

- ☐ If your property has a body of water or wetlands on it or crossing it, written approval from the City of Nanaimo Environmental Coordinator, 250-755-4429, will be required.
- ☐ If any trees on your property will be affected in any way by removing soil, you must contact the City of Nanaimo Arborist/Bylaw Officer, at 250-755-7515, to obtain permission and/or advice on working around trees.
- ☐ If your property is on a slope or the soil that you are planning to remove 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 removal? Check with the Development Services Department, 755-4429, for zoning restrictions of property as they apply to land use and purpose of soil removal, i.e. processing of topsoil, rock quarry, etc.
- ☐ Your soil removal 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 removed to date and the amount of fill remaining to be removed. Inspection of the site by a City Inspector will take place prior to any further approval.

**For more detailed information or explanation, please call the Construction Division at 250-756-5321**

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# SOIL (FILL) REMOVAL AND DEPOSITING TO OR FROM YOUR PROPERTY



**CITY OF NANAIMO  
ENGINEERING AND  
PUBLIC WORKS DEPARTMENT**

[www.nanaimo.ca](http://www.nanaimo.ca)

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## Guidelines for Soil Depositing

City of Nanaimo Soil Removal and Depositing Regulation Bylaw 1976, No. 1747, regulates the addition and removal of fill, from and to, any lands when such soil exceeds 450 cubic meters.

To help us process your fill permit application in a timely manner, the following check list should be completed.

- Application fee in the amount of \$20.00.**
- Bonding in the amount of \$2,000 per 1/2 hectare of land, 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 involved. This must include dimensions of the site tied to the legal dimensions of the property, along with the locations of the fill in relationship to all creeks, ponds and drainage ditches. The proposed fill area must be flagged on site.**
- If your property has a body of water or wetlands on it or crossing it, written approval from the City of Nanaimo Environmental Coordinator, 250-755-4429, will be required.

- If any trees on your property will be affected in any way by filling soil, you must contact the City of Nanaimo Arborist/Bylaw Officer, at 250-755-7515, to obtain permission and/or advice on working around trees.
- 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.

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An application form can be obtained at and should be submitted when complete, to the Engineering Department, 200 Franklyn Street, 15 working days prior to commencement of the work.

## Guidelines for Soil Removal

To help us process your Soil Removal Permit application in a timely manner, the following check list should be completed.

- Application fee in the amount of \$20.00.**
- Bonding in the amount of \$2,000 per 1/2 hectare of land, 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 involved. This must include dimensions of the site tied to the legal dimensions of the property, along with the locations of the soil removal in relationship to all creeks, ponds and drainage ditches. The proposed soil removal area must be flagged on site.**