



This document and the accompanying forms are provided to aid in the application of an Erosion and Sediment Control (ESC) Permit, as required under Surrey Bylaw No. 16138.

Please read these forms carefully and follow the instructions to reduce unnecessary processing delays.

Effective October 1st, 2021, ESC Permit applications will be required to be made digitally unless special circumstances warrant otherwise.

Before starting your application

When applying it is very important that you submit your application to the correct business unit in the Engineering Department.

If you are making an application in support of a project being handled through **Land Development**, please follow their submission process as part of the Servicing Agreement. Do not submit Land Development related files to the Environment Section.

For all other applications that are attached to Building Permits, Soil Permits, or standalone works, submissions must be made directly to the Engineering Environment Section.

Using these application forms

These application forms have been provided as fillable PDFs to allow for ease of submission.

Please do not use saved copies of these application forms, rather download a new copy for each application to ensure that you are using the latest version.

Any fields that require a signature are now able to be electronically signed as part of the application process.

You may print these forms to fill out manually and to wet sign; however, that will break any linkages between fields and any form validation.

The Digital Submission Process

To digitally apply for an ESC Permit to the Engineering Environment Section, each consulting company will be provided a single user profile for a Surrey Multiple File Transfer (MFT) account.

The profile account name will be prefixed by 'esc' followed by the company name, for example "esc_CompanyA". The 'esc' prefix will help distinguish this MFT portal to any existing MFT accounts you may have with the City.

Each company that has historically applied for an ESC Permit will be sent their MFT account information. If you have misplaced your account info or this is your first time applying for an ESC Permit, please reach out to us at escbylaw@surrey.ca

Only consulting firms can use this service as per the existing business process.

Making the Submission

To apply, please save the completed PDF, labeling it with the ESC Permit File number if provided or the primary address listed on the linked construction permit. Do not use your file number.

If you have filled out the forms manually, please scan them and label the file the as instructed above.

When ready please go to the following MFT website and use the credentials provided for your company to upload the files.

MFT site: <https://mft.surrey.ca>

Please note that the MFT site is only for Permit application documents. All other request, such as requests for permit closure, are not to be submitted via the MFT site. Once the new ESC Supervisor Portal is released, all post issuance, permit related requests will submitted through that portal.

Use the MFT site for the following document submissions:

- ❖ Application Forms
- ❖ ESC Plans and revisions
- ❖ Submitting missing document
- ❖ Cost estimates



Based on the information provided, please ensure that the following items are provided in your ESC Permit application submission. Only items flagged with the check mark are required.

Use the checklist after completing the Additional Information Form (45-7505 B) as it will update based on the information provided.

Application Checklist

<u>Required</u>	<u>Included</u>	<u>Form/document</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Schedule A – By-law Permit Application Document
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Form 45-7505 B – Additional Information
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Form 45-7505 C – Processing Fee Payment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Schedule D – ESC Supervisor Appointment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ESC Plan
<input type="checkbox"/>	<input type="checkbox"/>	Agent Authorization Form
<input type="checkbox"/>	<input type="checkbox"/>	BC Company Summary
<input type="checkbox"/>	<input type="checkbox"/>	Receipt of Payment
X	X	Land Title Office Search (Not Required)

Application File Number:

45 - - - - -

Do not complete – City of Surrey Office Use Only

Understanding the review process

Once submitted, the ESC Permit Application will be entered into the system and reviewed to ensure that the submission is complete. If there are missing items, you will be contacted via email to provide the necessary documents/information. To avoid delays, please ensure that you completely fill out the application forms and submit the documents flagged in the checklist.

Only complete applications will be scheduled for the technical plan review, queued based on a first come first served basis. Technical reviews typically occur within 2 weeks of an application, depending on the workflow volume.

The ESC Supervisor can track the live status of the application on-line via the ESC Supervisor Portal.

For more information about the ESC Permit application process, please refer to the [General guide for ESC Permit Applications](#).

Supporting documents

Information about obtaining a BC Company summary can be found on the BC Government website under [Employment, Business, and Economic Development](#)

To view an example of a BC Company Summary, please click on the following hyperlink to be taken to a PDF example provided on the BC Government website: [BC Company Summary example](#)

To download a copy of the City of Surrey Agent Authorization Form, please refer to page 3 of the [Land Development Application and Authorization Form](#)

SCHEDULE "A"
ENGINEERING DEPARTMENT
Forming part of Erosion and Sediment Control By-law 2006 No. 16138

EROSION AND SEDIMENT CONTROL PERMIT APPLICATION

Part 1. LAND OWNER

Name:

Address:

Telephone:

E-mail Address:

Part 2. DEVELOPER

Name:

Address:

Telephone:

Part 3. EROSION AND SEDIMENT CONTROL SUPERVISOR

Name:

Company:

Address:

Telephone:

E-mail Address:

Part 4. IDENTIFICATION OF LAND WHERE CONSTRUCTION WILL OCCUR

Civic Address:

**Legal
Description:**

**Size of Land
Parcel (m²):**

Expected Start date: __/__/__

Expected Finish date: __/__/__

I hereby declare that the above information is correct and true as well as all information provided on the ESC Plan attached and submitted herewith. I guarantee to construct the ESC Facilities in accordance with the ESC Plan. I am aware of the provisions of the Erosion and Sediment Control By-law, and I will abide by all applicable provisions of said By-law and such other terms and conditions as may be imposed under this application for an ESC Permit.

Dated _____

Signature of Land Owner _____

Signature of the Developer _____



In addition to the Schedule "A" and "D" forming part of your ESC Permit application, please provide the following information to assist the permit review process and ensure that your permit issuance is not delayed.

