

**SCHEDULE "B-2"**

**SOIL REMOVAL PERMIT APPLICATION**

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

1. I, \_\_\_\_\_ of \_\_\_\_\_  
(full name) (address)  
\_\_\_\_\_ hereby apply for a permit to remove soil from  
(telephone/fax)

the following property:

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

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

2. The registered owner(s) of the property from which soil is to be removed is  
\_\_\_\_\_ of \_\_\_\_\_  
(full name) (address)  
\_\_\_\_\_ (telephone/fax)

3. If the Applicant is not the registered owner of the property from which the soil is to be removed, then the registered owner by signing here, authorizes the Applicant to make this application.

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

4. The soil is to be removed for the following reason(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. The surface area of the proposed soil removal site is \_\_\_\_\_ hectares.  
The proposed total volume of soil to be removed is \_\_\_\_\_ cubic metres.

6. Dimensions of the soil removal area in metric units:

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

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

7. Attached hereto is a dimensioned sketch (in metric units) of the property from which the removal of soil 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 soil removal site.

8. Attached hereto are 2 cross sectional profiles (in metric units) of the proposed soil removal 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 soil removal.

9. The soil to be removed is comprised of:

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10. The proposed method of soil removal is

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11. The proposed dates between which soil removal will take place are

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

12. Vehicles access to the soil removal site will be via

\_\_\_\_\_.

(name of street)

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

13. The proposed route to be used in and through the City of Courtenay by vehicles removing soil from the site is:

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14. 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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15. Soil removal 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.)

16. After soil removal 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.)

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

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18. 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.)

19. 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 remove soil from 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 bylaw and such terms and conditions as may form part of any Soil Removal 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 Soil Removal 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)

ALR Approval \_\_\_\_\_

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

**SCHEDULE "C"**

**FILL PLACEMENT PERMIT APPLICATION FEES**

An application for a fill placement permit shall be accompanied by a fee of TWO HUNDRED DOLLARS (\$200.00); and twenty five cents (\$0.25) per one (1) cubic metre of fill to be deposited on a property subject to an application for a fill placement permit.

**SOIL REMOVAL PERMIT APPLICATION FEES**

An application for a soil removal permit shall be accompanied by a fee of TWO HUNDRED DOLLARS (\$200.00); and twenty five cents (\$0.25) per one (1) cubic metre of soil to be removed from a property subject to an application for a soil removal permit.

**SCHEDULE "D-2"**

**ASSURANCE OF GEOTECHNICAL DESIGN FOR SOIL REMOVAL  
AND COMMITMENT FOR FIELD REVIEW**

Date (Month/Day/Year)

Director of Operational Services  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7

Dear Sir:

Re: Application for Soil Removal Permit  
at \_\_\_\_\_  
(civic address)

I, the undersigned registered professional engineer hereby give assurance that the design, location, nature, depth, volume and configuration of the soil to be removed and works to be constructed and undertaken in support of and in relation thereto all as shown on the plans and supporting documents prepared and signed by me and attached to this letter are consistent with sound reasonable engineering soil removal practice, and when and if carried out in conformance with such plans and specifications will not constitute any reasonably foreseeable risk or hazard to persons or property.

The undersigned undertakes to conduct such supervision, testing and field review to ensure soil removal complies with the plans, specifications and supporting documents attached hereto.

I assure you that I have been given the authority by the owner of the lands from which the soil is to be removed and by the applicant for the permit (if different from the owner) to stop, replace or redirect the removal of soil as required in my judgment and as required to comply with the plans, specifications and supporting documents attached hereto.

I will notify you in writing immediately if my contract for field review, testing or supervision is terminated or limited at any time before the completion of soil removal described in the plans, specifications and supporting documents attached hereto.

(affix professional seal)

\_\_\_\_\_  
Signature

(Please Print)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

I, the applicant for the Soil Removal Permit for the removal of soil at the above address, acknowledge that I have read this letter and agree with its contents. I have also reviewed the plans, specifications and supporting documents attached to this letter and agree with them. I advise you that I have given \_\_\_\_\_

\_\_\_\_\_  
(Name of registered professional)

the authority to conduct testing, field review and to supervise the removal of soil including the authority to stop the removal of soil, replacement of soil or redirect soil removal as set out in this letter. I acknowledge and understand that all authority and permission to remove soil under any permit issued to me pursuant to any application will automatically cease and be suspended if the registered professional's services are terminated or limited and will not be reinstated until such time as another registered professional submits to you a signed and completed letter in this form.

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Signature of Applicant for Permit

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

or:

The Corporate Seal of \_\_\_\_\_

was hereto affixed in the presence of:

\_\_\_\_\_  
Authorized Signing Officer

\_\_\_\_\_  
Authorized Signing Officer