



# Application Checklist – Depositing Soil and Other Material and Removing Soil for All Lands in the City of Richmond

This checklist outlines requirements as identified within *Soil Deposit & Removal Bylaw No. 10200* (the “Soil Bylaw”) to obtain a permit to deposit Soil and/or Other Material or remove Soil for Agricultural Land Reserve (ALR) Lands and non-ALR Lands within the City of Richmond.

**Soil** means topsoil, cobbles, boulders, sand, gravel, rock, silt, clay, peat, or any other substance of which land is naturally composed, above bedrock, but does not include Other Material.

**Other Material** includes, but is not limited to, woodwaste, construction and demolition waste, masonry rubble, concrete, asphalt, glass, unchipped lumber, drywall, biological waste, organic waste, including any materials listed in the *Solid Waste and Recycling Regulation Bylaw No. 6803*, but does not include Soil.

A property owner or designated agent is to provide the following to the City’s Community Bylaws Department:

- A completed [Application Form](#)
  - The application form must be signed by all registered Owner(s).
- Non-Refundable Application Fee** payable by cheque to the ‘City of Richmond’
  - See [Consolidated Fees Bylaw 8636](#) for applicable fees.
- Certificate of Title**
  - Search <http://ltsa.ca/> or BC Land Title & Survey to obtain a copy of the Certificate of Title.
- Corporate Registry** must be included if the Registered Owner is a Company
  - Go to <http://www.bcregistryservices.gov.bc.ca/> or search BC Registry Services at BC Online to obtain a copy of the Corporate Registry Summary.
- Agent Authorization Form** is required if an agent is representing the Owner(s)
  - The [form](#) or a letter must be signed and dated by all Owners of the subject property.

Following receipt of the application package, City staff will outline what additional information and/or documents will be required. Required information may include, but not be limited to the following:

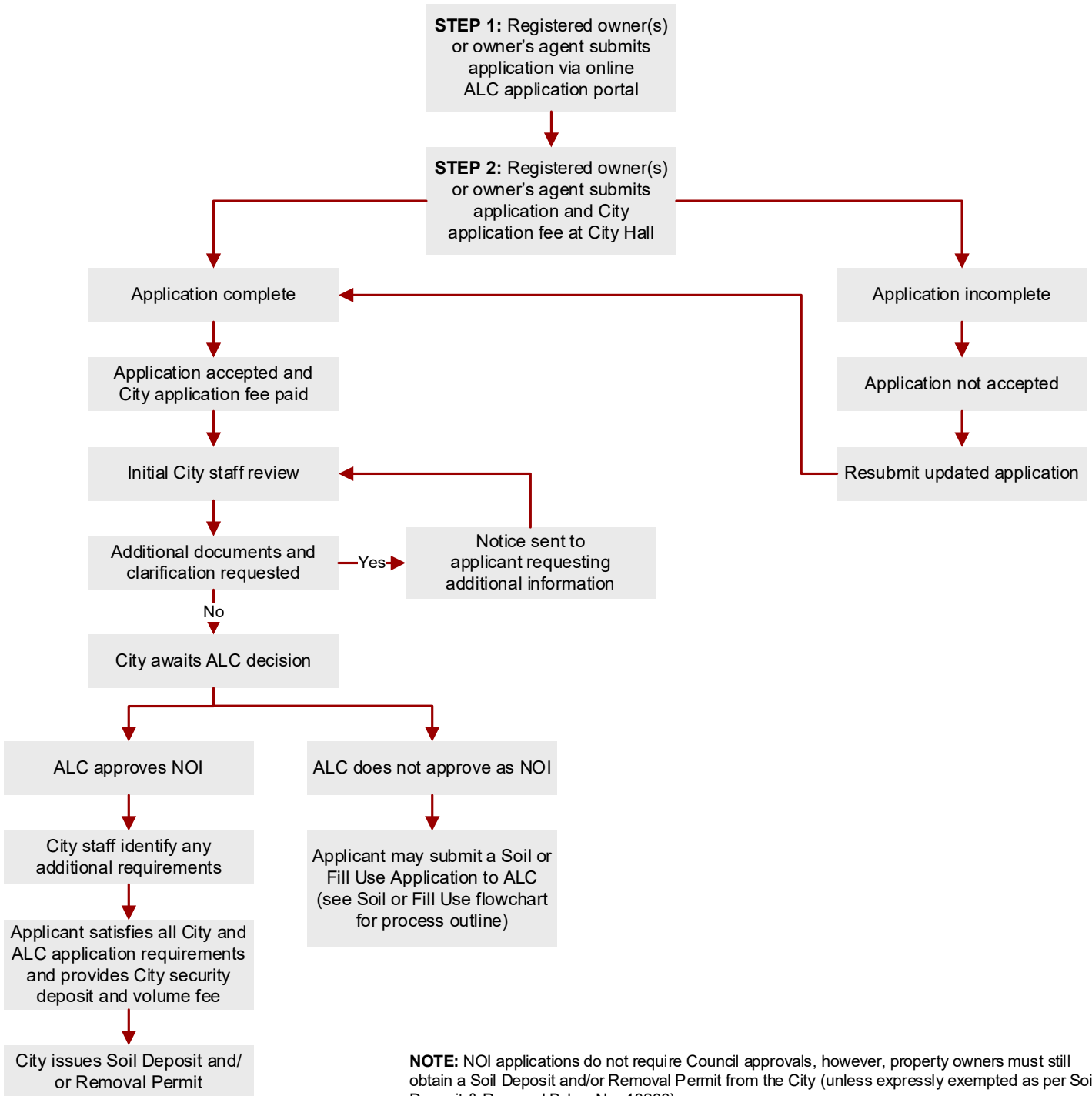
- Current BC Assessment Roll Report** which includes parcel information provided by BC Online
  - Go to <http://www.bcassessment.ca/> or search BC Assessment Roll Report.
- Agrologist Report** prepared by a Professional Agrologist. The report should include, but not be limited to:
  - Legal description, zoning and current land use of the property.
  - Site plan/description including site photos and historical land use of the property.
  - The soil characteristics/description of the property and current agricultural capability.
  - Reasons for the application (ie. explanation of why soil deposition or removal is required).
  - Soil management rationale/improved agricultural capability following project completion.
  - Soil placement plan including an outline of the proposed program for stripping, storing, and redistributing native topsoil during and upon completion of the proposal.
  - The benefits that the proposed soil deposit and/or removal project will provide for agricultural productivity including the recommended agricultural uses and suitable crop types upon completion of the project.
  - Outline any limitations, conditions or recommendations to ensure agricultural integrity is improved upon completion of the project.
  - Proposed duration of the project.

