



REMOVING AND DEPOSITING SOIL ON YOUR PROPERTY

Guidelines for Soil Removal and Depositing (Fill)

City of Nanaimo Soil Removal and Depositing Regulation Bylaw 1976, No. 1747, regulates the removing of soil and the depositing of fill to and from any lands when the soil volume exceeds 383 cubic metres (500 cubic yards).

To help process your permit application, please complete the following checklist.

- Application fee in the amount of \$20.00.**
- Bonding in the amount of \$4, 940 per hectare of land (\$2,000 per acre), in the form of a certified cheque or letter of credit, must be provided.**
- A detailed and scaled plan showing the exact location of the site, which includes dimensions of the site tied to the legal property dimensions, along with the fill or soil removal locations in relationship to all creeks, ponds and drainage ditches. The proposed fill or soil removal area must be flagged on site.**
- If your property has a body of water or wetlands on it or crossing it, Federal, Provincial and Municipal environmental approvals may be required.
- If any trees on your property will be affected by filling soil, a Tree Management Plan may be required.
- If your property is on a slope or the fill that you are planning to add will create a steep slope, you may be required to have a geotechnical engineer certify the feasibility of your proposal.
- Is your property currently zoned for the purpose of your fill? Check with the Development Services Department, 250-755-4429, for zoning restrictions of property as they apply to land use and purpose of soil addition or removal, i.e. processing of topsoil, rock quarry, etc.
- Your fill permit expires in 90 days as noted on your approval letter. At the time of application for renewal, you must include the amount of fill placed or removed to date and the amount of fill remaining to be placed or removed. Inspection of the site by a City Inspector will take place prior to approval of the permit renewal.

A more detailed list of requirements and conditions are included with your approved permit or can be referenced in the City's Bylaws. A copy of the "[Soil Removal and Depositing Regulation Bylaw 1976, No. 1747](#)" is available on the City website at www.nanaimo.ca.

An [application form](#) can be obtained on the City website, and submitted to the Engineering Department, 2nd Floor, SARC, 411 Dunsmuir Street, 15 working days prior to commencement of the work.

