

Deposit of Fill Checklist

Each application for a permit shall include detailed plans, data and specifications prepared by a Professional Engineer registered in the Province of British Columbia, registered British Columbia Land Surveyor or other professional approved by the Director of Engineering.

The application shall contain the following information:

- Permission from the Agricultural Land Commission (ALC) when the lot is located in the Agricultural Land Reserve (ALR).
- Drawings and calculations **must** be signed and sealed.
- the legal description and civic address of the land on which fill is to be placed
- the name, address, email address and other relevant contact information of the person applying for the permit,
- the name, address, email address and other relevant contact information of the registered owner(s) of the land on which fill is to be placed. Where there is more than one registered owner, the names, addresses, email addresses and telephone/fax numbers of all registered owners must be provided,
- a current State of Title for all lands proposed to be filled,
- calculations determining the volume of fill to be placed,
- in the case where the deposit of fill is on Agricultural Land Reserve lands or rural zoned land, a report from a Professional Agrologist identifying the impact of the filling on the agricultural capability of the land,

Drawings/Plans must contain:

- contours of the ground in its current state with contour intervals of not more than 1 metre using geodetic datum or with contours otherwise shown according to accepted engineering standards
- all pertinent topographic features, buildings, wells, onsite sewage disposal systems, access routes, existing drainage patterns, legal boundaries, structures, and building envelopes,
- the location, size and species of all trees on the land and of trees on adjacent lands or highways which may be affected by the proposed filling on the land, and identifying all significant and protected trees, as defined in the Tree Preservation Bylaw No. 7632 or any successor bylaw,

- the location of all streams, wetlands, and areas that contain plants or animal habitat which are designated as red listed (endangered) or blue listed (vulnerable) by the Conservation Data Centre of the Province of British Columbia,
- the proposed slopes which will be maintained upon completion of the filling,
- the methods proposed for drainage, erosion and sedimentation control for the site during and after the filling,
- the proposed methods of access to the site during the operation, including roads to be used to bring fill to the site,
- the proposed contours of the ground, of maximum 1m intervals, in its final state upon completion of the fill operation showing the methods of access and positive methods of permanent drainage, including any proposed drainage works and easements,
- any protection measures for significant trees, protected trees and other trees, wetlands, and any endangered or vulnerable plants or animal habitat,
- the reclamation measures proposed to stabilize, landscape and restore the land upon completion of filling,
- the location of any Streamside Development Permit Areas on the land, and
- other information reasonably considered necessary by the Director of Engineering to adequately review the application.