CITY OF Vernon

COMMUNITY SERVICES BUILDING
3001 – 32 Ave, Vernon, B.C., V1T 2L8
Phone: 250-550-3634
buildingcounter@vernon.ca
www.vernon.ca

SOIL REMOVAL-DEPOSIT PERMIT APPLICATION

RESET

OFFICE USE ONLY

Application Received Date: _____

Permit / File No: _____

Related File(s): _____

"My City" Access Code: _____

Before completing this Application, please refer to the following documents:

- Soil Removal and Deposition Bylaw No. 5259
- Subdivision and Development Servicing Bylaw No. 3843
- Tree Protection Bylaw No. 4152
- Vernon Hillside Guidelines 2008

If the Permit is approved, work would be permitted to proceed as detailed in the approved Permit
Note: If the applicant is representing the owner as an Agent, a CoV 'Schedule 2' must accompany this Application

APPLICANT INFORMATION	
Name:	
Address:	
Email:	Phone:

PROPERTY OWNER INFORMATION (if different from Applicant)	
Name:	
Address:	
Email:	Phone:

SUBJECT PROPERTY INFORMATION	
Civic Address:	
Is the property in the Agricultural Land Reserve (ALR)? ☐ Yes ☐ No	

NATURE OF WORK
Include reasons for proposed work and intended use for the area following soil removal or deposition

Volume of material being moved (m^3):	

MOVEMENT / USAGE OF FILL	
If **fill** is to be used, please provide the location of the source of fill:	

If material is to be **removed**, please provide the location where the material is to be deposited and define the haul route:	

BLASTING

Is any blasting being conducted? ☐ Yes ☐ No **If Yes**, include a copy of the letters to neighbouring properties	
Purpose of blasting:	
Volume of rock to be blasted (m^3):	
Estimated **START** date of drilling:	Estimated **END** date of drilling:
Estimated **START** date of blasting:	Estimated **END** date of blasting:

Office Use Only – Required information checklist on page 3

Is the land within an Environmentally Sensitive Area? (EMA Polygon type Red, Yellow, Green)	Yes (Red or Yellow) No (Green)
Archaeological Sites:	Area of high archaeological potential No identified archaeological site Area with protected archaeological site

TYPE A - APPLICATION

1. Has all the information required in the Soil Removal and Deposition Bylaw #5259, Item 6.2, been provided in an acceptable legible form? Yes No N/A
2. $150 Application Fee paid? Yes
3. Has a Development Agreement been filled out and cost estimate and securities been provided in Soil Removal and Deposition Bylaw #5259, Item 7.2? Yes No N/A
4. Is a Development Permit required? Yes No **If Yes**, file manager's name _____
5. Notify applicant of DP requirements? Yes Date: _____ N/A

TYPE B - APPLICATION

1. Has all information required in the Soil Removal and Deposition Bylaw #5259, Item 6.3, been provided in an acceptable legible form? Yes No N/A
2. Number of detailed design plans provided as required in Item 6.2d, 6.3c and d? Yes No N/A
3. $300 Application Fee paid? Yes
4. Has a Development Agreement been filled out and cost estimate and securities been provided in Soil Removal and Deposition Bylaw #5259 Item 7.2? Yes No N/A
5. Is a Development Permit required? Yes No **If Yes**, file manager's name _____
6. Notify applicant of DP requirement? Yes No Date: _____

Note: All works must be in accordance with City of Vernon Bylaw standards and all other appropriate government regulations

Personal information contained in this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of responding to your request.

REV: OCT2026

IMPORTANT:
Completion of this application does not constitute a valid permit to process.
Do not commence any work until the permit has been approved.

Applicant's Name: _____ Signature: _____ Date: _____

Send completed application form and accompanying documentation to:

Corporation of The City of Vernon
3001 – 32nd Ave, Vernon B.C. V1T 2L8
Phone: 250.550-3634 Fax: 250.545.5309
E-mail: buildingcounter@vernon.ca

Submission Requirements
Application submission shall contain (but not limited to Soil Removal and Deposition Bylaw #5259) the following:

Type 'A' Permit

- ☐ A letter outlining why and where the soil is to be removed and deposited.
- ☐ A site plan clearly identifying the area of land from which the soil is sought to be removed and deposited including all pertinent topographic features (structures, watercourses, roads, trees, etc.).
- ☐ A plan showing location of source material, proposed stockpiles or material placement sites (onsite or offsite). Where soils are being removed from a site, the haul route must be defined and if outside of City limits, confirmation of notification to the Regional District of North Okanagan or the appropriate governing body provided.
- ☐ Detailed plans providing Erosion and Sediment Control (ESC) measures (temporary and permanent), including a description of the type of soil(s) or other material being moved.
- ☐ A plan providing the methods of drainage, overland flow route, erosion and sediment controls for the site during and after the **removal** or **deposit** operation.

Type 'B' Permit
In addition to the requirements set out in 'Type A' Permit, the items listed below are required. Every application for Type "B" permit shall include all detailed plans, data and specifications prepared by a registered Professional Engineer or Geoscientist of the Province of British Columbia, or any other qualified professional.

- ☐ Detailed plans of the proposed grading of the site in its final state upon completion of the removal or deposition, showing areas and depth of fill and the correlation to all adjacent lands; with contours at no greater than 1-meter intervals, showing the methods of access and positive methods of permanent drainage on a separate plan.
- ☐ Detailed calculations, cross-sections and other engineering data used in calculating the estimated volume of soil (cubic meters) to be removed, relocated or deposited.

Additional Requirements for Blasting - Soil Removal and Deposition Bylaw #5259, Section 6.3 F

- ☐ A plan of the area to be blasted (including separation distances from any adjacent developed lands and buildings).
- ☐ Provision of the blaster's contact information and proof of certification.
- ☐ Detailed plans covering the proposed site and all adjacent lands, showing all pertinent topographic features, including existing buildings, structures, wells, drainage paths, environmentally sensitive areas and significant trees as defined in the Tree Protection Bylaw #4152 prior to the start of work.

Type 'A': Soil quantity between 50-99 cubic meters
Type 'B': Soil quantity > 99 cubic meters and/or;
Within an Environmentally Sensitive Area and/or;
Requires Blasting and/or;
Alters or affects overland drainage routes or a watercourse
Refer to CoV Soil Removal and Deposition Bylaw #5259

*****The Permit shall expire 12 months following the date on which it was issued*****