- Farm plan containing the following information:
    - Drainage requirements/rationale.
    - Irrigation requirements/rationale and water sources.
    - Proposed agricultural operator.
    - Proposed planting plan.
    - Agricultural improvement cost estimate (including material costs, drainage costs, irrigation costs and installation costs).
    - Projected income statement (5–10 years).
  - Address any drainage issues and the measures that will be taken by the property owner to avoid impacting neighbouring properties, City infrastructure or any [Riparian Management Areas \(RMA\)](#) and/or [Environmentally Sensitive Areas \(ESA\)](#) within or bordering the subject property.
  - Include any additional information as required within the Agricultural Land Commission’s (ALC) [‘Criteria for Agricultural Capability Assessments’](#) document.
- Drainage/Irrigation Plan** prepared by a Professional Engineer with acceptable related experience/qualifications. The drainage plan should include, but not be limited to, the following:
- Engineering Assessment (report/memorandum):
    - Calculate additional rainfall run off that will be generated by the development.
    - Identify the capacity of the City drainage system to accommodate the additional flow and/or how drainage will be managed within the applicants property.
    - Provide details of impacts (if any) to surrounding properties and the City’s drainage system.
      - Should the proposed project create flows beyond the capacity of the existing City drainage system, the applicant will be required to provide drainage infrastructure improvements that can accommodate the additional drainage capacity.
    - Professional Engineer is to provide an explanation as to why drainage improvements cannot be undertaken—rather than soil deposition—to improve the current conditions of the subject property.
    - Professional Engineer to provide an explanation as to why berming and pumping cannot be implemented to improve on-site drainage and/or water table issues.
  - Drainage Plan drawing:
    - Show all nearby utilities and proposed drainage infrastructure.
    - Identify all right-of-ways.
    - Identify dedications for Environmentally Sensitive Areas and Riparian Management Areas.
- Geotechnical Report** prepared by a Professional Engineer with acceptable related experience/qualifications. The geotechnical report should include, but not be limited to the following:
- Geotechnical assessment of the impacts to the surrounding properties (both public and private) and City infrastructure and must confirm that there will be no negative impacts during the proposed operations and post-project completion.
  - Establish and identify the soil placement plan and/or removal process plan.
  - Review and approve functionality of the Drainage Plan supplied by the Civil Engineer.
  - Provide guidance on drainage infrastructure installation.
  - Confirm that the Drainage Plan does not allow groundwater to drain into the City’s drainage system and that City infrastructure can manage increased capacity.
  - Confirm that the deposit and/or removal, and resulting settlement or subsidence, will not prevent any use permitted under the Zoning Bylaw.

- Topographic Survey** provided by a Registered Land Surveyor. The survey may be incorporated within the Geotechnical Report and should include, but not be limited to identifying the following:
  - Pre and post-fill geodetic elevations with cross sections.
  - 0.5 metre contours or a grid of spot geodetic elevations.
  - Proposed soil placement area.
  - Existing property lines, right-of-ways, structures, proposed structures and utilities on or adjacent to the property.
  - Location of all Environmentally Sensitive Areas, Watercourses and Riparian Management Areas on or adjacent to the property.
- Erosion and Sediment Control Plan** prepared by a Qualified Environmental Professional or Civil Engineer:
  - The plan must ensure that sediment from the proposed soil deposit and/or removal operations will not impact City watercourses or drainage infrastructure in accordance with [Bylaw 8441 – Watercourse Protection and Crossing Bylaw](#) and [Bylaw 8475 – Pollution Prevention and Clean-Up](#).
- Traffic Management Plan** detailing the proposed access route to and from the property, site access/egress route, and traffic control measures.
  - Refer to City's [Traffic Operations Lane Closure Request form](#) and contact staff for additional information prior to providing the TMP.
  - Lane Closure permit – Fee to be determined (if required; collected prior to permit issuance).
- Copy of the ALC Submission.
  - An **ALC Application ID** is provided upon successful submission to the on-line [ALC Application Portal](#).
- ALC Application Fee** (refer to [ALC website](#)) is to be provided to the City (made payable to the 'Minister of Finance') should the 'Soil or Fill Use' application receive Council resolution authorizing staff to forward the application to the ALC.
  - Do not provide the ALC fee until requested by City staff.

## Soil Deposit and Removal Application Process Flow Chart

For Applications Considered to be a Notice-of-Intent (NOI)



**NOTE:** NOI applications do not require Council approvals, however, property owners must still obtain a Soil Deposit and/or Removal Permit from the City (unless expressly exempted as per Soil Deposit & Removal Bylaw No. 10200).

## Soil Deposit and Removal Application Process Flow Chart

For Applications Considered to be  
Soil or Fill Use

