

EARTHWORKS PERMIT APPLICATION CHECKLIST

You will need an Earthworks Permit if there is removal/ movement/ deposit of material from/ to any parcel within the City of Merritt that:

- Exceed 30 cubic metres in volume on or from a single Parcel over 1 calendar year.
- Exceed 1 metre in depth at any point.

Review the [Bylaw to regulate the removal and deposit of soil and other materials No. 2313, 2021](#) to review the Earthworks Guidelines.

The following checklist will help to determine what to include in your Earthworks Permit application. If you have questions or require any additional information, please contact Development Services by email at planning@merritt.ca.

REQUIRED ITEMS FOR ALL EARTHWORKS PERMIT APPLICATIONS:

The following are required items for all Earthworks Permit applications. Additional items may be required depending on the project scope. Please provide a digital copy of each document.

- ☐ **Earthworks Permit Application Form**
All sections of this form must be duly completed and signed.
- ☐ **Letter of Authorization (if applicable)**
Complete the form if the Authorized Agent/ Applicant is different from the Owner of the property.
- ☐ **Site Disclosure Statement**
Complete this form as required by Ministry of Environment and Climate Change Strategy.
- ☐ **Certificate of Title**
Provide a current Title not older than 30 days and include any easements, rights of way, covenants etc.
- ☐ **Application Fee**
- ☐ **All Relevant Drawings and Details**
See Information Sheet below.
- ☐ **Security Deposit**
Deposit of a Security Fee as per the *Land Use Amendment and Development Approval Procedures Bylaw* which shall be held by the City as security that the work specified in the application is carried out to completion in accordance with the plans and other information approved by and deposited with the Planning and Development Services.

MAY REQUIRE:

Engage a Planner to review the items that may be required. In some cases, additional information may be required as the application is being processed.

- ☐ **Site Survey**
Provide a survey of the property prepared by a BC Land Surveyor.

INFORMATION SHEET (RELEVANT DRAWINGS)

This information sheet helps provide details of what should be included in the drawings for the Earthworks Application. Metric dimensions are preferred.

SITE PLAN:

- ☐ **Dust Control Plan**
ensure no nuisance is caused to the neighbouring properties. You will need to demonstrate what sources of dust are inherent in the proposed activities and propose solutions to mitigate them.
- ☐ **Site Grading Plan**
Ensure protection from wind and water erosion, and drainage and sediment control, during and after completion of work. It shall include the following:
 - a. Existing and proposed elevations sufficient to show the drainage routing for each lot.
 - b. Proposed elevations at the building envelope. The proposed building envelope size must be based on the anticipated type of house construction.
 - c. Existing grades on boundary to adjacent lots.
 - d. Location of any existing structures (dwellings, accessory buildings, retaining walls, etc.) from the property lines and the grade elevations of those structures.
 - e. The design grades must demonstrate that the site is adequately drained and that no adverse drainage impacts will be created on adjacent properties.
 - f. Any retaining walls that are required due to address drainage, grade transitions between lots or slope stability issues must be shown and identified as builder-built walls.
 - g. Identification of any existing drainage patterns that may be impacted.
 - h. Any other items that are critical to the lot grading of the development.
- ☐ **Schedule of Activities**
A schedule showing the order of procedure, timing, method and the quantities of Material to be Deposited, Moved, or Removed.
- ☐ **Sketch of Proposed Route Plan**
Route for vehicles transporting soil/ material must be submitted to the satisfaction of the City prior to issuance of the Building Permit. Civic address and legal description of the property or properties where the Deposit, Movement, or Removal will take place, including property outside of the City boundary where any incoming Material to be Deposited may originate from.
- ☐ **Location of Existing Utilities**
Electrical, water and sanitary services, hydrants, valves, etc. identified on the site.

