

**PLANNING AND DEVELOPMENT SERVICES**

This list is for soil remediation work only and is not to be used for early excavation of site when the site is not contaminated. If you have any questions regarding the information requested on this form, please call 604-873-7611.

Staff Use Only:

<b>Project Address:</b>	<b>BU/DB number:</b>
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<b>Drawings Required - Scale not less than 1/16" = 1'0"</b>			<b>Staff Use Only</b>	
<b>Drawing Title</b>	<b>Copies Required</b>	<b>Notes</b>	<b>Copies Attached</b>	<b>Accepted</b>
Excavation and Shoring Details	5	Plans should show excavation information, neighbours' building locations in relation with the share property lines, any remediation encroachment/shoring/underpinning/anchorage encroachment onto other property or City's property. All plans shall be signed and sealed by a PEng of BC.		
Architectural Site Plan	5	Indicate location of all existing buildings on the site.		
Structural Drawings	5	If applicable (e.g. portions of building(s) are being retained).		
Survey Plan	5	See full list of survey requirements on the last page of this checklist. Minimum 2 original, seal surveys, prepared by a BC Registered Land Surveyor. Remaining surveys may be copies.		

<b>Documents Required - All letters/ documents MUST have original signatures. Photocopies, fax copies, or emails will NOT be accepted.</b>			<b>Staff Use Only</b>	
<b>Document Title</b>	<b>Copies Required</b>	<b>Notes</b>	<b>Copies Attached</b>	<b>Accepted</b>
Application Form	1	MUST include the name of the excavation contractor who holds a valid and current year contractor business licence with the City of Vancouver, and the applicable licence account number. Form available here: <a href="http://vancouver.ca/files/cov/dev-build-app-form.pdf">http://vancouver.ca/files/cov/dev-build-app-form.pdf</a>		
Summary Remedial Plan	2	Provide site assessment summary (e.g., APECs, contaminants), remediation methodology, potential issues and mitigation measures, and describe confirmation methods to meet objectives. Include environmental consultant's name, company name and contact.		
Commitment Letter	1	This letter will need to be signed by the owner stating that soil remediation will occur with immediate back filling to match existing grade elevation when applicable. A Letter of Credit may be required for back-filling if it is not done immediately after soil remediation.		
Erosion and Sediment Control		For reference refer to Bulletin 2002-002-EV <a href="http://former.vancouver.ca/commsvcs/LICANDINSP/bulletins/2002/2002-002.pdf">http://former.vancouver.ca/commsvcs/LICANDINSP/bulletins/2002/2002-002.pdf</a> or Bulletin 2002-003-EV <a href="http://former.vancouver.ca/commsvcs/LICANDINSP/bulletins/2002/2002-003.pdf">http://former.vancouver.ca/commsvcs/LICANDINSP/bulletins/2002/2002-003.pdf</a>		
Owner's Undertaking Letter	1	Form available here: <a href="https://vancouver.ca/files/cov/schedule-e-1-owners-undertaking-letter-building-bylaw-2019.pdf">https://vancouver.ca/files/cov/schedule-e-1-owners-undertaking-letter-building-bylaw-2019.pdf</a>		
Site Profile (BC Ministry of Environment)	1	A guide to aid you in determining when a Site Profile is required, and to aid in the completion of the form, can be found on the Ministry of Environment website here: <a href="http://www.env.gov.bc.ca/epd/remediation/guidance/administrative/ag01.pdf">http://www.env.gov.bc.ca/epd/remediation/guidance/administrative/ag01.pdf</a>		
Structural Letter of Assurance (Schedule B)	1	If applicable (e.g. portions of building(s) are being retained). Form available here: <a href="https://vancouver.ca/files/cov/schedule-b-assurance-professional-design-field-review-building-bylaw-2019.pdf">https://vancouver.ca/files/cov/schedule-b-assurance-professional-design-field-review-building-bylaw-2019.pdf</a>		
Geotechnical Letter of Assurance (Schedule B)	1	Form available here: <a href="https://vancouver.ca/files/cov/schedule-b-assurance-professional-design-field-review-building-bylaw-2019.pdf">https://vancouver.ca/files/cov/schedule-b-assurance-professional-design-field-review-building-bylaw-2019.pdf</a>		
Payment	1	Full payment of the application fee is required at intake. Cash, Cheque, Debit, or Credit Card (Visa, Mastercard, or American Express) are accepted.		

