



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
 - i. \$2,450.00 Application Fee; plus \$103.00 per lot created;
 - ii. Phased Strata Subdivision \$1,500.00/strata phase;
 - iii. Strata Conversion \$2,100.00/strata conversion;
 - iv. Air Space Parcel Subdivision \$1,500.00/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.

Applicant Signature: _____ Date: _____

For Office Use:

Amount Paid: \$2,450.00 + (\$103.00) x _____ # of additional lots = _____

Received by: _____

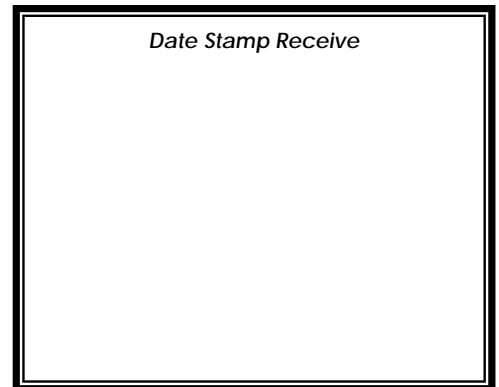
Folder No.: _____

File No.: _____

Customer No.: _____

Assigned to: _____

Notes: _____



Date Stamp Receive