

**GUIDELINES FOR SOIL REMOVAL PERMIT APPLICATIONS**

Bylaw No. 5974 / 1971 requires a permit be issued for all soil removal on any property within the City of Burnaby.

The reason for issuing a Permit is to allow the City an opportunity to review the work proposed. This ensures;

- Environmental regulations are not contravened.
- City's bylaws and any registered covenants or Rights of Way agreements are complied with.
- Existing and planned City utility infrastructure is not adversely affected.
- There are no adverse impacts on adjoining properties during, and on completion of, the removal.
- The Federal and Provincial regulatory responsibilities that the City is responsible for are satisfied.

Soil Removal to enable a change of land use will additionally require a review by the Planning Dept. to confirm the new usage is acceptable. Contact (604) 294 7440 to find out more information on this aspect of the process.

All applications concerning lands within the Agricultural Land Reserve are automatically required to be submitted to the Director Planning who will process the application. Works within the ALR also require approval of the ALR.

**You are strongly recommended to contact the ALRC at an early stage of project planning to ensure the timelines projected by both ALR and City of Burnaby to complete the review process suit your programming.**

The Director of Engineering will impose conditions that will be specific to each individual site, and use. If soil from several separate lots within a localized area are being removed, do not expect the conditions to be the same for each Permit.

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You will be required to provide information that lets us carry out the above review(s). Typical information will be as follows:

**1. FOR SITES LESS THAN 0.5 HECTARE**

- A) *Plans: Drawings to a scale of 1:500 shall show the property on which the applicant proposes to remove the soil. Drawings have to be sealed by a Professional Engineer registered in the Province of B.C.*

*The drawing will show:*

- *Existing contours at 1 metre contour intervals and the relationship to adjoining lands and highways by extending 10m beyond the site boundaries.*
- *The contours shall be based on spot elevations at a 5 metre grid.*
- *Pertinent topographic features.*
- *Buildings, structures and tree cover.*
- *Highways and highway allowances, foot paths.*
- *Watercourses, ponds, wells, & springs.*
- *Fence lines.*
- *Utilities and City services.*
- *Proposed building footprints and underground structures.*

- B) ***Geotechnical Report: You will be advised after a preliminary review if this is required.** The report (in triplicate) is to be prepared by a Professional Engineer registered in the Province of B.C. specializing in geotechnical studies to include:*

- *The type and source of soil to be removed,*
- *The methods of removal and restoration to be employed,*
- *The phasing of removal,*

- The estimated completion date for the soil removal,
- The impact of removing soil on adjacent utilities and properties.
- Proposed methods of drainage control within the removal site. If drainage is to be discharged to local watercourses, methods of sediment elimination and any other pollution prevention processes must be detailed, including drawings of all siltation ponds showing their location and method of construction. Drainage control must be such that adjacent properties are not affected.

C) Supplementary Information: The following information may also be required to support the application. Timing of these submissions (if required) will be advised:

- Historic uses of the property should be detailed and any previous environmental assessments must be provided.
- Where required, confirmation that removed material is contamination free. Records of all soil removed and the zone where it is removed must be kept. The applicant must test sources of material prior to acceptance, if contamination is suspected. Copies of this documentation must be supplied to the supervising Engineer. All removal material being removed must meet current Ministry of Environment guidelines regarding contamination.
- A copy of the Permit must be provided to the Contractor, who must be familiar with both the Soil Removal Bylaw and the requirements applicable to the Permit.
- If the permit holder changes contractor during the period of the permit they shall provide the Director Engineering, in writing, with updated information of the new contractor.
- Where required, the Applicant’s Professional Engineer must certify, at intervals specified on the permit and on completion of the removal of soil, that all work has been performed in accordance with the Soil Removal Bylaw and permit requirements.
- Upon completion, written request to the Director of Engineering for the release of any bonding will be required. The City of Burnaby may require bonding as detailed in the conditions attached to the Permit. No bonding will be released until the City has received the above mentioned certification of completion by a Professional Engineer.
- The written consent or approval of any other Federal or Provincial Government agency(ies) whose approval is required to allow the completion of all the works and services required must be provided before the issuance of the permit.

The Director of Engineering may require further information to support the information submitted by the applicant.

## 2. **FOR SITES GREATER THAN 0.5 HECTARES**

APPLICANTS WILL SUBMIT ALL THE INFORMATION IN 1, ABOVE AND THE FOLLOWING ADDITIONAL INFORMATION.

- A) Plans: Drawings to a scale of 1:500 shall show the property on which the applicant proposes to remove the soil. Drawings have to be sealed by a Professional Engineer registered in the Province of B.C., and shall additionally show:
- The proposed methods of access to the site during and upon completion of soil removal.
  - The proposed phasing of removal of soil in terms of annual development showing vertical contours, grades and slopes.
  - Proposed methods of sediment, erosion and dust control both during and upon completion of the soil removal.
  - Sections and profiles through the proposed removal at pertinent locations and/or typical areas. If necessary, borehole and trial-hole results will be superimposed on sections and profiles.
- B) Geotechnical Report: The report (in triplicate) is to be prepared by a Professional Engineer registered in the Province of B.C. specializing in geotechnical studies to include all in 1-B above, and:

- *Review of the existing groundwater regime on the site, with respect to both groundwater levels and quality.*
- *Recommendations showing location and depth of groundwater monitoring wells and frequency of monitoring for both quality and elevation with supporting rationale.*
- *The historical maximum groundwater elevation or groundwater profile beneath the land.*
- *The report shall be subject to the interpretation and review of the Director of Engineering and the Chief Public Health Inspector.*

