

Property Details

Current Zoning _____ Property Size (m² or ha) _____ Property in ALR yes no

Proposed Zoning (if applicable) _____

Current Use _____ Subdivision for Relative yes no
(LGA Section 946)

Development Details

Subdivision Type Fee-Simple Bare Land Strata Consolidation No. of Proposed Lots _____

Describe Proposal _____

Justification and Support

Indicate compliance with bylaws and community plan _____
(attach additional information to clarify)

Services and Covenants

Services shall be provided in a manner acceptable to the Municipality. Proposals shall be reviewed and additional information may be required. Please complete the following:

yes no n/a preliminary investigation has been completed to determine possible site servicing options (storm, sewer, water and access);
 yes no n/a servicing details are indicated on the submitted plans and/or attached brief, with reference to applicable land use and subdivision bylaws; and,
 yes no n/a registered covenants have been reviewed and plans reflect requirements.

Contaminated Sites

Pursuant to the *Environmental Management Act*, an applicant is required to submit a completed Schedule 1 - Site Profile on properties that are/were used for purposes indicated on Schedule 2 (see application package) of the *Contaminated Sites Regulations*.

To determine if a Schedule 1 - Site Profile is required, please indicate if:

Yes <input type="checkbox"/>	The property has been used for commercial or industrial purposes	Yes <input type="checkbox"/>	Future construction on the property as a result of this application will require soil removal
No <input type="checkbox"/>		No <input type="checkbox"/>	

If both are Yes, refer to Schedule 2 to determine if a Schedule 1 - Site Profile is necessary and indicate below.

- YES - A completed Schedule 1 - Site Profile and Schedule 2 are required to be submitted (including a \$100 processing fee) to the Municipality.
- NO - A Schedule 1 - Site Profile is not required (there is no Schedule 2 activity associated with the site) – Copy of Schedule 2 provided.

If either or both are No:

- NO - A Schedule 1 - Site Profile is not required – Copy of Schedule 2 provided.

Additional information regarding contaminated sites is available at:
<https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/contaminated-sites>

Information Required for Submission

Consult with staff to determine non-applicable (N/A) items. Additional information may be requested during application review.

DOCUMENTS REQUIRED	
	12 Sets of plans
	Copy of Title Search Current copy (within 30 days), including relevant covenants, rights-of-way and easements
	Brief Rationale for Proposal Describe the justification and community benefit of the proposal
	Site Profile Complete "Schedule 1" from the Contaminated Sites Regulations
	Percolation Test Results Where no community sewer system exists – Form from CHR
	Floor Space Ratio R If retaining existing buildings Existing buildings require setbacks & spatial separation calculations between other buildings and proposed property lines (BC Building Code 9.10.14)
	Fee Schedule Application fees

Development Summary (data table on plans)	
	Owner & Applicant
	Designer, Engineer & Surveyor
	Civic & legal address
	Lot size & number

Plans	Details
Sketch Plan • Metric Minimum Scale 1:500	North arrow and scale
	Area & dimensions of all existing & proposed lots and remainders, rights-of-way & easements, including adjacent parcels, extending at least beyond the far edge of each adjacent property
	Setbacks of existing buildings/structures from existing &/or proposed property lines, detailing which structures will remain after subdivision
	Location of existing & proposed driveways, grades, roadways, accesses, adjacent streets, parcels & neighbouring highway intersections
	Location of topographical features including rock outcroppings, watercourses, high water mark, top of bank, natural boundaries
	Contour information (1.0m intervals)
	Detail existing & proposed services including water, wells, septic fields & test holes, sanitary sewer & storm drains
	Location of the proposed building envelope
Tree Plan Requirements	Location, species & size of all trees
Additional Information (if necessary)	Details
Environmental Consideration	
Topographical Survey	Contour information, flooding capabilities, hazardous situations
Geotechnical Analysis	
Digital Files	Site survey to be provided in digital format
Section 946	Statutory Declaration
Servicing	Conceptual Servicing Plan
Sustainability Statement	If rezoning required for creation of FIVE additional lots or more

Additional Requirements

Municipal Specific Requirements

_____ Community Consultation (information sheet attached)
