

## Soil Removal / Deposit Permit Application

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

- Building and Plumbing Bylaw No. 4900
- Hillside Guidelines 2008
- Official Community Plan 2008 Bylaw No. 5470
- Site Preparation General Conditions
- Soil Removal and Deposition Bylaw No. 5259
- Subdivision and Development Servicing Bylaw No. 3843
- Tree Protection Bylaw No. 4152

For Office Use Only	
File Number	Date Stamp
Roll Number	
Related Files	

**Should the City of Vernon approve a Soil Removal and Deposition Permit for the proposed site preparation, work would be permitted to proceed as detailed in the approved Permit**

### APPLICANT INFORMATION

Name:	Phone:
Address:	Fax:
Postal Code:	Email:
	Cell:

### PROPERTY OWNER INFORMATION

Name:	Phone:
Address:	Fax:
Postal Code:	Email:
	Cell:

### PROPERTY INFORMATION

Civic Address:	
Legal Description:	
Is the property in the Agricultural Land Reserve (ALR)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### NATURE OF WORK

*(also see application Checklist on Reverse)*

**Include reasons for proposed work and intended use for the area following soil removal or deposition**

Proposed future use of land:
Volume of material being moved: _____ m <sup>3</sup>

### MOVEMENT / USAGE OF FILL

If fill is to be used, please provide:  <input type="checkbox"/> Location of the source of fill: _____
If material is to be removed, please provide: <input type="checkbox"/> Location where the material is to be deposited: _____ <input type="checkbox"/> Define the haul route (include civic address and attach plan if necessary): _____ _____ _____

**BLASTING**

Is any blasting being conducted?  Yes (If yes, include copy of letter to neighbouring properties)  
 No

Purpose of blasting:

Volume of rock to be blasted: \_\_\_\_\_ m<sup>3</sup>

Estimated START date of drilling: \_\_\_\_\_

Estimated START date of blasting: \_\_\_\_\_ Estimated END date of blasting: \_\_\_\_\_

**Official Use Only – Required information attached**

- Is land within an Environmentally Sensitive Area? (EMA Polygon type Red, Yellow, Green)  
 Yes (Red or Yellow)  No (Green)

- Archaeological sites:  
 Area with protected archeological site  
 Area of high archaeological potential  
 No identified archaeological site

**TYPE A - APPLICATION**

1. Has all information required in the Soil Removal and Deposition Bylaw #5259  
**Item 6.2** has been provided in an acceptable legible form?  Yes  No  N/A
2. Application Fee paid \$100.00  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 (if yes, name planning staff managing the DP \_\_\_\_\_)
5. Notify applicant of DP requirements: Date: \_\_\_\_\_

**TYPE B - APPLICATION**

1. Has all information required in the Soil Removal and Deposition Bylaw #5259  
**Item 6.3** has 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. Application Fee paid \$100.00 + \$50 per design plan provided.  
Total Fee Amount \$ \_\_\_\_\_  
Payment provided  Yes  No
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 (if yes, name planning staff managing the DP \_\_\_\_\_)  
 No

Notify applicant of DP requirements: Date: \_\_\_\_\_

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

REVISED: Sep2021

**IMPORTANT:**

**\*Completion of this application does not constitute a valid permit to process.  
Do not commence works until permit has been approved.**

Applicant's Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

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

Send completed application forms and accompanying documentation to: Corporation of The City of Vernon: 3001 - 32th Ave, Vernon B.C. V1T 2L8  
Phone: 250.550-3634 Fax: 250.545.5309 E-mail: [buildingcounter@vernon.ca](mailto:buildingcounter@vernon.ca)

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

**Submission Requirements**

**All applications submissions shall contain (by 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).
- 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 Sedimentation Control (ESC) measures (temporary and permanent), including a description of the type of soil(s) or other material.
- A plan providing the methods of drainage, overland flow rough, 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 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.**

- 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).
- Detailed plans of the proposed grading of 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.
- 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 calculations, cross-sections and other engineering data used in calculating the estimated volume of soil (cubic meters) to be removed, relocated or deposited.
- Detailed plans providing Erosion and Sedimentation Control (ESC) measures (temporary and permanent), including a description of the type of soil(s) or other material.

**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 prior to start of works.

REVISED: Sep2021