

DOCUMENTATION CHECKLIST FOR SOIL REMOVAL & FILL DEPOSIT APPLICATIONS & PERMITS

Engineering Services Division

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 Hrs: 8:30-4:30 (Mon-Fri)
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This guide is not a bylaw. It is a guide prepared to provide Soil / Fill Permit Applicants a checklist of documentation required at various stages of the Application and Permit processes. For details and legal documents, you must consult relevant bylaws and provincial legislation.

*****Both hard copy and/or digital copy formats are acceptable*****

Preliminary Checklist for Application Submission

Applicants may use the following preliminary checklist as their starting point to initiate the Permit Application review process:

- ☐ Soil / Fill Permit Application & \$250 fee
- ☐ Highway Use Permit Application & \$178.75 fee (includes \$3.75 GST)
- ☐ Aerial map - to scale including removal / deposit activities footprint, existing & proposed structures and improvements, parcel boundaries, ROWs, watercourses, wells, septic fields, culverts, north arrow
- ☐ Erosion & Sediment Control measures
- ☐ Site photos – access from municipal road, fill footprint area (north, south, east & east); appropriately labelled
- ☐ Surface elevations & cross section drawings (before & after proposed footprint changes). Cross-section drawings should indicate location, extent, area and depth of fill activities, and should include north-south and east-west schematics
- ☐ Topographic site plan –must reflect current site conditions, show proposed fill area and adjacent area past toe of fill slope
- ☐ *Agent Authorization Form – only required when the property owner(s) registered on title wish to have someone else representing the file on their behalf.*

NOTE: An application will not be reviewed until all documentation and fees noted above and additional information requirements are complete and submitted. Staff review times are estimated at 3 weeks.

Depending on the site-specific attributes, purpose of application and other considerations, additional items may be required and may include but not be limited to:

- ☐ Agrologist Report prepared by a Qualified Professional (QP)
- ☐ Erosion and Sediment Control Plan (ESCP) prepared by a QP
- ☐ Fill Plan prepared by a QP – volumes of removal & fill itemized and totalled; purpose, composition / description and quality of fill (Refer to Council Policy C030 “Geotechnical Report Guidelines” available on the City’s website)
- ☐ Hydrologist Report prepared by a QP
- ☐ Noxious Weed Management Plan prepared by a QP
- ☐ Riparian Areas Regulation (RAR) Assessment Report prepared by a QP

- ☐ QP Letter of Assurance & Commitment signed off by QP & Applicant
- ☐ Third Party Professional Review ordered by the City
- ☐ Other requirements

Once all required documentation and permit application fees are received and no further concerns or questions arise, the permit application is considered complete and is ready for review. The review process may include referrals to staff and other agencies, such as the Agricultural Land Commission, Ministry of Environment, etc. A staff report would be prepared if the permit application requires Council authorization (e.g., volume over 500m³).

Pre-permit Issuance – Documentation Requirements

Once an Application is reviewed with no further information is required and the Application is complete and approved in principle, the Applicant must provide the following to the City prior to staff issuing a permit:

- ☐ Certificate of Insurance (COI) – valid comprehensive general liability \$5 million naming the City of Pitt Meadows as additional insured
- ☐ Soil levies at \$0.50/m³
- ☐ Soil Security Deposit or Irrevocable Letter of Credit at \$5/m³
- ☐ Highway Use Permit Security Deposit
- ☐ Professional Assurance & Commitment signed off by QP & Applicant (pg.17 & 18 of Soil Bylaw)

Upon receipt of this completed documentation and fees, a pre-fill inspection will be conducted by staff. Upon submission of completed documentation, a Soil / Fill Permit and Highway Use Permit would be issued.

Active Permit – Documentation Requirements

Permit Holders are required to comply with the terms and conditions of their Permit, Bylaws and other applicable regulatory frameworks.

Completed Daily Logs must include:

- ☐ Date & time of the deposit or removal
- ☐ License plate of trucks delivering fill or removing soil and whether a pup trailer is used
- ☐ Quantity of fill being deposited or soil being removed
- ☐ Name of company depositing fill or removing soil
- ☐ Address of soil source or destination

Permit Holder are required to maintain and submit Daily Logs to the City, as specified in Section 8.4 of the Bylaw, preferably in electronic format provided by the City. For relatively smaller and/or short-term Soil / Fill Permits, Daily Fill Activity Logs are due 15 days upon Permit expiry, however Daily Logs may be requested more frequently to ensure these are actively maintained. Additional documentation may be required (e.g., progress reports from QP, etc.).

For large and/or long-term Soil / Fill Permits (< 6 months), both Daily Fill Activity Logs and monthly Soil Levies are due to the City on the 15th of the following month (e.g., August 1-31 Daily Fill Activity Log and levies would be due September 15).

Renewal Documentation

The following Permit renewal documentation is required:

- ☐ Soil / Fill Permit Application – completed, check “Renewal”
- ☐ Highway Use Permit Application – completed
- ☐ Renewal fees - \$100 Soil / Fill, \$100 HUP
- ☐ Site photos – access from municipal road, fill footprint area (north, south, east & east); appropriately labelled
- ☐ Topographic map updated to reflect current (i.e., within last 30 days) site elevations and slopes
- ☐ Other documentation may be required

Permit Completion – Documentation Requirements

The following Permit completion documentation is required:

- ☐ Written and signed confirmation from Permit Applicant and / or Qualified Professional that soil / fill activities are complete, verifying total volume deposited and removed since project inception to completion, that fill comprises only of materials authorized in the permit, that it does not comprise “other material” (i.e., per definition in Soil Bylaw and not authorized), that the soil/fill is not contaminated *and* is free of noxious weeds, and that all surfaces including slopes are leveled/graded and covered with established growth. If the fill was authorized to improve farming operations, describe how the fill activities have improved the land for farming
- ☐ Outstanding fees – Soil / Fill and HUP
- ☐ Daily Fill Activity Log
- ☐ Site photos – access from municipal road, fill footprint area (north, south, east & east); appropriately labelled
- ☐ Topographic map
- ☐ Other documentation may be required (e.g., Final Report(s), QP sign-off)
- ☐ Aerial map - to scale including removal / deposit activities footprint, existing structures and improvements, parcel boundaries, ROWs, watercourses, wells, septic fields, culverts; surface elevations & cross section drawings (before & after footprint changes) – indicate location, extent, area and depth of fill activities

Upon submission of Permit completion documentation and the City’s satisfaction with the completeness and quality of documentation provided, and pending no outstanding issues, the security deposit / Irrevocable Letter of Credit would be returned. The Permit would be deemed closed.

Should the necessary completion requirements of the property not be completed within a period of 120 days following expiration of the permit, all letters of credit held as performance security for the project will be cashed and all monies will be held by the City until the completion of all required works.