New Westminster

Subdivision Application Form

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 Additional Lots:**_____ = **Total # of 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**
   - ☐ $3,040.00 Application Fee; plus $130.00 per each additional lot created;
   - ☐ Phased Strata Subdivision $1,859.00 plus $538.00 for each additional phase;
   - ☐ Strata Conversion $2,599.00;
   - ☐ Air Space Parcel Subdivision $3,566.00/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**
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**

Contact Us

Engineering and Public Works
604 527 4592 | engpost@newwestcity.ca

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: _____

The City of New Westminster is committed to protection your privacy. This information is collected by the City under section 26(c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of administering and processing your Subdivision Application. Should you have any questions about the collection or use of your personal information, please contact the FOI and Privacy Coordinator, 511 Royal Avenue, New Westminster, V3L 1H9, 604-527-4523, privacy@newwestcity.ca.

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.

For Office Use:

Amount Paid: $3,040.00 + ($130) x ____ # of additional new lots = _____

Received by: _____

Folder No.: _____

File No.: _____

Customer No.: _____

Assigned to: _____

Notes: _____

_____

Date Stamp Received

Doc #298972