



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: \_\_\_\_\_

Check all that apply:

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

Existing # of Lots: \_\_\_\_\_ Proposed # of New Lots: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning (if applicable): \_\_\_\_\_

Each application for subdivision must be accompanied by:

1. Application fee in the amount set out as follows:  YES
  - \$2,610.00 Application Fee; plus \$110.00 per lot created;
  - Phased Strata Subdivision \$1,600.00 plus \$460 for each additional phase;
  - Strata Conversion \$2,230.00;
  - Air Space Parcel Subdivision \$3,060.00/application plus legal costs & certified professional code compliance review costs.
2. Type-written letter outlining the proposed development  YES
3. Original Letter of Authorization from Owner (if not registered owner)  YES  N/A

Persons acting for the Property Owner as an agent (such as a contractor, or as the Permit Applicant) are required to provide a completed and signed letter of authorization. Only original letters will be accepted.



- 4. Report by a Qualified Environment Professional on Riparian Area Regulations (RAR)  
*(see Development Services prior to making application)*       YES       N/A       To be reviewed
- 5. Current Title Search dated no more than 24 hours prior to the date of application       YES
- 6. Proof of ownership if the property has been purchased in the last six months       YES       N/A
- 7. 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       YES       No *(if no, we cannot proceed)*
- 8. Completed Site Profile, as a separate attachment       YES       N/A  
*(if previously used as a commercial or industrial site)*

**Additional Information**

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

- Soil Deposit Bylaw (also called Fill Permit)
- Subdivision and Development Control Bylaw
- Processing Procedures for Subdivisions with Servicing Agreements

This information is available on the City’s web site at [www.newwestcity.ca/business/planning\\_development](http://www.newwestcity.ca/business/planning_development).

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use:**

Amount Paid: \$2,610.00 + (\$110.00) x \_\_\_\_\_ # of additional lots = \_\_\_\_\_

Received by: \_\_\_\_\_

Folder No.: \_\_\_\_\_

File No.: \_\_\_\_\_

Customer No.: \_\_\_\_\_

Assigned to: \_\_\_\_\_

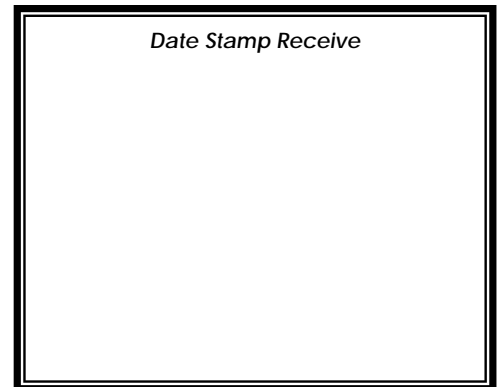
Notes: \_\_\_\_\_

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Date Stamp Receive