



# Erosion and Sediment Control (ESC) Permit Application Checklist

Please be aware that it is important to make sure that you correctly reference the principle Surrey Project Number for which the ESC Permit is a sub-requirement.

ESC Permits that are associated with Servicing Agreements through Land Development are to be submitted at Project Scoping and routed to the assigned Project Manager. Please ensure that you reference the assigned COS project number that has the prefix 78xx –xxxx –xx when you fill out the application paperwork.

ESC Permits that are attached to applications for Soil Deposition/Removal permits should be attached to the Soil Permit application or addressed to the Engineering contact that is assigned to your permit application.

All other ESC Permit submissions including those attached to Building Permits are to be lodged at the Engineering 4W Reception Counter. Please ensure that you correctly reference the BP number that is assigned to your project by the Building Department unless you have already been given the ESC Permit Number by engineering as part of your BP review process.

To ensure that you have submitted a complete ESC Permit application, please refer to the following checklist. Only once all of the following information has been received will your application review commence.

## Initial Submission Requirements

The following checklist is provided to ensure that applicants have submitted the required paperwork to ensure that their ESC Permit application can be processed without delay.

- |                                           |                          |
|-------------------------------------------|--------------------------|
| Complete and signed Schedule “A”          | <input type="checkbox"/> |
| Complete and Signed Schedule “D”          | <input type="checkbox"/> |
| Complete Additional Information Form      | <input type="checkbox"/> |
| Company Disclosure Statement <sup>1</sup> | <input type="checkbox"/> |
| ESC Permit Processing Fee \$562*          | <input type="checkbox"/> |
| ESC Plan <sup>2</sup>                     | <input type="checkbox"/> |

### Important - *Please ensure that:*

- Only original signed documents are submitted.
- The Developer listed on the Schedule “A” is the person/company whom will be posting the bonding

<sup>1</sup> The contractor listed as doing the work has a valid Surrey Business license.  
<sup>1</sup> Required for applications where either the property Owner or Developer is listed as a Company.

<sup>2</sup> ESC Plans must conform to the COS drafting standards and the requirements stipulated by the ESC Bylaw.

\* No Taxes are collected against this processing fee

**SCHEDULE "A"**  
**ENGINEERING DEPARTMENT**  
**Forming part of Erosion and Sediment Control By-law 2006 No. 16138**

**EROSION AND SEDIMENT CONTROL PERMIT APPLICATION**

**Part 1. LAND OWNER**

Name:

Address:

Telephone:

E-mail Address:

**Part 2. DEVELOPER**

Name:

Address:

Telephone:

**Part 3. EROSION AND SEDIMENT CONTROL SUPERVISOR**

Name:

Address:

Telephone:

**Part 4. IDENTIFICATION OF LAND WHERE CONSTRUCTION WILL OCCUR**

Civic Address:

Legal

Description:

Size of Land (approximate area)

Expected Start date: \_\_/\_\_/\_\_

Parcel:

Expected Finish date: \_\_/\_\_/\_\_

(boxes must be ✓ checked before submission)

- ESC Plan is attached which conforms to the City's drafting standards and includes the minimum requirements as set out on the reverse of this application.
- Confirmation of Commitment by ESC Supervisor is attached and signed by the ESC Supervisor.
- Non-refundable fee paid. (\$562)

I hereby declare that the above information is correct and true as well as all information provided on the ESC Plan attached and submitted herewith. I guarantee to construct the ESC Facilities in accordance with the ESC Plan. I am aware of the provisions of the Erosion and Sediment Control By-law, and I will abide by all applicable provisions of said By-law and such other terms and conditions as may be imposed under this application for an ESC Permit.

