



**Regional District of Okanagan-Similkameen**

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Office use only	
File No.:	
Received:	
Application Fee:	
Title Search Fee (1-1-5000-9000):	
Receipt No:	

# Soil Permit Application

It is recommended that applicants consult Development Services staff prior to submitting an application. This application will not be accepted unless it is complete and the required fee and plans are attached.

APPLICANT:		OWNER(S):	
Name:		Name:	
Address:		Address:	
City/Town:		City/Town:	
Province:	Postal Code:	Province:	Postal Code:
Phone:		Phone:	
Email:		Email:	

AGENT AUTHORIZATION:	
If the registered owner(s) of the subject property elects to have someone act on their behalf in submission of this application this section must be completed:	
As owner(s) of the land described in this application, I/we hereby authorize _____ to act as applicant in regard to this land development application.	
Signature of Owner:	Date:
Signature of Owner:	Date:

NOTICE OF COLLECTION OF PERSONAL INFORMATION:
Personal information on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the <i>Local Government Act</i> and the bylaws of the Regional District of Okanagan-Similkameen. Documentation / information submitted in support of this application can be made available for public inspection pursuant to the <i>Freedom of Information and Protection of Privacy Act</i> . Contact the Freedom of Information Officer at the Regional District of Okanagan-Similkameen for information.



**REQUIRED DOCUMENTATION:**

All plans and drawings referred to in this section should be submitted in an electronic format, such as Adobe .pdf.

**Certificate of Title** – to provide proof of ownership, copies of titles should be dated no more than 30 days prior to the date of application. Copies of titles are available from the Land Titles Office, or through a Government Agent’s Office, a notary, lawyer or search company.

**Agent Authorization** (if applicable) – signature requirements on Pages 1 & 3 of this application form.

**Technical Documentation** – a geotechnical assessment report prepared by a qualified professional is required for a Soil Permit application. Please refer to the preceding section for more information.  
Please refer to Section 1(d) (Hillside Development Permit Application Requirements) of Schedule 3 (Application for a Development Permit) of the [Development Procedures Bylaw No. 2500, 2011](#) for specific reporting requirements.

**Site Plan** – drawn to scale and showing dimensions, shall include the following (as applicable):

- Dimensions and boundaries of property lines, rights-of-way, existing covenant areas and easements;
- Location and dimensions of all buildings and structures;
- Location of all existing public utilities and private infrastructure such as water lines, wells, and septic fields, including sizes;
- proposed road access location and internal driveway access to soil activity site;
- Location of any physical or topographical constraints such as geotechnical hazard classifications, watercourses, ravines, wetlands, steep slopes, bedrock outcrops, etc.; and,
- The location of the soil that is to be deposited or removed, including site elevations.

*Additional material or more detailed information may be requested by the Regional District upon review of an application.*

**DECLARATION:**

I, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of Owner or Authorized Agent