

APPLICATION

For a Non-farm Use To Place Fill or Remove Soil under the Agricultural Land Commission Act

This form must be completed for non-farm use proposals involving the placement of fill or removal of soil that do not qualify for exemption under Part 3 of the Agricultural Land Reserve Use, Subdivision and Procedure Regulation.

To avoid delays in processing your application, please ensure that all parts of the form are completed and that the required documents and fees are enclosed.

The information required by this form and the documents you provide with it are collected to process an application under the *Agricultural Land Commission Act* and regulation. This information will be available for review by any member of the public. If you have any questions about the collection or use of this information, contact the Commission and ask for the staff member handling the application.

Provincial Agricultural Land Commission
Room 133, 4940 Canada Way, Burnaby, BC V5G 4K6
Telephone: (604) 660-7000 Fax: (604) 660-7033
www.alc.gov.bc.ca

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

This application must be submitted for proposals involving placement of fill or soil removal that do not qualify for exemption under Part 3 of the Agricultural Land Reserve Use, Subdivision and Procedure Regulation.

The application fee is \$600 and is payable to the local government.

APPLICANT

This is the registered owner of the land or an agent acting on behalf of the owner. If there is more than one registered owner, all owners' names must be shown. An agent must supply written authorization of all owners.

LOCAL GOVERNMENT

Specify the municipality or regional district in which the property is located.

LAND UNDER APPLICATION

Refer to your registered title to complete this part. The size of parcel refers to the entire parcel, not just the area under application. If you do not know the size of your property, your local government office may be able to assist with this information. Copies of the Certificate of Title or Title Search Print must accompany your application.

CURRENT USE OF LAND and ADJACENT USES

Describe the current use of the whole parcel and the types of activities on adjacent lots. Include any historical use of the property, particularly its use for farming activities. Show this information on a plan or sketch.

PROPOSAL

Be clear and precise in describing the proposal and purpose of the application. Explain how your proposal will enhance the agricultural potential of the property. Explain any measures you propose to take to reduce potential impact on surrounding farm operations such as landscape screening, dust control measures, noise abatement, etc. Include a plan or sketch if appropriate.

SIGNATURE(S)

All registered owners of the land must sign the application or provide written confirmation that they consent to the application. If an agent signs the application form, he/she must provide written authorization to act on behalf of the owner(s).

SEND COMPLETED APPLICATION and ACCOMPANYING DOCUMENTS TO:

- the Municipality in which the land is located;
- if not within a Municipality, the Regional District or Islands Trust in which the land is located.

The following **must** be enclosed:

- Application fee (\$600) payable to the Local Government
- Certificate of Title or Title Search Print
- Agent authorization (if using agent)
- Map or sketch showing proposal & adjacent uses
- Photographs (referenced to a map or sketch)
- East/West and North/South cross-sectional profiles of fill and/or removal area

INCOMPLETE OR MISSING INFORMATION WILL DELAY YOUR APPLICATION

If you have any questions about the application process, contact the Municipal or Regional District or Islands Trust office in which the property is located. You may also contact the Commission's office.

