



Please ensure all required information and attachments are provided. Incomplete applications will not be accepted.

Property Address(es): _____

Legal Description: _____

Applicant: _____

Contact Information (all correspondence will be sent to this address):

Name (if different from applicant): _____

Address: _____

Postal Code: _____

Home Phone: _____ Daytime Contact: _____ Business Cell

Email: _____ Fax: _____

Attachments

Authorization Letter from Owner (required if not registered owner): Yes N/A

Draft Plan of Subdivision (see #5 below): Yes

Site Profile (see #6 below): Yes N/A

Check all that apply:

- Keep existing dwelling(s) Demolish existing dwelling(s) Relocate existing dwelling(s) Heritage Revitalization Agreement (HRA) Proposed Rezoning

Existing # of Lots: _____ Proposed # of Lots: _____

Existing Zoning: _____ Proposed Zoning (If applicable): _____

Each application for subdivision must be accompanied by:

Type-written letter outlining the proposed development: Yes

- 1. Application fee in the amount set out as follows:
i. \$640.00 Application Fee; plus
ii. \$65.00 per lot created;
iii. Phased Strata Subdivision - \$270.00/strata phase;
iv. Strata Conversion - \$430.00/strata conversion;
v. Air Space Parcel Subdivision - \$640.00/application plus legal fees & certified professional code compliance review.

Please turn over for more information and signature.

You will be notified in writing when a decision has been determined or when further information may be required.



2. Letter outlining the proposal in full.
3. Proof of ownership if the property has been purchased in the last six months.
4. Current State of Title Certificate dated no more than ten days prior to submission.
5. Draft Plan of Subdivision – One 11x17 copy - including property lines (existing/proposed); all dimensions (existing/proposed); complete topographic including road, curb and gutter, lane, driveway, trees, buildings/structures, and anything else that is on or related to the property prepared by a registered BC Land Surveyor.
6. Completed Site Profile (separate attachment) if previous commercial or industrial use.

Additional Information

Each applicant should review the following information brochures to ensure they have provided all of the necessary information, forms and plans and have a more complete understanding of the entire subdivision process:

- Subdivision and Development Control Bylaw
- Processing Procedures for Subdivisions with Servicing Agreements
- Soil Deposit Bylaw

Date Stamp Received

Applicant Signature: _____ Date: _____

For Office Use:

Fees: Administration Fee - \$640.00 plus \$65.00 for each additional lot.

Amount Paid: \$640 + (\$65.00 x _____ # of additional lots) = _____

File No. (assign only if application is complete): _____ **Customer No.:** _____

Assigned to: _____

Notes: _____

Received by: _____ Date: _____