



**Soil Removal and Fill Deposit
Regulation Bylaw 8094 –
Application Process**

**No.: COMMBYLAWS-01
Date: 2015-12-07
Revised: 2021-03-25**

Purpose:

This bulletin outlines the application requirements and process for obtaining a soil deposit and/or removal permit (the "Permit") from the City as per the current Soil Removal & Fill Deposit Regulation Bylaw 8094 (the "Soil Bylaw"). As per the Soil Bylaw, City of Richmond residents are required to obtain a Permit prior to depositing on or removing soil from properties within the Agricultural Land Reserve (ALR).

- **SOIL** means topsoil, sand, gravel, rock, silt, clay, **peat** or any other substance of which land is composed, or any combination thereof.

City of Richmond Soil Deposit/Removal Application Requirements:

To obtain a Permit to deposit or remove soil, a property owner(s) or his/her agent are required to submit the following:

- **Schedule 'C' Application Form** completed in full by the Registered Owner(s) or the Owner's Agent (pgs. 15-16 of the [Soil Removal and Fill Deposit Regulation Bylaw No. 8094](#))
 - The application form must be signed by all registered Owner(s).
- **Non-Refundable Application Fee** (\$600.00) payable by cheque to the City of Richmond
- **Certificate of Title**
 - Go to <http://itsa.ca/> or search 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 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.
- Any other supporting documents as requested by City staff as per the Soil Bylaw. Such documents may include, but are not be limited to, a Farm Plan and Report prepared by a Qualified Agrologist, Drainage Plan prepared by Qualified Professional, Geotechnical Report prepared by a Geotechnical Engineer, topographical survey of the subject Lands, etc.
- Please refer to the [Soil Deposit and Removal Application Requirements Checklist](#) for additional details regarding application requirements.

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Agricultural Land Commission Requirements:

The [Agricultural Land Commission \(ALC\)](#) is responsible for regulating activity on Lands within the ALR. The ALC derives its authority from the following:

- [ALC Act](#)
- [ALR Use Regulation](#)
- [ALC Policies & Bulletins](#)

Obtaining approval from the ALC to deposit or remove soil typically requires submission of a 'Notice-of-Intent' or submission of a 'Soil Use for the Placement of Fill' application to the ALC. Council approval is required prior to the ALC reviewing a 'Soil Use for the Placement of Fill' application. The soil deposit and/or removal proposal must satisfy the ALC's [Criteria for Technical Reports Submitted by Consultants](#).

The property owner or agent will be required to register for a BCeID and complete the online application through the [ALC's Application Portal](#). Additional fees payable to the ALC may apply.

Despite any exemptions found within the Soil Bylaw, permission typically must be obtained from the ALC prior to depositing or removing soil for any reason on Lands within the ALR. In addition, as per the ALC, fill must not include any of the following, which are defined as Prohibited Fill in the ALR Use Regulation:

- Construction or demolition waste, including masonry rubble, concrete, cement, rebar, drywall and wood waste;
- Asphalt;
- Glass;
- Synthetic polymers (e.g. plastic drainage pipe);
- Unchipped lumber; and
- Treated wood.

City of Richmond Soil Deposit/Removal Application Process:

Once the completed application and required documents have been provided to the City and the City application fee has been received, the application will be processed as follows:

- Initial staff review (additional documents and clarification may be requested following the review);
- Application presented to the Food Security and Agricultural Advisory Committee (FSAAC) for review and comment (additional documents and clarification may be requested);
- Application presented to the General Purpose Committee (GPC) for review (additional documents and clarification may be requested);
- Application presented to City Council for review and decision. The application, supporting documentation, and accompanying staff report will be considered by Council at a regularly scheduled meeting;
- Should Council authorize City staff to forward the application to the ALC, all associated documents and the ALC application fee will be forwarded by City staff to the ALC for their review and decision;
- Should Council not authorize City staff to forward the application to the ALC, the application will be cancelled and the corresponding file closed;

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- Should the ALC approve the application, the City may, following a final staff review to determine any outstanding requirements, issue a Permit with conditions. Prior to Permit issuance, the City will require:
 - Engineering and Public Works Division: Damage Deposit (\$5,000);
 - Community Bylaws Department: Security Deposit (\$10,000 maximum);
- Should the ALC deny the proposal, applicants may request reconsideration by the ALC. The reconsideration deadline is determined by the ALC. City staff shall keep the file open until such time as the timeline to appeal has expired.

Expiry and Renewal:

A Permit typically expires one year from the date of issue or upon such earlier date as may be specified in the Permit. A Permit may be renewed or extended for an additional period of not more than one year unless determined otherwise. The City shall require payment of a non-refundable fee of \$100 prior to issuing a Permit extension.

