



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

**No.: COMMBYLAWS-01
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Purpose:

This Bulletin outlines the application process for obtaining a Soil Removal/Fill Deposit Permit (the "Permit") under the current *Soil Removal & Fill Deposit Regulation Bylaw 8094* (the "Bylaw"). As per the Bylaw, City of Richmond residents are required to obtain a Permit for soil removal and fill deposit proposals deemed to be non-farm use by the Agricultural Land Commission (ALC) for Lands within the Agricultural Land Reserve (ALR). A permit may only be issued following an approval from the ALC.

To review the 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).

For all questions regarding the Bylaw or the soil removal/fill deposit application process, please contact 604-276-4345 in order to be referred to the appropriate staff member.

It is recommended that applicants contact City staff prior to submitting an application and undertaking the application process.

General Procedures:

Owners and/or their agents wishing to remove soil or deposit soil or fill on Lands within the ALR, deemed by the ALC to be a non-farm use, must be in possession of a Permit issued by the City.

To obtain a permit to deposit or remove soil or fill, the Land owner(s) or his/her agent are required to submit a Soil Removal/Fill Deposit (Schedule C) application form and required documents deemed necessary by the ALC and City.

The Soil Removal/Fill Deposit application form (Schedule C to Bylaw 8094) may be obtained at the Permits counter located on the main floor of Richmond City Hall or online at www.richmond.ca (page 15 and 16 of Bylaw 8094).

Application Requirements:

- Application and supporting documents submitted to ALC via the ALC's online Application Portal. The owner or agent is responsible for providing all information/documents directly to the ALC through the Portal. Please refer to www.alc.gov.bc.ca in order to determine the required documents or contact the ALC at 604-660-7000 should you have any questions regarding ALC requirements.
- Obtain an ALC application ID.
- City Soil Removal/Fill Deposit application (Schedule C).
- City application fee of \$600.
- A colour copy of a Professional Agrologist Report including a Site Plan or Sketch Map of the proposed area and photographs.

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- Confirmation that soil removal and fill deposition activities related to industrial, commercial, or residential activities shall not encroach **Riparian Management Area** setbacks (see Bulletin INFO-44 for more information).
- A copy of a Traffic Management Plan.
- A copy of the Certificate of Title, including Parcel Information or Title Search (BC Land Title and Survey).
- A copy of the Corporate Registry or Company Summary if the registered owner is a company (BC Online).
- A copy of the current BC Assessment Roll Report, including Parcel Information and Farm Status (BC Online).
- Agent Authorization Letter signed by the owner (if applicable).
- Any other supporting documents as requested by City staff or required under the Bylaw. Such documents may include, but not be limited to, a topographical survey of the subject Lands identifying the pre-existing and proposed finished elevations (including cross sections), a drainage plan created by a qualified professional, farm plan, etc.

Note: The City will require submission of the ALC application fee (\$1,500) should City Council direct staff to forward the application to the ALC for their review and decision.

Application Process:

Once the completed application and required documents have been provided through the ALC portal 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 Agricultural Advisory Committee (AAC) for review (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;
 - It is recommended that the applicant and consultant(s) attend the AAC, GPC, and Council meetings to provide clarification or additional information if requested by Committee members and/or Council;
- Should Council authorize City staff to forward the application to the ALC, all associated documents and the ALC application fee will be forwarded to the ALC for their review and decision. The review may include, but not be limited to, an inspection of the subject Lands by Commission members and ALC staff to obtain a better understanding of the proposal prior to rendering a decision;
- Should Council not authorize City staff to forward the application to the ALC, the application will be cancelled and the corresponding file closed;
- Should the ALC approve the application, the City may, following a final staff review to determine any outstanding requirements, issue a Soil Removal and/or Fill Deposit 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 are provided one (1) year to request reconsideration of the ALC decision. City staff shall keep the file open until such time as the timeline to appeal has expired.

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Expiry and Renewal:

A Permit typically expires one (1) 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 (1) year unless the ALC has deemed the project completion date to extend beyond one (1) year. 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.

See attached →

Soil Removal and/or Fill Deposit Application Process Flow Chart

