



Engineering and Infrastructure Division  
Operations Department  
2205 Otter Point Road, Sooke, BC V9Z 1J2  
Office Hours: Monday – Friday: 8:30 AM - 4:30 PM  
Phone: (250) 642-1634 Email: [engineering@sooke.ca](mailto:engineering@sooke.ca)

## Soil Permit

Bylaw 860, Soil Removal and Deposit Bylaw No. 860, 2022

**PLEASE NOTE:** Only complete applications will be accepted

☐ SOIL DEPOSIT

☐ SOIL REMOVAL

## Description of Property

**Civic Address:**

Sooke

British Columbia

City

Province

Postal Code

**Legal Description:**

Lot

Block

Section

Plan

PID

**Zoning:**

## Applicant Contact Information

**Applicant is:**

Sole Property Owner

☐ Yes

☐ No *(See Owner's Authorization Form)*

**Name:**

**Email:**

**Phone Number(s):**

**Mailing Address:**

City

Province

Postal Code

## Description of Proposal *(attach a separate page if necessary)*

*Example: Deposit/Removal of 150m3 soil*



## Site Disclosure Statement (SDS) for Contaminated Sites

Pursuant to the *Environmental Management Act*, the Province of British Columbia requires an applicant to submit a [Site Disclosure Statement Form](#) on properties that are or were used for commercial or industrial purposes as defined within the provincial regulations, i.e., Schedule 2 activities. Please indicate if the subject property qualifies for the following major exemptions for requiring a Site Disclosure Statement:

**The property has always been used for residential purposes**

☐ Yes ☐ No (See *SDS Form - Schedule 1*)

## Development Permit Requirement

A Development Permit may be required prior to the issuance of a Soil Permit. Please confirm if a Development Permit is required.

**Development Permit required:**

☐ Yes ☐ No

To confirm whether a Development Permit is required, please contact the Planning Division ([planning@sooke.ca](mailto:planning@sooke.ca))

## Application Fee Schedule

A complete application includes payment of fees. The fees for development applications are outlined in the [District of Sooke Fees and Charges Bylaw No. 752](#); please refer to this Bylaw for complete details.

|                                                                                                                   | FEE      | TOTAL |
|-------------------------------------------------------------------------------------------------------------------|----------|-------|
| <b>Soil Permit</b>                                                                                                | \$100.00 |       |
| <b>Damage Deposit</b> (to be determined by Engineering Staff)                                                     |          |       |
| <b>Additional Fee of \$0.50 per m3 of soil to be removed or deposited</b> (to be determined by Engineering Staff) |          |       |
| <b>Total Application Fee(s) Due</b>                                                                               |          |       |



## Application Requirements Checklist

All required Attachments must be provided as separate digital PDFs without any passwords or restrictions.

**PLEASE NOTE:** All application submissions must adhere to the following naming convention: [YYYY-MM-DD Attachment Title.pdf]. For example, the attachment for the Application Form would be named: 2024-01-01 Application Form.pdf.

Complete application packages can be submitted by email to [engineering@sooke.ca](mailto:engineering@sooke.ca). If the application cannot be submitted electronically, please contact the Engineering and Infrastructure Division at [engineering@sooke.ca](mailto:engineering@sooke.ca) or (250) 642-1634 to make alternative arrangements for submission.

| REQ.                     | REC.                     | ATTACHMENT                                                                                                    | DETAILS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Application Form                                                                                              | Completed Application Form.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Owner's Authorization Form</u>                                                                             | Signed by all Property Owners registered on Certificate of Title.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Corporate Registry/<br>Company Search                                                                         | Required only if the registered property owner is a registered company, current within 30 days of application submission.                                                                                                                                                                                                                                                                                                                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | LTSA Title Search                                                                                             | Copy of LTSA Title Search, current within 30 days of application submission.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of All Documents<br>Registered on Title                                                                  | Provide copies of the non-financial legal documents registered on the Certificate of Title (Covenants, Easements, Right-of-Ways, etc.).                                                                                                                                                                                                                                                                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Application Fee                                                                                               | Per <a href="#">District of Sooke Bylaw Fees and Charges Bylaw No. 752</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Disclosure<br>Statement Form<br>( <a href="#">Schedule 1</a> )                                           | Required only if the property has NOT always been used for residential purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Schedule                                                                                                      | A plan showing the start date and duration of the works.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Route Plan                                                                                                    | A plan showing the proposed routes to be taken by vehicles transporting soil to and from the land.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Origin / Destination                                                                                          | A statement identifying the origin or destination of the soil.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Slope stability<br>certification                                                                              | A Geotechnical Engineer's certification of the stability of permanent slopes greater than 30% and soils deposited greater than 1.20m deep.                                                                                                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed Site Plan<br><br>(referenced to a Survey<br>prepared by a BC Land<br>Surveyor; metric scale<br>only) | <ul style="list-style-type: none"><li><input type="checkbox"/> Legal Description(s) of affected lots.</li><li><input type="checkbox"/> Lot number labels for all proposed lots.</li><li><input type="checkbox"/> Location and dimensions of all existing and proposed property boundaries, covenant areas, easement areas, right-of-way areas, etc.</li><li><input type="checkbox"/> Location of all watercourses, waterworks, wells, ditches, drains, sewers, septic fields, catch basins, culverts, manholes;</li></ul> |



Engineering and Infrastructure Division  
Operations Department  
2205 Otter Point Road, Sooke, BC V9Z 1J2  
Office Hours: Monday – Friday: 8:30 AM - 4:30 PM  
Phone: (250) 642-1634 Email: [engineering@sooke.ca](mailto:engineering@sooke.ca)

| REQ.                     | REC.                     | ATTACHMENT | DETAILS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------|--------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          |                          |            | <input type="checkbox"/> Location of legal and geodetic survey monuments and markers;<br><input type="checkbox"/> Location of public utilities and public works on or within 30 m of the boundaries of the land, and the measures proposed to protect them                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Other      | <input checked="" type="checkbox"/> Except for single family dwellings with less than 300m <sup>3</sup> of soil, the following additional items are also required:<br><br><input type="checkbox"/> A certification from a Professional Engineer outlining the quantities of soil to be removed or deposited and the method of the proposed soil works;<br><input type="checkbox"/> A contour plan prepared under the direction of the Engineer showing the present state of the land, extent of soil removal or deposit as well as the proposed surface and topography after soil works are complete<br><input type="checkbox"/> A stormwater management plan including erosion and silt control measures;<br><input type="checkbox"/> A dust control plan. |

## Application Submission Acknowledgement

- ☐ I hereby make an application as specified herein and declare that all the information submitted in support of the application is true and correct in all respects.
- ☐ I hereby acknowledge that all the information provided herein is collected for the purpose of administering the *Local Government Act* and the bylaws of the municipality under the *Local Government Act*, and under the authority of those enactments.
- ☐ I hereby acknowledge that submission of the Application Form and associated Attachments does not automatically constitute acceptance of the application.

**PLEASE NOTE:** Upon receipt of a complete application, District of Sooke staff will confirm acceptance of the application with the applicant.

Applicant's Signature

Date