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| **​​Instructions:** ​​Insert logo/emblem |

# Subdivision Application Form

**<insert name, address and contact information of local government>**

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| **​​Instructions:** ​​Insert name, address, and contact information of local government |

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| **Instructions:** Please update this list with the type of subdivision applications that are processed in your local government. |

**The subdivision process has many variables that are subject to the property, applicable regulations, and the scale of the subdivision. Applicants are advised to consult with Planning Staff before submitting a subdivision application.**

This application is submitted for the following (please check all that apply):

* Subdivision Feasibility Application
* Subdivision Preliminary Layout Approval
* Subdivision Preliminary Layout Approval Extension
* Final Subdivision Approval
* Boundary/Lot Line Adjustment
* Other Plans requiring Approving Officer signature

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| **Instructions:**You may provide a link to a subdivision application guide in this section if your local government has one, or you may choose to adapt the Guide to Development Applications provided in the toolkit package. |

For more information on each type of subdivision application and its approval processes, please refer to the Guide to Development Applications.

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| Applicant Details |
| **Name of Applicant:**  Check if the APPLICANT is the sole OWNER (if not, complete the Authorized Agent section and Owner’s Acknowledgement of Responsibility Form - attached on page \_\_). |
| **Property Owner’s Name: I/We**  Address of Owner:  City/Town/Village:  Postal Code:  Registered Owner of Real Property described as (full legal description):  Phone: |
| **Authorized Agent of the Owner:**  Address of Agent:  City/Town/Village:  Postal Code:  Phone: |
| Property Details |
| Civic Address(es):  *(If this application is for more than one property, please list all addresses below)*  Legal Description:  Lot \_\_\_ Block \_\_\_ Section \_\_\_\_ Plan \_\_\_\_\_\_\_\_\_\_ Except\_\_\_\_\_\_\_\_\_\_\_\_  Parcel Identifier (PID):  Existing Zoning:  Existing Use:  Adjacent Land Uses:  N \_\_\_\_\_\_\_\_\_\_\_\_\_\_S\_\_\_\_\_\_\_\_\_\_\_\_\_\_E \_\_\_\_\_\_\_\_\_\_\_\_\_\_W \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Description of Proposed Development** *(Add a separate page as an attachment to the application with the title ‘Description of Proposed Development’.)* |

## Information Requirements

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| **Instructions:** The contents of the table below are some of the basic requirements that are common across local governments in BC. Please add/remove any requirements to suit your local government. |

**PLEASE NOTE**

*A pre-application meeting with staff is required to determine additional application requirements.*

| Basic Requirements (All Applications) | |
| --- | --- |
| Submitted | Requirements |
| ☐ | Application form filled and signed |
| ☐ | Current Certificate of Title (not dated more than 30 days prior to submission). |
| ☐ | Payment of applicable fees (refer to fees table) |
| ☐ | Copies of all non-financial charges registered on the State of Title (covenants, easements, rights-of-ways, etc.) |
| ☐ | Site Disclosure Statement (contaminated sites) for non-residential properties |
| ☐ | Proposed Subdivision Plan |

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| What Should be in the Proposed Subdivision Plan?  * Parcel and road layout, with dimensions of all parcels * North arrow; scale; existing streets and street names * Location of natural features, ie., creeks, lakes, steep banks, etc. situated on the subject parcel and adjacent parcel. * Location of existing buildings and structures * The total area (size) of the subject property and each proposed parcel * A copy of any rights-of-way or easements on the subject parcel * Contour information if appropriate * Applicable zoning setbacks (building envelope) * The location of any hazard areas, steep slopes and any areas subject to flooding; * The location and size of septic disposal fields; the location of potable wells. |

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| **Instructions:** The table below provides a list of additional documents and studies that may be required and can be modified to suit your local government’s needs. This section can be used during the pre-application stage to guide the applicant on the information required for their specific proposal. The first column marked ‘required’ is for staff to indicate what is needed from the applicant, and the second column marked ‘submitted’ is for the applicant to indicate what has been attached to the application. |

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| Additional Information Requirements | | |
| Studies/Reports | | |
| Required | Submitted | Supporting Documentation |
|  |  | Access Evaluation Report |
|  |  | Archeological Assessment |
|  |  | Architectural Report |
|  |  | Bio-Inventory Report |
|  |  | Code Consultant’s Report |
|  |  | Environmental Impact Assessment |
|  |  | Geotechnical Study/Report/Assessment |
|  |  | On-site septic approval application information for the Ministry of Health |
|  |  | Preliminary Servicing Report |
|  |  | Rationale Letter/Cover Report |
|  |  | Stormwater Management Plan |
|  |  | Transportation Impact Assessment |
|  |  | Traffic Study / Pedestrian Study |

For more information on the required studies, please refer to our Required Studies guide. For more information on Drawing detail requirements, please refer to our Drawing Details Information Sheet.

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| Additional Requirements for Final Approval | | |
| Financial | | |
| Required | Submitted | Requirements |
|  |  | Proof of Payment (for all property taxes) |
|  |  | Payment of all relevant Development Cost Charges levied on the land (if applicable) |
|  |  | Payment of 5% cash-in-lieu for Parkland dedication |
|  |  | Deposit of Maintenance Agreement and Security (to guarantee the completion and performance of the works specified by the Agreement) |
|  |  | Deposit of Construction Agreement and Security (to guarantee the completion and performance of the works specified by the Agreement) |
| Plans Required | | |
| Required | Submitted | Requirements |
|  |  | Electronic Plan of Subdivision (prepared by a BC Land Surveyor) |
|  |  | Survey Certificate (to confirm the location of any buildings on the parcels included in the application) |
|  |  | Electronic Reference Plan (for rights-of-ways, covenants, or easements) |

## Declaration

I/WE hereby declare that all the above statements and information contained in the material submitted in support of this application are, to the best of my knowledge, true and correct in all respects.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Registered Owner                                       Signature of Agent

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date                                                                                                                       Date

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| **Instructions:** Please add your local government’s contact details under the ‘Freedom of Information Notice’ section below. |

**FREEDOM OF INFORMATION NOTICE:** Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of processing this application and for municipal statistics. Enquiries about the collection or use of information on this form may be directed to **<insert local government’s contact details>**.

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| **Instructions:** Please update the fees table provided below according to your Development Fees Bylaw. You can also edit/add rows to customize the table with the subdivision application types specific to your local government. |

## Development Fees

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| --- | --- | --- | --- |
| Development Fees | | | |
| Required | Paid | Category | Fee |
|  |  | Subdivision Feasibility Application | $- |
|  |  | Subdivision Preliminary Layout Approval | $- |
|  |  | Subdivision Preliminary Layout Approval Extension | $- |
|  |  | Final Approval | $- |
|  |  | Boundary/Lot Line Adjustment | $- |
|  |  | Fee Simple or Bareland Strata Subdivisions | $- |
|  |  | Other Plans requiring Approving Officer signature | $- |
| Total amount paid for this application | | | $- |

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| **Instructions:** Please add details of your preferred method of payment and any additional information specific to your local government regarding the payment process. |

## Method of Payment

Permit fees shall be paid by way of cash, certified cheque or money order payable to the **<insert local government name>**.

***INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT***

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| **Instructions:** Please add contact information relevant to application submissions (address, email, fax, etc.) in the section below. |

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| **APPLICATION CAN BE SUBMITTED BY ONE OF THE FOLLOWING METHODS**  In person:  Fax:  Email: |