Suspension or Cancellation:

Should there be a contravention of any of the terms, conditions, requirements or restrictions as outlined in the Permit, or the Permit was issued on the basis of false or misleading information, the Permit may be suspended or cancelled.

To review the Soil Bylaw in its entirety, please obtain a copy from the City's website at www.richmond.ca or for a fee from Richmond City Hall (6911 No. 3 Road). Please refer to the City webpage [Soil Management in the ALR](#) for an expanded explanation regarding the Soil Bylaw, ALC information and City application requirements and process outline.

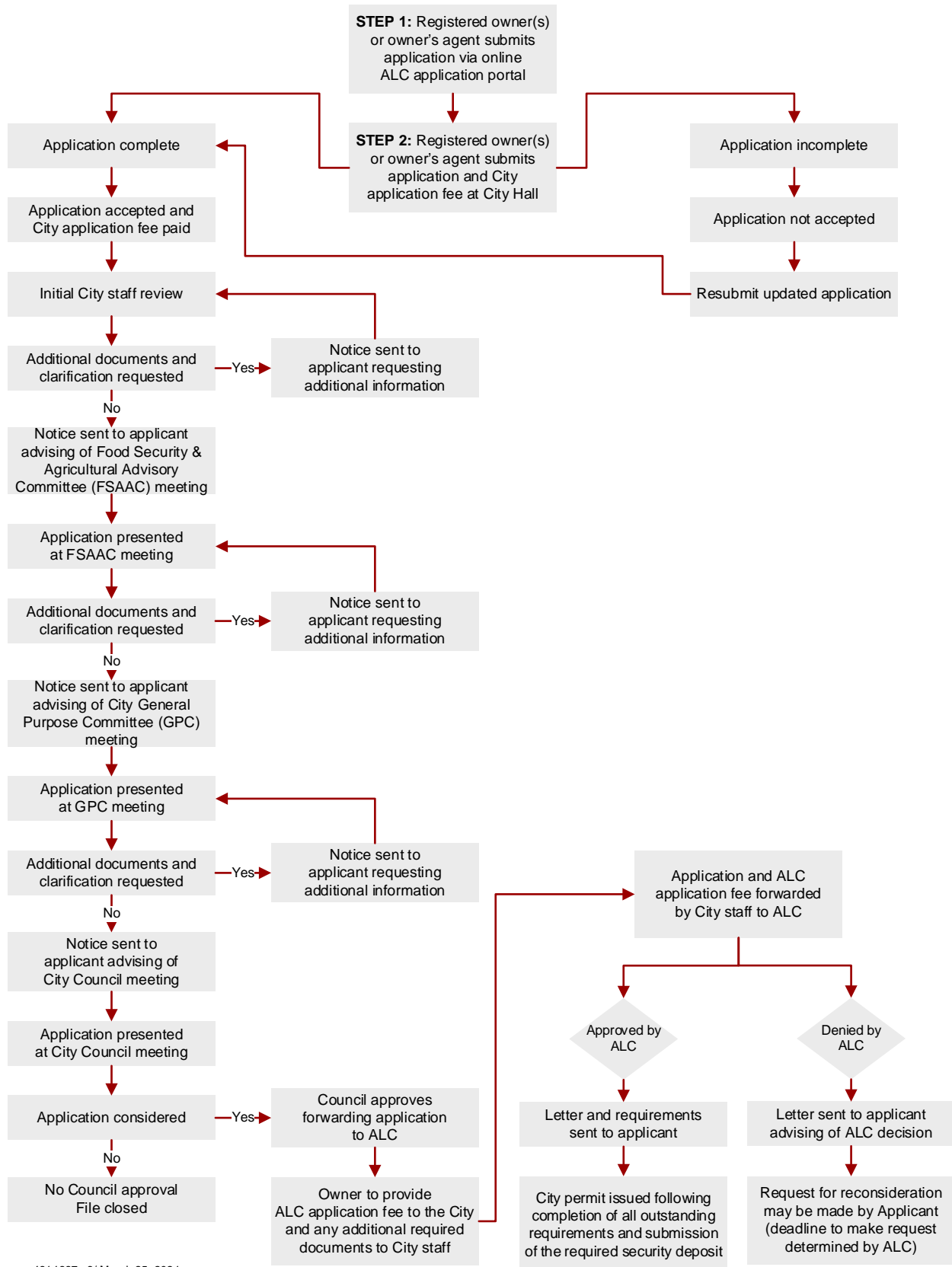
The Soil Removal/Fill Deposit application form (Schedule C to Soil Bylaw 8094) may be obtained at the Permits counter located on the main floor of Richmond City Hall or online at www.richmond.ca.

