



Subdivision Application

PROPERTY ADDRESS:	
LEGAL DESCRIPTION:	
CURRENT ZONING:	ROLL#:
DATE:	

PROPERTY OWNER	APPLICANT
Name:	Name:
Address:	Address:
Postal Code:	Postal Code:
Phone:	Phone:
Email:	Email:
Signature:	Signature:

APPLICATION MUST INCLUDE (1 paper copy and an electronic copy)
<input type="checkbox"/> Current title search (with copies of all relevant easements, covenants, etc.)
<input type="checkbox"/> Subdivision plan showing development concept (1 paper copy and an electronic copy)
<input type="checkbox"/> Application fee (\$1000.00 application fee plus \$100.00 x _____ (for each additional lot) = \$ _____
<input type="checkbox"/> Final Subdivision Approval \$150.00

NEW Site Disclosure Statement (BC's New Contaminated Site Investigation Requirements (please check/initial))	
<input type="checkbox"/>	Attached (if Schedule 2 Uses have occurred on the property in the past)
<input type="checkbox"/>	N/A (if Schedule 2 Uses have not occurred on the property in the past)
<input type="checkbox"/>	Exempt (demolition, or other works where there is no soil disturbance, etc.)

Please note that applications and drawings may be submitted electronically in Adobe PDF format, but must be accurate, include all dimensions, and be to scale.
Professionally drafted plans are preferred.

SIGNATURE OF REGISTERED OWNER(S)

DATE:

OFFICE USE ONLY

Date Received:

Fee Paid:

Received By:

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 two copies of the requested subdivision layout plan at a scale of not less than 1:1000.

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 size 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 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).