Works Within a Boulevard, Roadway, or Lane:

Prior to construction of the driveway or other works within the city boulevard, you will require a Schedule G permit from the Public Works Department. <https://www.merritt.ca/wp-content/uploads/2020/06/2020-Schedule-G-application-fillble.pdf>



Earthworks Permit Application

Bylaw 2313, 2021

Department Use Only				Date Received:			
Application/File No.							
General Information							
Name of Applicant:				Email:		Phone:	
Applicant Address:				City:		Prov.	Postal code:
Name of registered owner(s) of lands:				Email:		Phone:	
Owner Address:				City:		Prov.	Postal code:
Signature of owner/agent:						Date:	
Project Information							
Reason for Deposit, Movement or Removal of Material:							
Type of Material:							
Where is the material coming from?							
Civic Address:				Business Name (if applicable):			
Legal Description:	Lot number(s):	Block:	District Lot:	Plan #:	PID:		
Where is the material being removed, moved, or deposited?							
Civic Address:				Business Name (if applicable):			
Legal Description:	Lot number(s):	Block:	District Lot:	Plan #:	PID:		
The total material which will be moved, removed, or deposited.							
Total surface area (square metres):				Total amount of soil (cubic metres):			

Project Information Continued

DP Area (if applicable):

Riparian Area:

Flood Plain:

☐Yes ☐No☐Yes ☐No***Attach Below Documentation to Application.***

Required:

- ☐Application Form
- ☐Application Fee
- ☐Certificate of Title
- ☐Site Plan (electronic)

- ☐Schedule G (application to construct, use and maintain works within a boulevard, roadway or lane)
- ☐Site Grading Plan
- ☐Dust Control Plan
- ☐Schedule of Activities

If Applicable:

- ☐Security Deposit (prior to permit release, can be cash or irrevocable Standby Letter of Credit)
- ☐Project Workplan Schedule (indicating order of procedure, timing, method, and the quantities of material)
- ☐Location of any existing utilities, electrical, water and sanitary services, hydrants, valves, etc.
- ☐Owner Authorization
- ☐Site Disclosure Statement
- ☐Proof of Insurance
- ☐Sketch of proposed route plan for vehicles transporting soil/material
- ☐For properties with sloping terrain at an slope angle greater than 20%, a Registered Professional Engineer certification of construction drawings and specifications for all works is required
- ☐Copies of permits/approvals of Federal and Provincial Authorities
- ☐Erosion and sediment control plan and/or a hydrology report prepared by a Registered Professional
- ☐Legal land survey prepared by a Registered Professional
- ☐Quantity survey of Soils to be deposited or removed, prepared by a Registered Professional
- ☐Riparian Areas Protection Regulation report, prepared by a Qualified Environmental Professional
- ☐Report of the class of contaminated soils
- ☐Sketch of route to be used
- ☐Other information as required by approving officer as per Earthworks Bylaw 2313

Owner / Applicant Responsibilities:

☐ **Every owner must ensure that:**

- **All utilities are located and marked prior to proceeding with Earthworks;**
- **Dust control is maintained in accordance with the approved plan to ensure no nuisance is caused to neighbouring properties;**
- **Spills of dirt or other material on roadways, sidewalks, or other areas outside of the property line is to be cleaned up immediately; and,**
- **Work is completed in accordance with the Earthworks Permit.**

☐ Every owner to whom a permit is issued is responsible for the cost to repair any damage to municipal works or land that occurs during and arises directly or indirectly from the work authorized by the permit.☐ In addition to payment of the security deposit under City bylaws, every owner must pay to the City, within 30 days of receiving an invoice for the same from the City, the cost to repair any damage to public property or works located on public property arising directly or indirectly for which a permit was issued.



LETTER OF AUTHORIZATION

Registered Authority

Please be advised that I/we, _____
(Print names of ALL Registered Owners or Corporate Director)

Representing, _____
(Corporate name - if applicable)

am/are the registered owner(s);

Site Civic Address:

Lot# _____ Block _____ Plan _____ PID# _____

Appointed Authorized Agent

Name of Authorized Agent _____

Company Name _____

Mailing Address _____

City: _____ Postal Code: _____

Email: _____

Phone: _____ F a x : _____

Signature of Authorized Agent

X

Permission to act:

As my/our Authorized Agent in the matter of the following:

☐
☐
☐
☐

to view and obtain copies of all plans and permits.

to apply for and obtain building permits for proposed construction to the above reference Civic Address

to apply for and obtain plumbing permit / sprinkler permits.

to apply for Planning File: Development Permit ☐ Development Variance Permit ☐ Subdivision ☐

Zoning Amendment ☐ Official Community Plan Amendment ☐

Sign Permit ☐ Temporary Use Permit ☐ Discretionary Use Permit ☐

☐ other: _____

Authorized Signature (Registered Owner or Corporate Director)

This document shall serve to notify the City of Merritt that I am/we are the legal owner(s) of the property described above and do authorize the person indicated above ("Authorized Agent") to act on my/our behalf on all matters indicated above ("Permission to act") for the above referenced property. In addition, I/we have read and understand the above application and authorize the Authorized Agent to sign the above on my/our behalf.

