



## **SOIL APPLICATION For Soil Removal or Deposit Works Greater Than 100 cubic metres**

This form must be completed for soil removal or depositing works that do not qualify for exemption under Section 7 or 8 of the Surrey Soil Conservation and Protection By-law, 2007, No. 16389

**It is strongly recommended that the applicant meet with Engineering Department staff to discuss the scope of the proposed works prior to applying for a soil removal or deposit permit.**

Engineering Department  
13450 - 104 Avenue, Surrey, British Columbia, V3T 1V8  
Telephone: (604) 591-4340 Fax: (604) 591-8693  
<http://www.surrey.ca>

# SOIL REMOVAL/DEPOSIT APPLICATION FORM

## Site Information:

Project Civic Address: \_\_\_\_\_  
Property Zoning: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Date of Application: \_\_\_\_\_

## Description of Works Proposed:

In the space provided or on an attached sheet, please provide a detailed description of the works proposed:

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

Total Volume of Soil to Remove/Deposit: \_\_\_\_\_ Cubic Metres

## Applicant:

As Registered Owner(s)/Authorized Agent of the noted land, I/we hereby declare that the information provided in this application is correct, that it is my intention to remove/deposit soil from/upon the said property in accordance with the "Surrey Soil Conservation and Protection By-law, 2007, No. 16389", and that I will abide by all applicable provisions of the said By-law and such other terms and conditions as may be imposed under the said By-law in respect to this, my application for a Soil Removal/Deposit Permit.

	(Please Print)	(Please Print)	(Please Print)
Registered Owner(s):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address:	_____	_____	_____
Telephone No.:	_____	_____	_____
Fax No.:	_____	_____	_____
Email:	_____	_____	_____
Signature(s):	_____	_____	_____
<i>or</i> Agent:	(Please Print) <input type="text"/>	Signature:	_____

**LETTER OF AUTHORIZATION *(If Applicable)***

As registered owner(s) of property \_\_\_\_\_, I/we hereby authorize the following person to act as agent on my/our behalf on all matters pertaining to the Application for Soil Removal or Deposit Permit at the above noted property.

Agent: _____	
Company Name: _____	
Address: _____	
City: _____	Postal Code: _____
Telephone No.: _____	Fax No.: _____
Cellular Phone: _____	Email: _____

Name of Registered Owner:	Name of Registered Owner:
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Address: _____	Address: _____
City: _____	City: _____
Postal Code: _____	Postal Code: _____
Telephone No.: _____	Telephone No.: _____
Fax: _____	Fax: _____
Signature: _____	Signature: _____

Name of Registered Owner:	Name of Registered Owner:
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Address: _____	Address: _____
City: _____	City: _____
Postal Code: _____	Postal Code: _____
Telephone No.: _____	Telephone No.: _____
Fax: _____	Fax: _____
Signature: _____	Signature: _____

All registered owner(s) of the property must sign the Letter of Authorization. Use additional sheets if necessary

# APPLICATION SUBMISSION CHECKLIST

The purpose of this checklist is to help the applicant prepare the information required to apply for a soil removal or deposit permit.

**For direction in preparing the drawings, please read the Overview of Soil Application Information and Drawing Requirements found in the General Guide to Permits.**

The following is the minimum information required for an application to be accepted. To avoid delays in processing your application, all the required documents, plans, and other information must be in order.

## Application Form, Fee & Security Requirements

- |  |   |                          |
|--|---|--------------------------|
| Application Form for Soil Removal/Deposit Permit                               |   | <input type="checkbox"/> |
| Application Form for Designation of Lands for Soil <u>Removal</u> <sup>1</sup> |   | <input type="checkbox"/> |
| Application Fee  | Soil Removal/Depositing (\$762)                       | <input type="checkbox"/> |
|  | Soil <u>Removal</u> Royalty Fee <sup>2</sup> \$ _____ | <input type="checkbox"/> |
| Security Deposit <sup>3</sup>  | \$ _____  | <input type="checkbox"/> |

## Information Requirements

- |  |   |                          |
|--|---|--------------------------|
| Written Consent From:  | Mortgagee   | <input type="checkbox"/> |
|  | Any Unpaid Vendors                                      | <input type="checkbox"/> |
|  | Owner(s) of Property ( <i>Letter of Authorization</i> ) | <input type="checkbox"/> |
| Certificate of Land Title  |   | <input type="checkbox"/> |
| Proof of Insurance <sup>4</sup>                                      |   | <input type="checkbox"/> |
| Volumetric Computation of Proposed Soil Removal/Deposit <sup>5</sup> |   | <input type="checkbox"/> |

## Drawing Requirements<sup>5</sup>

- |  |                          |
|--|--------------------------|
| Plan View Details Showing the Extent of Proposed Soil Works        | <input type="checkbox"/> |
| Cross Sectional Details of Proposed Soil Works                     | <input type="checkbox"/> |
| Survey of Existing/Proposed Elevations for the Proposed Soil Works | <input type="checkbox"/> |
| Storm Water Control Plan   | <input type="checkbox"/> |
| Site Access and Traffic Management Plan                            | <input type="checkbox"/> |
| Restoration/Planting Plan  | <input type="checkbox"/> |

# APPLICATION SUBMISSION CHECKLIST

## Drawing Requirements Continued<sup>5</sup>

Please ensure the drawings also include all;

Statutory Rights-Of-Way/Easements on the Property

Utilities on the Property

Buildings on Property

Trees/Vegetation cover on the Property

## Reports

Agrologist Report<sup>6</sup>

Geotechnical Report<sup>7</sup>

## Supervision

Professional Engineer<sup>8</sup>

Agrologist<sup>6</sup>

1. Required when soil removal works proposed are greater than 1,000 cubic metres (cu.m).
2. Calculated at \$0.57/cu.m for one-twelfth of soil to be removed. (For soil removal applications only.)
3. Calculated at \$5.00/cu.m of soil proposed for removal or deposit.
4. Comprehensive general liability coverage in the amount of \$5,000,000 including liability for bodily injury or death, and property damage for the duration of the proposed works. Please have your insurer complete the Certificate of Insurance Standard Form, which is available at [www.surrey.ca](http://www.surrey.ca) and check the box indicating "City of Surrey Additionally insured."
5. All documents associated with the drawing requirements must be signed and sealed by a Professional Engineer and completed in accordance to Construction Drawing Standards issued by the Engineering Department of the City.
6. Required for soil depositing/removal works greater than 1,000 cu.m within the ALR and Agriculturally Zoned properties in the City, or where remedial works are necessary.
7. The consultant hired shall identify whether groundwater or ground stability is likely to be an issue. If it is of concern, then a study will be required to address this.
8. Confirmation of Engineer supervision during the works is required. A standard confirmation form for Engineers is provided in Appendix A of the *Supervising Engineers Handbook for Permitted Soil Removal or Depositing Sites*.

**\* Please note that additional information may be required upon review of the application.**