It is recommended that applicants contact City staff prior to submitting an application and undertaking the application process. Should you have any questions regarding the Soil Bylaw or the soil deposit and/or removal application process, please contact 604-276-4345 to be referred to the appropriate staff member.

See attached →

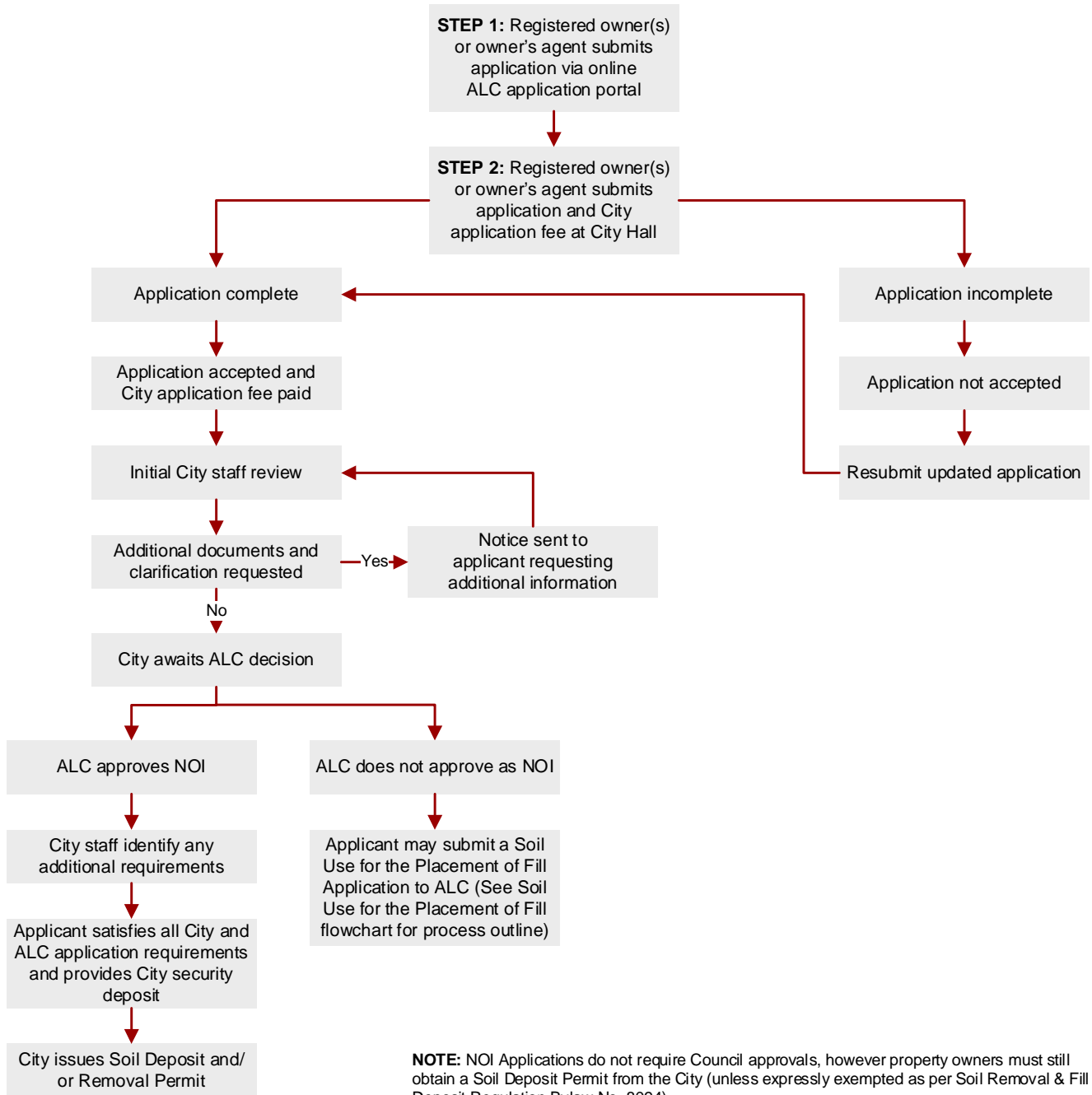
Soil Deposit and Removal Application Process Flow Chart

For Applications Considered to be a
Soil Use for the Placement of Fill



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 Permit from the City (unless expressly exempted as per Soil Removal & Fill Deposit Regulation Bylaw No. 8094).