X

Sign

Print

Date: _____

X

Sign

Print

Date: _____

The personal information on this form is being collected in accordance with Section 27 of the *Freedom of Information and Protection of Privacy Act, RSBC 1996 Ch. 165* and the *Local Government Act, RSBC 2015 Ch. 1*. It will only be collected, used and disclosed for the purpose of administering matters with respect to **planning**, **land use management** and related **services** delivered, or proposed to be delivered, by the City of Merritt. Questions about the use of personal information and the protection of privacy may be directed to Corporate Services.





SCHEDULE 1 SITE DISCLOSURE STATEMENT

I. CONTACT INFORMATION

A: SITE OWNER(s) or OPERATOR(s)			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	

B: PERSON COMPLETING SITE DISCLOSURE STATEMENT (Leave blank if same as above)	
☐ Agent authorized to complete form on behalf of the owner or operator	
LAST NAME	FIRST NAME(s)
COMPANY (if applicable)	

C: PERSON TO CONTACT REGARDING THE SITE DISCLOSURE STATEMENT			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	

II. SITE INFORMATION

Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude			Longitude		
DEGREES	MINUTES	SECONDS	DEGREES	MINUTES	SECONDS

Attach a map of appropriate scale showing the location and boundaries of the site.

For Legally Titled, Registered Property

SITE ADDRESS (or nearest street name/intersection if no address assigned)

CITY

POSTAL CODE

PID	Land Description	Add	Delete
		+	-
		+	-

For Untitled Crown Land**PIN** numbers and associated Land Description (if applicable)

PIN	Land Description	Add	Delete
		+	-
		+	-

And if available

Crown Land File Numbers	Add	Delete
	+	-
	+	-

III. INDUSTRIAL OR COMMERCIAL PURPOSES OR ACTIVITIESHas the site been used for any industrial or commercial purposes or activities described in [SCHEDULE 2](#) of the Contaminated Sites Regulation?☐ Yes☐ No

If you answered YES to the question above, please indicate below, in the format of the example provided, which of the industrial or commercial purposes or activities have occurred or are occurring on this site.

EXAMPLE

Schedule 2 Reference	Description
E1	appliance, equipment or engine maintenance, repair, reconditioning, cleaning or salvage
F10	solvent manufacturing, bulk storage, shipping or handling

Schedule 2 Reference	Description	Add	Delete
		+	-
		+	-

IV. ADDITIONAL INFORMATION

1. Provide a brief summary of the planned activity and proposed land use at the site.

2. Indicate the information used to complete this site disclosure statement including a list of record searches completed.

3. List any past or present government orders, permits, approvals, certificates or notifications pertaining to the environmental condition of the site. *(Attach extra pages, if necessary):*

V. DECLARATIONS

1. Exemptions (See the Contaminated Sites Regulation, Division 3 of Part 2):

Does the application qualify for an exemption from submitting a site disclosure statement?

☐ Yes ☐ No

If yes, indicate which exemption applies _____

2. Where a municipal approval is not required, please indicate the reason for submission directly to the registrar:

☐ Under Order ☐ Foreclosure ☐ CCAA Proceedings ☐ BIA Proceedings
☐ Decommissioning ☐ Ceasing Operations

By signing below, I confirm that the information in this form is complete and accurate to the best of my knowledge:

SIGNATURE

DATE SIGNED (YYYY-MM-DD)

APPROVING AUTHORITY CONTACT INFORMATION

NAME	AGENCY
ADDRESS	
PHONE	E-MAIL

Reason for submission (Please check one or more of the following):

☐ Building Permit ☐ Subdivision ☐ Zoning ☐ Development Permit

DATE RECEIVED (YYYY-MM-DD)

DATE SUBMITTED TO REGISTRAR (YYYY-MM-DD)