Project Info

Project Type:

Land Development: Soil Permit:
 Building Permit: Other:

What file number is your ESC Permit linked to?

What is the total project area in Sq. Meters?

What is the Property Zoning?

Using Cosmos (Drainage layer) identify which creek your site drains to:

What is the ESC Design Consultants File #?

What is the ESC Supervisors File #?

Developer Information

The person/company listed as the "Developer" on the ESC permit application will be the permit holder; responsible for signing the legal permit agreement and providing the permit bonding. The "Developer" can be either an individual or a company.

Developer Name (Full Legal Name):

Is the listed Developer a Company?

Yes No

A BC Company Summary must be submitted for the company listed above.

Developer Contact Information*

* Please note that the person specified in this section must be able to enter into a legal agreement with the City as the developer or their legal representative.

Contact for the Developer:

Phone Number (work):

 Ext.

Email Address: *(must not be a general e-mail account)*

Should the Developer be a Company; is the above individual a listed Director on the BC Company Summary?

Yes No

An agent authorisation form must be submitted with the application, providing them the authority to sign on behalf of the Developer.

Additional Contact Information

Primary Contact:

Contact Name:

Company:

Mailing Address:

City:

Post Code:

Email Address:

Phone Number (work):

 Ext.

ESC Permit Application – Additional Information

Form 45-7505 B

Contact Information Continued

ESC Design Engineer:

Contact Name:

Company Name:

Mailing Address:

City:

Post Code:

Email (must not be a general e-mail account)

Business Licence #:

Business Licence Type:

City of Surrey Inter-municipal

Expiry Date:

Please note that the Engineer listed above must match the Engineer whose seal and signature are on the ESC Plan.

ESC Supervisor:

Contact Name:

Company Name:

Mailing Address:

City:

Post Code:

ESC Supervisor cont.

Email (must not be a general e-mail account)

Business Licence #:

Business Licence Type:

City of Surrey Inter-municipal

Expiry Date:

Contractor:

* Not known at time of making the application

Site Contact Name:

Company Name:

Company Mailing Address:

City:

Post Code:

Site Contact Email (must not be a general e-mail account)

Company Business Licence #:

Business Licence Type:

City of Surrey Inter-municipal

Expiry Date:

* If the contractor is not known at the time of the application, please leave blank; however, this information will be required before the permit can be issued.



ESC Permit Application – Processing Fee Payment

As part of the ESC Permit Application, the applicant is required to pay an ESC Permit Processing Fee as specified in Surrey By-law No. 14577 *Administrative Costs & Municipal Service Fee Setting*.

The Administrative Costs & Municipal Service Fee Setting By-law is reviewed and updated annually, recently updated in May 2023.

The 2023 ESC Permit Fee is:

- \$1,205 for an ESC Permit attached to a Residential Single-Family Dwelling
- \$2,300 for all other ESC Permits.

Payment Options

The following payment options are available:

- ❖ Paying in person at the Cashier
- ❖ Submitting a cheque
- ❖ Paying over the phone

Payment Method

As part of the ESC Permit digital submission process the designated payer will receive an email with the ESC Permit Application Fee Invoice attached.

Please specify your intended method of payment (select one):

- Paying at a Front Counter Cashier in person*
- Cheque*
- Paying over the phone*
- The ESC Permit Processing fee has already been paid. Attached a copy of the receipt.

* Please note that you must accurately specify who the Payer will be so that the invoice can be generated and sent to you.

Do not leave this information blank as it will delay your permit processing.

Payer Information

Designated Payer*:



* The payer must match the name on either the payment card being used, or the name(s) as shown on the face of the cheque. The invoice will be made out to the person or company listed as the Payer.

Payer Contact Name:

Phone Number (work):

Business Email Address:

Making the Payment

An Engineering Department representative will email the invoice for the payment to both the Payer specified above and the Primary Contact listed in your application.

- ❖ If you are paying over the phone, a City Cashier will be sent invoice along with the Payer contact name using the above contact information to process the payment. This person will then be called to complete the transaction. **DO NOT PROVIDE ANY PAYMENT CARD INFORMATION WITH YOUR APPLICATION PAPERWORK.**
- ❖ If mailing a cheque, attach a copy of the invoice, and mail the cheque to:

Engineering – Utilities Clerk 4W
City of Surrey
13450 – 104 Ave
Surrey, BC V3T 1V8

- ❖ If paying at the Front Counter, please take the invoice directly to the Cashier station.

SCHEDULE "D"

Forming part of Erosion and Sediment Control By-law 2006 No. 16138

CONFIRMATION OF COMMITMENT BY ESC SUPERVISOR

Date: _____

To: The City Engineering Department

Dear Sir or Madam:

Re: CONFIRMATION AS ESC SUPERVISOR

Address of Project (Print)

Legal Description of Project (Print)

I _____, confirm that I have been retained by _____.
(ESC Supervisor's Name) (Developer)

I am an engineer, biologist, geoscientist, applied scientist, or technologist who is registered and in good standing in British Columbia with a professional organization constituted under an Act, acting under that association's code of ethics and subject to disciplinary action by that association, and am trained in designing and implementing ESC Plans, and am responsible for inspecting, monitoring and reporting in accordance with the requirements of the City Erosion and Sediment Control By-law 2006, No. 16138.

I also acknowledge the responsibility to notify the addressee of this letter of the date I cease to be retained by the Owner and/or Developer.

Yours truly,

Professional Seal (*if applicable*)

C.C. - _____
(Developer)