## Soil Remediation cont'd.

Additional Clearances Required from other departments <u>within</u> the City of Vancouver			Staff Use Only	
Document Title	Required Prior to or After Permit Application	Details	Copies Attached	Accepted
Zoning Clearance	Prior to or after application	All sites performing remediation and intending to leave an open excavation after the remedial work requires notification to Processing Centre -Development, Processing Centre - Building, Engineering and Environmental Protection and possibly Fire Prevention (for tank removals).		
Environmental Contamination Team	After application			
Environmental Protection Group	After application	In the event that dewatering activities are anticipated for the project a Waste Discharge Permit will also be required.		
Landscape Clearance	Prior to application	If applicable with survey identifying all existing trees that need to be removed/replace. Obtain approval from the Landscape Review group located in the Development and Building Services Centre, Ground Floor, 515 West 10th Avenue (West Annex, City Hall) Separate Tree Removal permits may be required.		
Heritage Status or Historic Area	Prior to or after application, if applicable	Contact a Heritage Planner at 604.873.7141.		
Vancouver Fire and Rescue Services	Fire Permit	If underground tank removal is proposed. Contact Fire Prevention Office Captain at <a href="mailto:frctl@vancouver.ca">frctl@vancouver.ca</a> .		
Engineering Department Clearance	After application	All sites performing remediation on City Road (does not encroach or affect adjacent private properties) or requiring use of City road requires notification to Engineering Services.  Traffic Management Plan will be required. Damage deposit and/or Street Crossing Permit may also be required.  Work on/near the property line may require a Street Occupancy (Hoarding) Permit.  Contact the Engineering Department for more information: 604-873-7322 or 604-873-7773 or 5 <sup>th</sup> floor - 507 W Broadway		

Additional Clearances from agencies <u>outside</u> of the City of Vancouver (if applicable)			Staff Use Only	
Document Title	Required Prior to or After Permit Application	Details	Copies Attached	Accepted
Archaeological Clearance	Prior to application	If the property is located in an archaeological area, the applicant is required to contact: Provincial Archaeological Branch Sustainable Resource Management website: <a href="http://www.for.gov.bc.ca/archaeology/">http://www.for.gov.bc.ca/archaeology/</a> e-mail: <a href="mailto:archwebfeedback@gov.bc.ca">archwebfeedback@gov.bc.ca</a> telephone: 250.953.3334 fax: 250.387.4420  Written proof of clearance from this agency will need to be provided for the permit application.		
Ministry of Environment (M.O.E.) Clearance	After application, if applicable	If required by the City of Vancouver Environmental Contamination Team. Call 604-873-7000 for more information. Notice of Independent Remediation, or Instruments of Approval due after permit issuance.		

## Survey Plan (By BC Registered Surveyor) Requirements:

- The PID (Property Identifier Number);
- Legal description (found on tax notice);
- Street address, street name(s) and location, as well as location and width of any lane(s);
- Dimensions of site and site area, including north arrow;
- Location of lead plugs, iron pins and show corner angles, datum;
- Location and dimensions of all existing buildings on the site;
- Ultimate property line;
- Lane dedications, registered easements, encroachments and right-of-ways must be indicated on the surveys;
- Location of existing street crossings;
- Existing grades at each of the four corners of the site;
- Existing grade on the adjacent property, parallel to side property lines at regular intervals approximately 3 m (9.84') into the neighbouring sites;
- Location and elevations at the top and bottom of any existing retaining walls at regular intervals of approximately every 3 m (9.84');
- Location, height and diameter of all stumps 20 cm (8") caliper or greater;
- Location of all existing trees (including adjacent property trees within 2 m (6.56') of the property line and trees on any City street or lane allowance adjacent to the site) that are 20 cm (8") in diameter or greater (and all multi-branching trees where the combined diameters of the three largest stems equal 20 cm (8") caliper or greater) when measured 1.4 m (4.60') above the ground;
- Tree grades (existing tree base elevations) for those trees exceeding 20 cm (8") in diameter that are affected by development;
- The drip line (crown of trees or extent of tree branches) and species or type of trees (for all trees exceeding 20 cm (8") in diameter when measured 1.4 m (4.60') above the ground)