

Bulletin: Retaining Walls

This bulletin is for informational purposes only. A site plan showing the location of all existing and proposed structures is required with a permit application. Please be sure to consult the relevant Village of Pemberton bylaws.

ZONING REGULATIONS

All retaining walls, regardless of height, must conform to Village zoning regulations.

Zoning Bylaw 832, 2018, allows a retaining wall of up to 1.2 metres to be placed anywhere on a property, provided it is no less than 0.6 metres (horizontally) from any other retaining wall. In order to get authorization to build a retaining wall higher than 1.2 m, a property owner must seek a variance through the Village's Board of Variance or through a Council approved Development Variance Permit. Contact Development Services Staff for more information

BUILDING REGULATIONS

Village of Pemberton Building Bylaw No. 867, 2019 requires a permit for a retaining wall of 1.2 metres or higher.

A separate application and separate permit are required for each retaining wall that is 1.2 metres or higher. A retaining wall permit is **not** included with a site alteration permit or a building permit for another building or structure.

Note: Retaining walls that jointly create a slope steeper than 1:1 are considered to form one retaining structure.

PERMIT APPLICATIONS SHALL INCLUDE:

- site plan (2 large scale paper and one digital) showing contours and the location of the proposed retaining wall in reference to other structures, parking areas, property lines, registered easements, rights-of-way, and existing retaining structures;
- drawings, signed and sealed by a professional engineer and accompanied by a Schedule B, showing a typical section through the wall showing construction type, height, drainage; relationship to other retaining structures, and other pertinent details;
- signed and sealed geotechnical report or memo referencing the retaining wall;
- current State of Title (within last 30 days), and copies of registered documents (easements, covenants & rights-of-way);
- Permit Application Form A;
- Owner's Authorization of Agent (Form C) if applicable;
- Acknowledgement of Owner/Agent (Form B); and
- Any other documents required by the Building Official.