C) Supplementary Information: *The following information may also be required:*

- *A report, prepared by a qualified consultant, which assesses potential environmental effects of the soil removal operation and, where appropriate, develop measures to mitigate any potentially adverse effects. The report of the consultant shall be subject to the interpretation and review of the Director Engineering, the Director Planning and the Chief Public Health Inspector. Such an assessment to include, but not to be limited to:*
  - *Identification of any potential impacts of soil removal on fish or fish habitat and description of specific measures to mitigate any adverse effects.*
  - *Identification of potential impacts on wildlife or wildlife and appropriate mitigating measures.*
  - *Identification of any rare, threatened or endangered species, habitats, or plant communities that may be affected by soil removal.*
- *A Traffic Impact Study prepared by a Professional Engineer specializing in that field of study showing:*
  - *All proposed haul routes to be used by trucks hauling soil from the lands for which the permit is to be issued to the nearest designated truck route.*
  - *The anticipated effect of the increased vehicular traffic generated by the soil removal operation may have on pedestrian and vehicle safety, suggestions for improvements that may be necessary to reduce any identified hazards.*
- *Any information resulting from review by other external agencies and bodies having jurisdiction over the proposed removal site or who are directly impacted by the removal operation (e.g. GVRD, Department of Fisheries and Oceans, Provincial governmental Departments and Agencies).*

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A time-frame for Permit issue cannot be given, since the review process is dependant upon;

- the quality/detail of the information provided to support the application,
- the complexity of the works proposed,
- review by external agencies (if needed).

Once the Soil Removal Permit application (see pages 4 & 5) is received, you will be advised of the extent of additional information needed and the format it can submitted in.

The application form can be scanned & emailed to [Engineering@burnaby.ca](mailto:Engineering@burnaby.ca) or call 604-294-7460

To: The Director Engineering  
 City of Burnaby,  
 4949 Canada Way,  
 Burnaby, BC, V5M 1M2.

APPLICATION FOR A SOIL REMOVAL PERMIT (Complete **unshaded** areas only)

<i>City to complete</i> File 48000/06	<i>City to complete</i> Permit No.
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**THE SITE OWNER’S DETAILS**

Owner:					
Address:				Tel:	
				email:	
Civic Address Of The Site:					
<i>City to complete</i>					
Lot:	RSD:	SUB#:	Block:	DL:	Plan No:

**THE PERMIT APPLICANT’S DETAILS (If not the owner)**

Name:		
Address:		
Tel:	email:	Cell:

**THE CONTRACTOR’S DETAILS**

Company:		
Address:		
Tel:	email:	Cell:
Emergency/Out of hours contact:		Cell:

**THE REMOVED SOIL DETAILS**

Type of Fill:	
Proposed Depth of Fill:	
Method of Removal:	

Purpose of Soil removal			
Preload/Structural:	Drainage Improvement:	Landscaping:	Soil enhancement
Other (Please explain)			

<i>City to complete</i>			
PPA#:	Rez #:	SD#:	Des #:

I understand that in consideration of the granting of a permit, I will be agreeing to:-

- Conform to the provisions of the “Burnaby Soil Removal Regulation Bylaw 1961” and the site specific requirements within Appendix 1 of this Permit together with Federal and Provincial statutes together with other applicable municipal bylaws in force controlling soil removal within in the City of Burnaby.
- To indemnify and release the City from all claims, liabilities, judgments, costs and expenses of whatsoever kind, which may accrue against the City of Burnaby in consequence of, and incidental to, the granting of this permit.
- Provide the fees and bonds required by the Issuing Officer

Applicant's Signature: \_\_\_\_\_

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

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**For City use**

Topographical Survey attached ----- Y  N  N/A

Geotechnical Report attached ----- Y  N  N/A

Insurance attached ----- Y  N  N/A

Scope Of Work Drawings attached ----- Y  N  N/A

Sediment Control Plan attached ----- Y  N  N/A

Other Requirements \_\_\_\_\_

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\_\_\_\_\_

***The following are typical conditions that might be applied to a Soil Removal Permit.***

- Establishing datums on adjoining properties to monitor vertical movement during the course of the soil removal. The monitoring datums will be measured at specified intervals over a specified period. Reports of results to be certified by a B.C.L.S. or P.Eng supervisor and submitted to the City of Burnaby’s Issuing Officer.
- Provision of a removal set back, or slope specification to reduce adverse impact on adjacent properties.
- Establishing groundwater sampling sites to monitor content levels for
  - Total Metal content
  - Dissolved Metal content
  - pH
  - Ions/Cat. Ions.
  - Water levelMonitoring to be carried out at intervals over a specified period. Reports of the test results to be certified by a P.Eng supervisor and submitted to the City of Burnaby’s Issuing Officer.
- Drainage requirements from, and to, adjacent properties to prevent obstruction or amendment.
- Upgrades for site access (including renewing or replacing driveway culverts) to accommodate soil removal.
- Siltation, sediment and dust control requirements.
- Requirements for supervision by Geotechnical Engineer, and need for geotechnical report
- A record log of both the source, and placement locations of removed material to be provided upon completion of the removal.
- Nuisance reduction measures (times of removal permitted, vibro-compaction limitations, weekend/events and statutory holiday work restriction).
- A performance and other bonds - in the form of an irrevocable Letter of Credit, or a certified cheque – to ensure certain requirements are fulfilled.
- Permit renewal information (permits are valid for six months from the date of issue).