

*Please ensure all required information and attachments are provided. Incomplete applications will not be accepted.*

*If an owner, or acting representative, wishes to deposit soil while making a Subdivision Application or prior to making a Building Permit Application they must submit a Soil Deposit Application in accordance with the requirements of the New Westminister Soil Deposit Regulation Bylaw No. 7102, 2006.*

The following is a summary of the information required when making a Soil Deposit Application, however the City reserves the right to require additional information that may be 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\* (see Geotechnical Report & Soils Investigation Requirements on page 2)
- The application must be accompanied by two sets of plans in CAD/DXF format, A1 size paper and one 11x17 copy as follows and drawn to an appropriate scale\*:
  - 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, swales, catch basins, and dimensions 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.
  - Erosion & Sediment Control Plan (for non-single family duplex development sites)

*\* must be signed and sealed by a Geotechnical Engineer registered in the Province of British Columbia*

### Fees, Insurance and Deposits:

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

- \$660.00 application fee plus \$0.73 per cubic meter of placement
- \$4,060.00 security deposit for each 5000 cubic meters of soil deposited or portion thereof
- \$5,000.00 security deposit towards the cost of completing street cleaning or emergency work arising from the soil deposit
- General liability insurance must be provided in the amount of \$5 million dollars with the City named as a additional insurer

### Miscellaneous:

- Written consent is required from any mortgage holders of the property
- Original Letter of Authorization from Owner (*required if not the registered owner*)
- Report by a Qualified Environment Professional on Riparian Area Regulations (RAR), if applicable (*contact Development Services to see if the property in question is affected by this*)

Persons acting for the Property Owner as an agent (such as a contractor, or as the Permit Applicant) are required to provide a completed and signed letter of authorization.  
Only original letters will be accepted.

## Geotechnical Report and Soils Investigation Requirements:

*The plans noted above must 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 soil placement 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 must be site specific.*

**The following items must be included in the geotechnical report; failure to do so may result in delayed acceptance and/or possible rejection 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 (*if applicable*)
- 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
  - recommendations for driveway, sidewalk and site preparation
  - confirmation that the fill placement can be carried out safely without causing damage to adjoining buildings or structures, utilities, infrastructure or undue settlement of neighbouring lands
  - adjoining property will not be subject to flooding as a result of fill placement
- pile foundation
  - confirmation that there will be no potential damage to adjacent structures from pile driving
- lot grading
- methane gas
  - reference methane gas barrier or ventilation system
- methods used to prevent potential damage to services to dwellings
- 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 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.

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APPLICATION FOR PERMISSION TO DEPOSIT SOIL AND/OR OTHER MATERIAL

1. I/We \_\_\_\_\_ (Full Name)

of \_\_\_\_\_ (Address) \_\_\_\_\_ (Phone Number)

hereby apply for a permit to deposit soil or other material upon the following lands:

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

Legal Description: \_\_\_\_\_

2. The registered owner of the lands (if not the applicant) is: \_\_\_\_\_

of: \_\_\_\_\_ (Address) \_\_\_\_\_ (Phone Number)

and an original Letter of Authorization from the owner authorizing this application is attached hereto.

3. Consent from mortgage holder(s) of the property or properties  Yes  N/A

Name & Address of the Financial Institution: \_\_\_\_\_

As the mortgage holders we have no objection to the proposed fill placement taking place on this property.

\_\_\_\_\_  
(Authorized Signature/Stamp) (Date)

4. The ground area of the deposit is \_\_\_\_\_ hectares.

5. The estimated total volume of the deposit is \_\_\_\_\_ cubic metres.

6. The estimated total volume of the deposit to remain on the deposit site after surcharge removal is \_\_\_\_\_ cubic metres.

7. The proposed date of commencement of the deposit operation is \_\_\_\_\_; the estimated date of completion is \_\_\_\_\_.

8. The required permit fee of \$660.00 plus \$0.73 per cubic metre of initial deposit is included with this application. Any permit renewal will incur fees as outlined in Section 10 of the Soil Deposit Regulation Bylaw.

9. To find out if this site is located in an area affected by Riparian Area Regulations (RAR), please see Development Services prior to making application?

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Is this site located in an area affected by RAR?

Yes     No

If 'yes', please submit a Qualified Environment Professional Report with your application.

**Please ensure that all the following items are included with your Fill Permit Application (see Soil Deposit Process & Requirements for further details):**

- |   |  |
|---|--|
| <input type="checkbox"/> Application Fee                            | <input type="checkbox"/> Detailed plans showing site details   |
| <input type="checkbox"/> Geotechnical Report & Soils Investigation  | <input type="checkbox"/> Signed application (see below)  |
| <input type="checkbox"/> Two sets of plans drawn to scale           | <input type="checkbox"/> Original Letter of Authorization from Owner   |
| <input type="checkbox"/> One 11x17 plan                             | <input type="checkbox"/> Report by a Qualified Environment Professional on Riparian Area Regulations (see Development Services prior to making applications) |
| <input type="checkbox"/> Cross-sections of property or properties   | <input type="checkbox"/> Land Title Search   |
| <input type="checkbox"/> Detailed perimeter drainage design         |  |
| <input type="checkbox"/> Erosion & Sediment Control Submission Form |  |

I hereby declare that the above information is correct, that it is my intention to deposit soil or other material upon the lands in accordance with the attached plans and specifications, that I am aware of the provisions of the "**New Westminster Soil Deposit Regulations Bylaw**", that I am aware a security deposit in the form of cash or an irrevocable letter of credit drawn upon a Canadian chartered bank, trust company or credit union is required of me, and I will abide by all applicable provisions of the New Westminster Soil Deposit Regulation Bylaw in respect of my application for a permit.

I hereby agree to release and forever indemnify and hold harmless the City, its elected officials, officers, employees, agents and assigns from and against all manner of actions, causes of action, claims, debts, suits, demands and promises whatsoever at law or at equity, whether known or unknown, which have arisen or may arise in connection with, directly or indirectly, the granting or existence of a permit issued to me to conduct the deposit operation proposed by this application.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use:**             Subdivision             Building Permit             Other

**Amount Paid:** \$660 + (\$0.73 x \_\_\_\_\_ cubic metres) = \_\_\_\_\_

**Received by:** \_\_\_\_\_

**Folder No.:** \_\_\_\_\_

**Customer No.:** \_\_\_\_\_

**Assigned to:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

Date Stamp Receive

Persons acting for the Property Owner as an agent (such as a contractor, or as the Permit Applicant) are required to provide a completed and signed letter of authorization.  
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