

Soils Management Document Checklist

Please email your application to: planning@squamish.ca

Civic Address: _____

Applicant's Full Name: _____

You must provide the following documents (if applicable) with your Application Form and fees. This checklist, and all District of Squamish forms, are available online at www.squamish.ca. You may also access our [GIS Web Map](#).

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. A permit application is valid for 6 months from date of application, should your project have a development permit awaiting approval, it would be recommended to hold off submission until closer to the approval date, so your application does not expire.

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

Documents Required for Soils Management Applications

- | | |
|--|---|
| 1. Complete and signed Application Form and all applicable fees. | Included
☐ Yes ☐ N/A |
| 2. Land Title Search – Documents must be dated within 30 days 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"> • BC Land Title Office – Suite 300-88 Sixth Street, New Westminster, BC, V8W 1B4. Ph: 604-660-2595, www.ltsa.ca (You must be registered to access Land Title information) • If there are more than 3 charges on title you will be required to submit a summary of each charge. | Included
☐ Yes ☐ N/A |
| 3. Site Disclosure Statement (Contaminated Sites Regulation) – May be required for Soils Management applications per the Environmental Management Act. To determine if you are required to fill out a Site Disclosure Statement , refer to the following B.C. Ministry of Environment website . A fee of \$100.00 is payable to the District of Squamish upon application submission. | Included
☐ Yes ☐ N/A |
| 4. Site Plan – Drawn to scale showing dimensions of the proposed deposit or removal of soils, and on-site details including:
<ul style="list-style-type: none"> a. Boundaries and dimensions of the property b. Location and dimensions of all existing and proposed roads, trails, easements or statutory rights-of-way c. Location of any watercourse(s), trees, steep banks, or slopes d. Location and dimensions (incl. setbacks) of existing and proposed buildings and structures on site, including waste and recycling facilities e. Location of any proposed removal or protection of trees or other vegetation f. Location of areas where soil is to be removed or deposited and the approximate volumes of material indicated | Included
☐ Yes ☐ N/A |
| 5. Site Grading and Storm Drainage Plans – To be coordinated with preliminary servicing plans prepared by a civil engineer, as required per the Subdivision & Development Bylaw (Bylaw No. 2649, 2018) | Included
☐ Yes ☐ N/A |

6. Erosion and Sediment Control Plan – Indicating methods of: a. Controlling erosion b. Prohibiting off-site sedimentation c. Managing airborne dust Erosion and Sediment Control Plan must also indicate proposed location, method, and management of on-site drainage during the soil deposit or removal, and upon completion of the work. Erosion and Sediment Control Plan may also need to include Runoff Calculations in accordance with the Subdivision and Development Control Bylaw (Bylaw No. 2649, 2018) for temporary works.	Included ☐ Yes ☐ N/A
7. An Access Plan 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.	Included ☐ Yes ☐ N/A
8. A copy of any required Provincial and/or Federal approvals for the proposed work.	Included ☐ Yes ☐ N/A
9. Hazard/Risk Assessment – For applications located within a natural hazard area. Hazard Assessments must be prepared by a Qualified Professional in accordance with Terms of Reference established by the District. See specific Terms of Reference for Natural Hazard and/or Risk Assessments, and Risk Assessments for new development in the Cheekeye Fan Hazard Area (Section 11.10 of OCP), and the Flood Management Guide for Development, if applicable.	Included ☐ Yes ☐ N/A
10. Geotechnical Analysis – May be required and may need to include: • Slope Stability Assessment – For development sites with natural grade/slope equal or greater than 25% or as required by the District's Building Inspector or Approving Officer. *See OCP Schedule E.	Included ☐ Yes ☐ N/A
11. Invasive Species Management Plan – If the presence of invasive plant species is confirmed on the property. To be completed by a Qualified Environmental Professional. Terms of Reference for Invasive Species Management Plans.	Included ☐ Yes ☐ N/A
Numbers 12 and 13 for Sites Requiring Development Permit Area 1 (DPA1) only.	
12. Site Bio-Inventory – For Environmental Review Areas per OCP DPA1 Schedule K-1. Terms of Reference for Site Bio-Inventories.	Included ☐ Yes ☐ N/A
13. Riparian Assessment Report, if applicable. (Refer to OCP Part 5 Development Permit Area 1 Aquatic Guidelines for riparian areas and wetlands and confirm at Pre-Application Meeting).	Included ☐ Yes ☐ N/A
14. This Soils Management Document Checklist completed and signed.	Included ☒ Yes ☐ N/A

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. The 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 Information and Privacy Supervisor at 604-815-4943.

Full Name of Applicant (<i>please print</i>)	Signature of Applicant	Date
--	------------------------	------

DD/MM/YYYY