

## **Soil Removal & Deposition**

No person shall remove, deposit or cause to be removed or deposited from one legally described parcel to another legally described parcel, any soil without firstly obtaining a permit from the City of Campbell River Building Department.

### **Application Process**

Application received  
Building Inspector review and issue of permit

### **Step 1 – Consult with Building Inspection Staff**

Consult with the building inspection staff to discuss your proposal.

### **Step 2 – Required Application Information**

Complete the application form and attach the following:

- Completed application form, signed by the registered owner(s) of all related property
- Application Fee (\$100.00) – must accompany the application in order to process
- If applicable, written authority for an agent to act on behalf of the registered owner(s) of subject property
- Title Search dated no more than five business days prior to the date of application
- Copy of restrictive covenants registered against title
- Written brief including a description of the present and intended use of the site and reasons/rationale for the proposal

### **Step 3 – Submit the Completed Application Package**

Submit application package and the applicable fee (payable to the City of Campbell River) to the Property Services Department. You should request that a Building Inspector review the material to ensure all preliminary matters have been completed.

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#### **Property Services Department**

301 St. Ann's Road, Campbell River, BC V9W 4C7  
Telephone: 250-286-5725 Fax: 250-286-5761

[www.campbellriver.ca](http://www.campbellriver.ca)

## SOIL REMOVAL AND DEPOSITION APPLICATION

DATE APPLICATION RECEIVED: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION: (List all civic/legal descriptions of all properties affected)**

### Soil Removal

- 1. Civic Address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**Volume of Material:** \_\_\_\_\_
- 2. Civic Address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**Volume of Material:** \_\_\_\_\_

### Soil Deposition

**Civic Address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**Volume of Material:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

### OWNER OF SOIL DEPOSITION PROPERTY

First name: \_\_\_\_\_ Last : \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

### AGENT

Company name: \_\_\_\_\_

Contact: First name: \_\_\_\_\_ Last : \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**AGENT/OWNER AUTHORIZATION**

**IF OWNER IS PERSONALLY APPLYING**

I, \_\_\_\_\_ solemnly declare that I am the registered owner of the real  
(Owner of Property)  
property described as: \_\_\_\_\_  
(Legal Description of Property)

and that I am registered as such in the Land Registry Office of Victoria, BC. I hereby declare that the foregoing information is true and proper and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

**IF AN AGENT IS APPLYING ON BEHALF OF THE OWNER**

I, \_\_\_\_\_ solemnly declare that I am the authorized agent of  
(Name of Agent – Please Print)

It is understood that until the City of Campbell River is advised in writing that I am no longer acting on behalf of the undersigned registered owner, the City shall deal exclusively with me with respect to all matters pertaining to the proposed application. I hereby declare that the foregoing information is true and proper and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature of Agent: \_\_\_\_\_ Signature of Owner: \_\_\_\_\_

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