



13211 Henry Avenue  
 Box 159  
 Summerland, BC  
 Canada V0H 1Z0  
 Phone: (250) 494-6451  
 Fax: (250) 494-1415

# Subdivision Application

PROPERTY ADDRESS: \_\_\_\_\_  
 LEGAL DESCRIPTION: \_\_\_\_\_  
 CURRENT ZONING: \_\_\_\_\_ Roll # \_\_\_\_\_

PROPERTY OWNER	APPLICANT
Name: _____	Name: _____
Address: _____	Address: _____
City: _____	City: _____
Postal Code: _____	Postal Code: _____
Phone: _____ Fax: _____	Phone _____ Fax: _____
Email: _____	Email: _____

**APPLICATION MUST INCLUDE:**

- Current Title Search *(with copies of all relevant easements, covenants, etc.)*
- Subdivision plan showing development concept (1 paper copy and an electronic copy)  
*(see reverse side for plan requirements)*
- Application Fee  
\$1000.00 application fee plus \$100.00 x \_\_\_\_\_ (for each additional lot) = \$ \_\_\_\_\_
- Final Subdivision Approval \$150.00

**Professionally drafted plans are preferred.**

***Please note that all applications and drawings must meet the requirements noted on reverse.  
 Applications and drawings may be submitted electronically in Adobe pdf format.***

The personal information on this form is collected under the authority of the Local Government Act/Community Charter for the purposes of processing this application, and is subject to the Freedom of Information and Protection of Privacy Act. Any questions regarding this collection should be directed to the Corporate Officer, District of Summerland, Box 159, Summerland BC (250) 404-4044.

SIGNATURE OF REGISTERED OWNERS  
 \_\_\_\_\_  
 \_\_\_\_\_  
 DATE: \_\_\_\_\_

OFFICE USE ONLY

Date received: \_\_\_\_\_  
 Fee Paid: \_\_\_\_\_  
 Received by: \_\_\_\_\_  
 Receipt No: \_\_\_\_\_  
 Comments: \_\_\_\_\_

# Plan Requirements

In order to expedite the review of your subdivision proposal, the following information must be included on your plan. Applications must be accompanied with seven (7) copies of the requested subdivision layout plan at a scale of not less than 1: 1000. One (1) copy only is sufficient if supplied in digital format.

1. North Arrow
2. Legal description of the parcel(s) being subdivided.
3. The location, dimensions and boundaries of existing parcels to be subdivided and the proposed boundaries and dimensions of the lots to be created, all shown in meters.
4. The subdivision area shall be outlined by a bold line.
5. The location, dimensions, numbers and names created by other subdivisions bordering the subject property. This shall include public roadways, rights-of-way and easements existing on or in the immediate vicinity of the land being subdivided.
6. A number or letter assigned to each lot.
7. Approximate lot sizes in square meters.
8. Contours of the subject lots. (1 meter contour interval if less than 20 % grade, 2 meter contour intervals if greater than 20 % grade.)
9. Present use and location of all buildings and structures relative to the proposed property lines. Buildings to be demolished upon approval of the subdivision should also be clearly identified.
10. The proposed location and size of the septic field area if on-site wastewater disposal is planned.
11. Location of creeks, watercourses, swamps and any other pertinent topographic features.
12. Location of all utility services, including sanitary sewer, storm sewer, water, electrical, telephone and natural gas lines.

In addition to the above noted plan requirements, the applicant must provide a current copy of the Certificate of Title from the Kamloops Land Titles Office, along with copies of any easements, rights-of-way or restrictive covenants registered against the title(s) of the subject property(s).