

# Soils Management

## Document Checklist (Soils)

**Civic Address** (Street No. & Name): \_\_\_\_\_


**Applicant's Full Name:** \_\_\_\_\_

You are required to provide the following documents (if applicable) with your *Application Form* and applicable fees. This checklist, and all District of Squamish forms, are available online at [www.squamish.ca](http://www.squamish.ca).

The items on the list are the minimum requirement for your application. Depending on the nature of your project, **you may be requested to submit additional information/documents** with, or following submission of, your application.

Print this *Document Checklist*, check that you have provided all of the required documents, sign, and include this document with your application.

### Documents Required for Soils Management Applications:

	n/a	FORMS, TECHNICAL REPORTS + DRAWINGS	COPIES	OFFICE ONLY
<input type="checkbox"/>	<input type="checkbox"/>	1. Complete and signed <b>Application Form</b> and all applicable fees.	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2. <b>Land Title Search</b> – documents must be dated <u>within 30 days</u> of the date of application, and include copies of all non-financial charges against the title. Certificates are available from: <ul style="list-style-type: none"> <li>• BC Land Title Office – Suite 300-88 Sixth Street, New Westminster, BC, V8W 1B4, Ph: 604.660.2595, <a href="http://www.ltsa.ca">www.ltsa.ca</a> (must be a registered user to access Land Title information)</li> <li>• If there are more than 3 charges on title you will be required to submit a summary of each charge.</li> </ul>	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3. <b>Site Disclosure Statement</b> – may be required for Soils Management applications per the <i>Environmental Management Act</i> . To determine if required and to download a Site Disclosure Statment refer the following link from B.C. Ministry of Environment website: <a href="https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-identification">https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-identification</a> A fee of \$100.00 is payable to the District of Squamish upon application submission.	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4. <b>Site Plan</b> – drawn to scale showing dimensions of the proposed deposit or removal of soils, and on-site details including: <ol style="list-style-type: none"> <li>a. Boundaries and dimensions of the property</li> <li>b. Location and dimensions of all existing and proposed roads, trails, easements or statutory rights-of-way</li> <li>c. Location of any watercourse(s), mature vegetation, steep banks or slopes</li> <li>d. Location and dimensions (incl. setbacks) of existing and proposed buildings and structures on site, including waste and recycling facilities</li> <li>e. Location of any proposed vegetation removal and areas of tree retention</li> <li>f. Location of areas where soil is to be removed or deposited and the approximate volumes of material indicated</li> </ol>	2 colour copies of each plan:  (1) 24"x36" (1) 11"x17"	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5. <b>Site Grading and Storm Drainage Plans</b> (to be coordinated with preliminary servicing plans prepared by a civil engineer, as required per the <i>Subdivision &amp; Development Bylaw</i> .)	1 colour copies of each plan:  (1) 24"x36" (1) 11"x17"	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6. <b>Erosion and Sediment Control Plan</b> with description of methods for controlling erosion and prohibiting off-site sedimentation.	2 colour copies of each plan:  (1) 24"x36" (1) 11"x17"	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	7. Certification that any imported soil is free of contaminated soil, as defined by the Province of BC.	1	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>	8. A <b>schedule</b> showing the timing of land clearing and/or deposit or removal of soil.	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9. An <b>access plan</b> showing proposed routes to and from the site and detailing measures proposed to prevent the deposit of soil material or land clearing debris on District roadways by vehicles leaving the site.	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10. A copy of any required Provincial and/or Federal approvals for the proposed work.	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11. <b>Runoff calculations</b> in accordance with the Subdivision and Development Control Bylaw for temporary works.	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	12. The proposed location, method, and management of on-site drainage during the soil deposit or removal, and on completion of the work.	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	13. <b>Hazard/Risk Assessment</b> – For applications located within a natural hazard area, Hazard Assessments prepared by a Qualified Professional in accordance with Terms of Reference established by the District. <i>*See specific Terms of Reference for Natural Hazard and/or Risk Assessments, and Risk Assessments for new development in the Cheekeye Fan Hazard Area, and the Flood Management Guide for Development.</i>	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	14. <b>Geotechnical Analysis</b> may be required. 15. <b>Slope Stability Assessment</b> – for development sites with natural grade/slope equal or greater than 25% or as required by the District’s Building Inspector or Approving Officer <i>*See OCP Schedule E</i>	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	16. <b>Site Bio-Inventory</b> for Environmental Review Areas per OCP DPA1 Schedule K-1. See Terms of Reference: <a href="http://squamish.ca/assets/DS-Forms/Site-Bio-inventory-Report-Terms-of-Reference-final.pdf">http://squamish.ca/assets/DS-Forms/Site-Bio-inventory-Report-Terms-of-Reference-final.pdf</a>	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	17. <b>Riparian Assessment Report</b> , if applicable. (Refer to OCP Part 5 Development Permit Area 1 Aquatic Guidelines for riparian areas and wetlands and confirm at Pre-Application Meeting).	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	18. <b>Map</b> showing the location of invasive species.	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	19. <b>Electronic copies</b> of all submissions; including application, drawings, & reports. PDFs of drawings & site plans must be no more than 5MB in size (total). Electronic files may be emailed to <a href="mailto:engineering@squamish.ca">engineering@squamish.ca</a> or submitted with the application on a flash drive.	1 USB	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	20. Completed and signed <b>Document Checklist (Soils)</b> .	1	<input type="checkbox"/>

The information on this form is collected under the authority of the District of Squamish Soils Management Bylaw and is used to process your application. Objective is to collect business information, should personal information be provided through this form it will only be used for the purpose of processing your application. The collection, use and disclosure of personal information is subject to the provisions of the Freedom of Information and Protection of Privacy Act. The information collected will be retained and disposed according to the District of Squamish Records Management Bylaw No. 2622, 2019 and the District of Squamish Records Classification and Retention Schedule. If you have any questions, please contact the Manager of Legislative Services at 604-815-5023.

\_\_\_\_\_ DD / MM / YYYY  
Full Name of Applicant (please print) Signature of Applicant Date