



Topic

Soils Conservation Permit Purpose

Overview

The purpose of this guide is to assist a person(s) wishing to apply for a soils conservation permit.

Key Information

Permit Requirements

The City of Coquitlam has a bylaw to regulate the removal and deposit of soil materials in excess of 500 cubic meters or a change in grade of the property by more than 1 meter under Bylaw 2954, 1994.

Objectives of the Soil Conservation Bylaw

- > To reduce risk to the public from flooding, erosion and unstable land slides.
- > To safeguard natural assets in the community.
- > To allow for the appropriate use of land after measures are taken to deposit or remove soil there from.

Types of work affected

Conservation permits are approved by either Council or the Manager of Development Services for the proposed deposit or removal of soil anywhere in the City.

In general, a permit is not required where the deposit or removal of soil is:

- > a specific requirement related to the conditions of subdivision approval;
- > made pursuant to a building permit authorizing construction;
- > for landscaping purposes only which require less than 500 cubic meters, when complete is less than 1 meter in depth anywhere on the land and is located so as not to affect or potentially affect another lot or watercourse.

For further information please call 604-927-3477 (Residential) or 604-927-3477 (Non-residential), or visit www.coquitlam.ca.

Reference file: Doc# 765461 02/05/09

This information has been prepared to provide information only. It is not a legal document. If any contradiction exists between this document and the relevant City Bylaws, Codes or Policies, the text of the Bylaws, Codes or Policies will be the legal authority.

Information

Information may be obtained from:

Development Servicing Section
Planning and Development Department
Coquitlam City Hall
3000 Guildford Way, Coquitlam, BC
Phone: 604.927.3477

They will also be able to assist you in classifying the nature of your proposal.

Applications

An application is to be fully completed on the approved form, accompanied by 4 sets of the following minimum information:

- > Plans of the removal and/or deposit area to be affected with precise reference to structures, lot lines, watercourses and topography.
- > A description of soil type(s), quantity, timing and how/where proposed to be transported.
- > Measures proposed to avoid potential hazards.
- > A statement as to the reasons for the application.

All applications which require detailed review must also include:

- > A report sealed by a professional engineer qualified in geotechnical matters covering all proposed earthworks, including any stabilizing or remedial measures required to be taken.
- > Engineered drawings and specifications. Earthworks drawings are to be sealed by a professional engineer qualified in geotechnical matters. Structural and drainage drawings are to be sealed by a professional engineer qualified to design the said works. A letter of supervision to accompany the sealed engineering drawings from the professional engineer that he will supervise, inspect and administer the work to ensure compliance with the approved drawings, and provide a written certification confirming the competency of the works upon completion.
- > Letters of approval from Provincial Water Management Branch and Fish & Wildlife Branch and Federal Fisheries & Oceans where the works are to be situated so as to affect or partially affect a watercourse. Approvals may also be required from the Ministry of Highway, B.C. Hydro, and any other outside agencies or residents that may be affected by the proposed works.

The Development Servicing Section will be able to assist you with a detailed checklist of all the requirements pertaining to the specific proposal.

The Conservation Permit

The permit will eventually take the form an approved letter setting out the conditions under which the earthworks may occur. The City may also refuse to grant a permit for certain reasons. The permit may stipulate:

- > permit length (1 year)

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- > route to site
- > supervision to be done by a professional engineer qualified in geotechnical matters
- > quantity and quality of fill
- > method of deposit or removal
- > times of day or week when deposit or removal may occur
- > access streets to be kept clean
- > requirements of Provincial and Federal agencies to be met
- > compliance with sealed engineering plans and reports submitted by the applicant's professional engineer qualified in geotechnical matters

Procedure

Once all required information has been submitted and reviewed by City staff, The Planning and Development Department will prepare a report on the application and will formulate a recommendation to Council. If Council grants or authorizes a permit issuance, it will take the form of a resolution which will subsequently be forwarded to the applicant by letter. This procedure normally will vary as to the amount of time taken depending on complexity of the application, schedule of meetings and adequacy of submission. Variations in procedure may occur to adapt to individual applications.

Designs

Designs shall be sealed by a professional engineer qualified in geotechnical matters and shall meet the provisions of the Conservation Bylaw and any other applicable bylaws. The City of Coquitlam will examine designs submitted by a professional engineer to determine if they comply with the Bylaw, but will not accept responsibility for any costs or damages incurred due to errors, deficiencies or omissions in the design.

Fees

The application fee for a permit under the Conservation Bylaw is outlined in schedule "B" to the City Fees and Charges Bylaw.

This fee is not refundable and does not guarantee approval of the application in any way.

Insurance

The applicant is responsible for obtaining adequate liability insurance coverage for any proposed earthworks.

Penalties

Inspections by a City Inspector or Bylaw Enforcement Officer may be carried out at any time necessary to verify that a contravention of the permit, this Bylaw or any other bylaw of the City exists or is reasonably likely to occur. Violation or contravention of the provisions of this Bylaw or failure to comply with any order, direction or notice given under this Bylaw is an offence punishable on summary conviction by a fine.