No ☐

If yes, a Site Disclosure Statement (SDS) is required. Please visit the [BC Provincial website](#) for more information.

Has the soil been tested? Yes ☐ No ☐ By Whom? _____

Please provide a copy of the testing report with application.

Volume of soil to be deposited to this site: _____

Section 4 Soil Removal and Deposit Proposal

Please provide a summary of the soil activities proposed. Rationale letter from Qualified Professional is acceptable.

Section 5 Required Information

Soil Removal and Deposit Permit Application Fee. An application for a soil removal and deposit permit must be submitted with the appropriate fee as prescribed by the RDCO *Development Application Fees and Charges Bylaw*.

DEVELOPMENT APPLICATION TYPE OR PLANNING SERVICE	2023	2024	2025	2026	2027
32. Soil Removal and/or Soil Deposition Permit	\$1,020	\$1,040	\$1,060	\$1,080	\$1,110
33. Soil Removal and/or Soil Deposition Permit – Renewal	\$255	\$260	\$265	\$270	\$275

The following items must be submitted with the application. ***Incomplete applications will not be accepted.*** Please ensure these items are checked off and attached when the application is emailed to Planning Services planning@rdco.com.

- ☐ **Completed application form.** Legal description of the property ***where the soil originates***, including the name and address of the registered owner, as well as the legal description of ***where the soil placement is occurring***, including the name and address of the registered owner.
- ☐ **Proof of ownership of the property where the soil placement is occurring.** A current title search, no more than 90 days old (available from Land Title & Survey Authority of BC [LTSA]) is required. ***All owners on title must sign authorization (See Section 7).***
- ☐ **Copies of existing covenants, right of ways, easements, and any encumbrances registered on the title.** Attachments to the current title and available from LTSA. ***These must be included with application.***
- ☐ **Agent authorization.** A requirement if the owner decides another person is to act on the owner's behalf, as primary contact, and providing direction for the application. ***All owners on title must sign authorization (See Section 7).***
- ☐ **Description of the type of soil** being deposited on a property located within the RDCO. A letter from the qualified professional is also acceptable. ***The purpose for which the soil is to be removed or deposited must be noted in Section 4.***
- ☐ **Required drawings, information, plans and reports from the qualified professional:**
 - ☐ **Site Plan** - A detailed site plan to a scale of not more than 1:1,000 showing the contour of the ground in its current state; clearly showing property lines, existing and proposed buildings, parking and roadways, and significant features relevant to consideration of the proposed development.
 - ☐ **All features** - including structures, tree cover, roads, bridges, and natural watercourses.
 - ☐ **Professional Report** from Geotechnical Engineer or Agrologist, as per the RDCO Terms of Reference, noting the following:
 - The proposed slopes which will be maintained upon completion of the soil deposit or removal.
 - The proposed methods to control erosion of the banks where soil is deposited or removed and drainage control during the deposit or removal of soil.
 - The proposed methods to control noise and dust generated by the proposed deposit or removal of soil or other material as well as the locations of access to the site during the deposit or removal of soil or other material.
 - The proposed grading and rehabilitation plan for the deposit or removal site of soil or other material during and upon completion of the proposed deposit and removal operation, copies of any remediation or site closure plans filed with the Ministry of Environment and Parks and any Agricultural Land Commission remediation requirements, if applicable.

- The proposed location of machinery, buildings, scales, and all other proposed structures and improvements.
- The proposed location of buffers and tree cover, and the location and grade width of berms.
- The proposed schedule for the deposit or removal of soil, indicating the amounts to be either removed or deposited monthly including the proposed routes to and from a soil deposit or removal area.
- The traffic management plan, which would include but not be limited to a description of trucks, signage, placement of safety control devices, and other traffic control that would minimize the disturbance created.
- Copies of all other necessary approvals and permits from Federal and Provincial authorities required by statute or regulation in connection with the proposed deposit or removal of soil or other material.
- A site reclamation plan including invasive species management plan, prepared by a Registered Professional to be incorporated in the permit.

☐ **Signed 'Schedule 7'** - undertaking to retain a qualified professional as noted below. This is required to ensure completion of the soil removal and deposit permit application.

☐ **Security Bonding** required, after Planner review completed, and before soil removal and deposit permit will be issued. ***Please review with qualified professional's report for security bonding amount.***

Section 6 Qualified Professionals

List any professionals providing reports regarding the soil removal and deposit permit application, as required (e.g. Geotechnical Engineer or Agrologist):

Name:		Name:	
Title:		Title:	
Company / Organization:		Company / Organization:	
Mailing Address:		Mailing Address:	
Phone:	Mobile:	Phone:	Mobile:
Email:		Email:	

Section 7 Applicant Confirmation & Signatures (This page must be signed by all owners)

As the applicant, or approved agent, I confirm that I have read all relevant Regional District of Central Okanagan (RDCO) bylaws and policies, and that this application is in conformance (unless a bylaw amendment forms part of this application). I have attached to this application the required plans and specifications of the proposed soil removal or deposition in accordance with the application checklist and Terms of Reference.

I accept responsibility for processing delays caused by incorrect or insufficient submission materials. I understand that this application form is a public document and that any and all information contained in it, including personal information as that term is defined in the Freedom of Information and Protection of Privacy Act of B.C., is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to the Regional Board.

I understand that I am responsible for obtaining development authorizations and permissions from affected Provincial and Federal agencies and for providing the File Manager with copies, as required.

I hereby grant RDCO staff full right of access to the subject property, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, except Statutory Holidays, while this application is in effect.

I hereby authorize the primary contact (agent) listed on page 1 to act on my behalf (and all other owners listed on title) as an agent for all purposes of this application. *(All owners listed on title must provide consent.)*

Owner (signature) Date: _____

Owner (signature) Date: _____

Owner (signature) Date: _____

Owner (signature) Date: _____

(If the owner of the property is a registered company, the signature below must be one of the authorized signatories under the company's registration and their title under the company must be indicated)

Agent including title (signature) (only required if parcel is owned by a registered company) Date: _____

Important information

- Information contained in this form is collected in accordance with the Local Government Act of BC (LGA) and is subject to the Freedom of Information and Protection of Privacy Act of BC (FIPPA). All submitted items will not be returned to the applicant.
- This application does not relieve the owner, or the owner's authorized agent, from full compliance with the requirements of any federal, provincial, or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.
- A soil removal and deposit permit application (SP) can require additional restrictions such as specifying areas of land that must remain free of development, require natural features or areas be preserved, protected, restored, or enhanced, require watercourse dedication, and further require protection measures such as erosion and drainage control and habitat restoration based on the information provided by the qualified professional.