



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.



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: _____