Dated \_\_\_\_\_

Signature of Land Owner \_\_\_\_\_

Signature of the Developer \_\_\_\_\_

*Office Use Only*

**ISSUED BY THE CITY on \_\_\_\_\_ by \_\_\_\_\_**  
**PERMIT NO. \_\_\_\_\_ (Authorized Signatory of City)**

**SCHEDULE "D"**

Forming part of Erosion and Sediment Control By-law 2006 No. 16138

**CONFIRMATION OF COMMITMENT BY ESC SUPERVISOR**

**To: The City Engineering Department**

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

\_\_\_\_\_  
Address ( Print)

\_\_\_\_\_

\_\_\_\_\_

**Dear Sir or Madam:**

**Re:**

\_\_\_\_\_  
Address of Project (Print)

\_\_\_\_\_  
Legal Description of Project (Print)

I \_\_\_\_\_, confirm that I have been retained by \_\_\_\_\_.  
(ESC Supervisor's Name) (Owner/Developer)

I am an engineer, biologist, geoscientist, applied scientist, or technologist who is registered and in good standing in British Columbia with a professional organization constituted under an Act, acting under that association's code of ethics and subject to disciplinary action by that association, and am trained in designing and implementing ESC Plans, and am responsible for inspecting, monitoring and reporting in accordance with the requirements of the City Erosion and Sediment Control By-law 2006, No. 16138.

I also acknowledge the responsibility to notify the addressee of this letter of the date I cease to be retained by the Owner and/or Developer.

Yours truly,

ESC Supervisor

Professional Seal (*if applicable*)

c.c. - \_\_\_\_\_  
(Owner/Developer)



# Erosion and Sediment Control Permit Application Additional Information Requirement

In addition to the Schedule "A" and "D" forming part of your ESC Permit application, please provide the following information to assist the permit review process and ensure that your permit issuance is not delayed. It is the legal responsibility of the applicant to verify that the following information is accurate.

## Application Background Information

**Principal Project Type:**<sup>1</sup>

- Land Development Project
- Soil Deposition/Removal Project
- Building Permit Project

**Principal COS Project Application #:**<sup>2</sup> \_\_\_\_\_

**Property Zoning (s):** \_\_\_\_\_

**Work Proposed:**  
(Intended land use)

- Residential
- Commercial
- Industrial
- Institutional
- Multi-family
- Site Grading
- Other: \_\_\_\_\_

## Site Drainage Information

**Watershed(s):**<sup>3</sup> \_\_\_\_\_

### **Stormwater Conveyance Method from Site**

**Primary:** Surface flow  Piped flow  Infiltration  Specify location:<sup>4</sup> \_\_\_\_\_

**Secondary:** Surface flow  Piped flow  Infiltration  Specify location:<sup>4</sup> \_\_\_\_\_

**Other:** Surface flow  Piped flow  Infiltration  Specify location:<sup>4</sup> \_\_\_\_\_

## Project Contact Information

### **Project Contact Information**

Developers Name (Individual or Company Name): \_\_\_\_\_

Fax number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

*If company ownership - Identify the contact person:*

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Please note: If you are assigning and agent as a legal signatory, you are required to attach the Agent Authorisation form. If corporate ownership, include a copy of a BC Company Summary issued by the BC Ministry of Finance

**Rtlo ct{'Eqpwev**

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
E-mail: \_\_\_\_\_

**ESC Design Engineer** \*Please ensure that the person specified matches the person who seals the ESC Plan.

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
E-mail: \_\_\_\_\_ File Reference #: \_\_\_\_\_

**ESC Supervisor** \*Please ensure that the person specified matches the Schedule D form and the ESC Supervisor signing the ESC Plan.

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
E-mail: \_\_\_\_\_ File Reference #: \_\_\_\_\_

**General Contractor or Builder**

Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Site Supervisor: \_\_\_\_\_ 24hr Contact Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
E-mail: \_\_\_\_\_

<sup>1</sup> ESC Permits are a conditional requirement of Construction Permits issued by the Engineering or Building Departments, referred to at the Principal Project initiating the ESC Application.

<sup>2</sup> Indicate the reference number provided by the City of Surrey department responsible for overseeing the construction permit under which the ESC Permit is required. For Soil Permit projects indicate the street address.

<sup>3</sup> Identify the receiving watershed/ stream/creek where site storm water runoff will ultimately discharge.

<sup>4</sup> Identify along which boundary the discharge is leaving the site based on N, NE, E, SE, S, SW, W, and NW.

<sup>5</sup> It is the responsibility of the applicant to provide the names of all legal registered owners at the time of construction; be it an individual, or individuals of a registered company to whom the property is owned. If corporate ownership, include a copy of a BC Company Summary issued by the BC Ministry of Finance.