



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):			

Address:	_____	_____	_____
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Telephone No.:	_____	_____	_____
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Fax No.:	_____	_____	_____
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Email:	_____	_____	_____
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Signature(s):	_____	_____	_____
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<i>or</i> Agent:	(Please Print) 	Signature: _____
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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:

Address: _____

City: _____

Postal Code: _____

Telephone No.: _____

Fax: _____

Signature: _____

Name of Registered Owner:

Address: _____

City: _____

Postal Code: _____

Telephone No.: _____

Fax: _____

Signature: _____

Name of Registered Owner:

Address: _____

City: _____

Postal Code: _____

Telephone No.: _____

Fax: _____

Signature: _____

Name of Registered Owner:

Address: _____

City: _____

Postal Code: _____

Telephone No.: _____

Fax: _____

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 ☐Application Form for Designation of Lands for Soil Removal ¹

Application Fee	Soil Removal/Depositing (\$762)	
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Soil Removal Royalty Fee² \$ Security Deposit ³ \$

Information Requirements

Written Consent From: Mortgagee ☐

Any Unpaid Vendors	
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Owner(s) of Property (*Letter of Authorization*)

Certificate of Land Title □

Proof of Insurance⁴Volumetric Computation of Proposed Soil Removal/Deposit⁵

Drawing Requirements⁵

Plan View Details Showing the Extent of Proposed Soil Works

Cross Sectional Details of Proposed Soil Works

Survey of Existing/Proposed Elevations for the Proposed Soil Works

Storm Water Control Plan ☐Site Access and Traffic Management Plan □Restoration/Planting Plan ☐

APPLICATION SUBMISSION CHECKLIST

Drawing Requirements Continued⁵

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 Report⁶ ☐

Geotechnical Report⁷ ☐

Supervision

Professional Engineer⁸ ☐

Agrologist⁶ ☐

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 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.**