



If the owner wishes to place fill prior to making a Building Permit Application they must make a Fill Permit Application in accordance with the requirements of the New Westminster Soil Deposit Regulation Bylaw No. 7102. 2006. The following is a summary of the information generally required in relation to a fill permit application, however the City reserves the right to require additional information that it may feel is relevant to any application. Should you have any questions or concerns please feel free to contact staff for any clarifications or assistance during the process.

Required Documentation:

- Geotechnical Report and Soils Investigation: (signed and sealed by a geotechnical engineer registered in the Province of British Columbia)
- The application shall be accompanied by two sets of plans as follows drawn to an appropriate scale and signed by a Professional Engineer or Land Surveyor registered in British Columbia:
- Cross-Sections showing property boundaries, existing ground elevations, proposed fill elevations, finish fill grades and side slopes and or proposed retaining walls.
- Detailed perimeter drainage design showing the perimeter drainage pipe, cleanouts, ditches, catch basins, and locations in relation to the property lines.
- Detailed plans showing site details such as the proposed building envelope, location of adjacent buildings and structures within 6.0 meters of the property line, elevations of the existing, proposed and finish fill elevations, location of drainage swales, direction of surface flow, location of ditches, culverts, utilities and other relevant infrastructure.

Fees, Insurance and Deposits:

The following fees, insurance and deposits are required in relation to a fill permit application:

- An application fee is required at the time of application for a fill permit in the amount of \$200.00 plus \$0.15 per cubic meter of placement;
- A security deposit must be provided prior to issuance of the fill permit in the amount of \$3,500.00 for each 5000 cubic meters of soil deposited or portion thereof;
- General liability insurance must be provided in the amount of \$5 million dollars with the City named as a additional insurer;
- Security deposit with the City in the amount of \$5,000.00 towards the cost of completing street cleaning or emergency work arising from the fill placement

Miscellaneous:

- Written consent is required from any mortgage holders of the property
- To minimize the processing time, please make an appointment before coming to submit your application

Geotechnical Report and Soils Investigation Requirements:

The plans noted above shall be accompanied by a geotechnical report prepared by a qualified professional Engineer registered in British Columbia with a background in Geotechnical Engineering. The report will need to address both the placement of fill on the property and the technical building issues related to pile foundations, retaining walls, drainage and bearing capacity of soil as applicable. The geotechnical report shall be site specific.



The following items shall be included in the geotechnical report; failure to do so may result in delayed acceptance of the report.

- legal description of the lot
- purpose of the report
- site description and proposed development
 - proposed main floor elevation
 - identification of the flood construction level
- field investigation
- soil and groundwater conditions
- conclusion and recommendations
 - confirmation that the proposed development is feasible
 - fill placement and pre-loading recommendations and any anticipated short and long term settlement
 - duration of pre-loading as applicable
 - when the foundation can be constructed following primary consolidation
 - recommendations for settlement gauge and piezometer installations
 - driveway and sidewalk recommendations
 - confirmation that the fill placement can be carried out safely without causing damage to adjoining buildings or structures or undue settlement of neighbouring lands
 - adjoining property will not be subject to flooding as a result of fill placement
- pile foundation
 - potential damage to adjacent structures from pile driving
- lot grading
- methane gas
 - reference methane gas barrier or ventilation system
- services to dwelling and potential impacts
- review and inspection services required by the geotechnical engineer
- detailed borehole logs and site plan locating the boreholes

The report must be signed and sealed by a Professional Engineer registered in the Province of British Columbia.

If a subsidence covenant is not already registered on the lands, provide a one page summary of the geotechnical report called "Schedule A" and attach it to the subsidence and flooding covenant to be registered on title. This summary needs to include the wording; "the subject parcel of the land may be used safely for the intended use" either residential or commercial as applicable to the specific zoning of the land. In addition, it should make reference to the lot grading plan.