



1980 Millstream Road
Victoria, BC V9B 6H1
Phone: 250-474-1773 | Fax: 250-474-3677

FILE NO: SD _____

SCHEDULE A

DISTRICT OF HIGHLANDS SOIL REMOVAL OR DEPOSIT PERMIT APPLICATION

Applicant Information (filled out by applicant)

Name of applicant _____
(if company, insert company name and individual representative applying on behalf of company)

Address _____

Telephone number _____ Fax number _____

Cellphone number _____ Email address _____

Land Identification Information

Legal description of Soil removal Location _____

Municipal address _____

Legal description of Soil Deposit Location _____

Municipal address _____

Land Ownership of Soil Removal Location

Registered owner _____

Address of owner _____

Lease holder (if applicable) _____

Address of lease holder (if applicable) _____

Land Ownership of Soil Deposit Location

Registered owner _____

Address of owner _____

Lease holder (if applicable) _____

Address of lease holder (if applicable) _____

Soil Removal or Deposit Information

Prepared by Professional Engineer: _____

	Type of Material	Quantity	Location
Estimated quantity of Soil			
1) to be removed		m ³	
2) to be deposited		m ₃	

Estimate prepared by: _____

Date: _____

Professional Engineer's Reports

Attached, as part of this Application, are the following reports:

- 1) _____
(Title) (Author) (Date)
- 2) _____
- 3) _____

I, _____, as applicant on my own behalf, or as authorized signatory of the
applicant _____ (print company name), make this Application.

I confirm that the applicant has the authority to remove or deposit Soil on this land.

Declared the ____ day of _____, 20__.

(Signature of Applicant)

(Authorized Signature of Owner)

SCHEDULE B

DISTRICT OF HIGHLANDS SOIL REMOVAL OR DEPOSIT PERMIT NO. _____

DATE OF ISSUE _____ AND EXPIRY DATE _____

Land Identification Information

Legal description _____

Municipal address _____

Land Ownership

Registered owner _____

Address of owner _____

Address of lease holder (if applicable) _____

Soil Removal or Deposit Information

Type of Material	Quantity	Location
Amount authorized		
1) to be removed	m ³	
2) to be deposited	m ³	

Professional Engineer's Reports

This Permit is subject to compliance with the following reports, which form part of this Permit:

- 1) _____
(Title) (Author) (Date)
- 2) _____
- 3) _____

Date which Statutory Declaration as per Schedule E is to be submitted by _____

Date Monthly Reports are due per this bylaw

1.		7.	
2.		8.	
3.		9.	
4.		10.	
5.		11.	
6.		12.	

NOTE: The issuance of this permit does not relieve the permit holder from complying with all applicable Federal and Provincial laws.

This Soil Removal or Deposit Permit No. is issued pursuant to the District of Highlands "Soil Removal and Deposit Bylaw No. 341, 2012.

District Staff

Date

SCHEDULE C

DISTRICT OF HIGHLANDS MONTHLY VOLUME REPORT

THIS SCHEDULE TO BE FILLED OUT MONTHLY AND SIGNED BY THE PERMIT HOLDER AND RETURNED TO THE DISTRICT OF HIGHLANDS AS PER SECTION 22 OF THIS BYLAW:

Permit Information

Soil Removal or Deposit Permit No. _____ Date of Issue _____

Land Identification Information

Legal description _____

Municipal address _____

Land Ownership

Registered owner _____

Address of owner _____

Lease holder _____

Address of lease holder _____

I hereby declare that during the period _____ to _____ inclusive, the volume of Soil removed was _____ cubic metres and that the volume of Soil deposited was _____ cubic metres.

Signed: _____ Date: _____

(address)

(position title, owner, lessee or signing officer of limited company)

SCHEDULE D

DISTRICT OF HIGHLANDS CONVERSION CHART

BANK DEPOSIT

1 Cubic Meter
1 Cubic Meter
1 Cubic Meter

STOCK PILE DEPOSIT

1 Metric Tonne
1 Cubic Yard
1 Cubic Meter

STOCK PILE DEPOSIT

1.18 Cubic Meters
1.54 Cubic Yards
2.17 Metric Tonnes

BANK DEPOSIT

0.462 Cubic Meter
0.650 Cubic Meter
0.850 Cubic Meter

SCHEDULE E

**DISTRICT OF HIGHLANDS DECLARATION OF SOIL REMOVAL
OR DEPOSIT QUANTITIES**

Information

Soil Removal or Deposit Permit No. _____ Date of Issue _____

Land Identification Information

Legal description _____

Municipal address _____

Land Ownership

Registered owner _____

Address of owner _____

Lease holder _____

Address of lease holder _____

I hereby declare that during the period _____ to _____ inclusive, the volume of Soil removed was _____ cubic metres and that the volume of Soil deposited was _____ cubic metres.

I declare that I have personal knowledge of these matters and I make solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Signed: _____ Date: _____

(address)

(position title, owner, lessee or signing officer of limited company)

SWORN BEFORE ME at the City of _____)
_____, in the Province of _____)
British Columbia, this ____ day of _____)
_____, 20____. _____)

A Commissioner for Taking Affidavits
in the Province of British Columbia)

Name:

SCHEDULE F

**DISTRICT OF HIGHLANDS
LETTER OF CREDIT**

TO BE ON BANK LETTERHEAD

_____ day of _____, A.D. 20__

District of Highlands

Dear Sir:

IRREVOCABLE COMMERCIAL LETTER OF CREDIT NO. _____

We hereby authorize you to draw on _____ (NAME OF BANK),
_____ (ADDRESS OF BANK), Province of British Columbia, for account of
_____ (NAME OF TENDERER), up to an aggregate amount of
_____ available by drafts at sight for
10% of tender value;

1. Drawings are to be made in writing to _____ (NAME OF BANK).
2. Partial drawings may be made.
3. The Bank will not inquire as to whether or not the District has a right to make demand on this Letter of Credit.
4. It is a condition of this Letter of Credit that it shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date, unless at least thirty (30) days prior to the present or any future expiration date we notify the District in writing by courier or registered mail that we elect not to consider this Letter of Credit renewed.

DRAFTS MUST BE DRAWN AND NEGOTIATED NOT LATER THAN _____

The drafts under this Credit are to be endorsed hereon and shall state on their face that they are drawn under _____ (NAME OF BANK), _____
(ADDRESS OF BANK), Vancouver, B. C. Letter of Credit No. _____

Yours truly,

Manager
On Behalf of _____
(NAME OF BANK)

SCHEDULE G

The District will provide the required sign.

The sign remains the property of the District and must be returned to the District

The sign must be posted for a period of no less than 7 consecutive days.

The sign must be posted in a prominent place no further than 4 meters from the parcel lot line

The applicant shall deposit with the District a deposit of \$50.00 for each sign, of which \$30.00 shall be returned to the applicant upon return of the sign in good condition. The applicant shall maintain the sign(s) in good order and will undertake to return them to the District upon completion of the application.