

**SCHEDULE "B-1"**

**FILL PLACEMENT PERMIT APPLICATION**

Application No. \_\_\_\_\_

1. I, \_\_\_\_\_ of \_\_\_\_\_  
(full name) (address)

\_\_\_\_\_ hereby apply for a permit to place fill  
(telephone/fax)

on the following property:

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

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

2. The source(s) of the fill is(are):

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

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

3. The registered owner(s) of the property on which the fill is to be placed is

\_\_\_\_\_ of \_\_\_\_\_  
(full name) (address)

\_\_\_\_\_ (telephone/fax)

4. If the Applicant is not the registered owner of the property on which the fill is to be placed, then the registered owner by signing here, authorizes the Applicant to make this application.

\_\_\_\_\_  
(signature of owner(s))

5. The fill is proposed for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. The surface area of the proposed fill site is \_\_\_\_\_ hectares.

The proposed total volume of the fill is \_\_\_\_\_ cubic metres.

7. Dimensions of the fill area in metric units:

Area (length x width): \_\_\_\_\_ square metres

Depth(s): \_\_\_\_\_ metres

8. Attached hereto is a dimensioned sketch (in metric units) of the property on which the placement of fill is proposed, showing all roads adjoining the property, all existing buildings, structures and other improvements, the location of water, sewer and other utilities as well as natural watercourses, ditches, drains, manholes, culverts, catch basins and other public works on or within 30 metres of the property, the location of wells and septic fields on any adjoining properties, and the exact location and depth of the proposed fill site.

9. Attached hereto are 2 cross sectional profiles (in metric units) of the proposed fill site. One profile cutting from north to south and the other cutting east to west. All profiles must identify:

a.) the existing ground profile; and

b.) the ground profile after filling.

10. The fill is comprised of:

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11. The proposed method of filling is

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12. The proposed dates between which filling will take place are

\_\_\_\_\_ to \_\_\_\_\_.

13. Vehicles access to the fill site will be via

\_\_\_\_\_  
(name of street)

as shown on the sketch plan provided pursuant to Section 8 of this application.

14. The proposed route to be used in and through the City of Courtenay by vehicles delivering fill to the fill site is:

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15. The following safety measures to prevent personal injury or property damage to persons or property in or about property or on adjacent roads will be implemented:

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16. Filling must not cause erosion, stability or drainage problems on the property or to neighbouring properties and the following measures will be taken to achieve these objectives:

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(if insufficient space, please attach a clearly marked schedule.)

17. After filling the following measures will be taken by the applicant to stabilize, reclaim, landscape and restore the property:

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(if insufficient space please attach a clearly marked schedule.)

18. The following measures will be taken to prevent fill from being tracked onto municipal streets and roads, and to clean the same:

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19. The following measures will be taken to protect and keep wells, natural watercourses, septic fields, water works, sewers and other utilities, drains, ditches, culverts, catch basins and other public works clear and clean of all sediment, silt, leachate or other fouling or obstruction of: (if insufficient space, please attach a clearly marked schedule.)

20. Attached, as part of this application, are the following reports, as may be required under Section 8.16 and 8.17 of this bylaw:

- BC Land Surveyor or Professional Engineer site plans
- Geotechnical Certification of Professional Engineer

**I HEREBY DECLARE** that the above information is correct, that it is my intention to place fill on the property in accordance with the attached plans and specifications and information, that I am aware of the provisions of the City of Courtenay Fill Placement and Soil Removal Bylaw No. 2359, 2004 and that I will abide by all applicable provisions of said by-law and such terms and conditions as may form part of any Fill Placement Permit issued pursuant to this Application.

I further agree to indemnify and hold harmless the City of Courtenay, its agents, employees or officers from and against any claims, demands, losses, costs, damages, actions, suits or proceedings whatsoever by whomsoever brought against the City, its agents, employees or officers by reason of the City granting the owner and contractor named herein the Fill Placement Permit to conduct the work in accordance with the plan submitted and described in this application.

Date: \_\_\_\_\_

Signature of Applicant:

\_\_\_\_\_

Applicant's Name Printed: \_\_\_\_\_

Received from: \_\_\_\_\_ this \_\_\_\_\_ day  
of \_\_\_\_\_, 200\_\_ the sum of \$ \_\_\_\_\_ for  
Fee (if applicable).

Receipt No. \_\_\_\_\_

\_\_\_\_\_  
Director of Operational Services

**Processing information:** (to be filled out by City of Courtenay)

1. ALR Approval \_\_\_\_\_
2. Development Permit \_\_\_\_\_
3. Ministry of Water Land and Air Protection Approval \_\_\_\_\_
4. Title and Legal Description Correct \_\_\_\_\_
5. Zoning Correct \_\_\_\_\_
6. Authority of Owner Provided \_\_\_\_\_
7. Survey site plan as required \_\_\_\_\_
8. Geotechnical Certification as required \_\_\_\_\_
9. Site visit conducted \_\_\_\_\_
10. Permit Fee Receipt No. \_\_\_\_\_