

Please complete the following steps to submit your application electronically. When submitting an application electronically, a hard copy submission is not required.

<p>STEP 1</p>	<p>PRE-APPLICATION MEETING</p> <p>As every property and development proposal is unique, and application requirements can vary, we encourage Applicants to contact Subdivision Staff to discuss their project. Subdivision Staff will then be able to determine if a Pre-Application Meeting is required prior to application submission. Please contact the Subdivision Department by Phone: 250-746-3103 or Email: subdivision@northcowichan.ca.</p> <ul style="list-style-type: none"> • If a Pre-Application meeting has been completed, please proceed to Steps 2 and 3. • If a Pre-Application is not required, please proceed to Steps 2 and 4. <p>Subdivision Staff are here to help guide you through the process and assist you in submitting a complete application.</p>
<p>STEP 2</p>	<p>REQUEST FILE UPLOAD ACCESS LINK TO SUBMIT DIGITAL APPLICATION</p> <p>Please submit an email to subdivision@northcowichan.ca requesting a file upload access link to our file sharing site. Please include the following details within your email:</p> <ul style="list-style-type: none"> • Civic address or Legal Description of the subject property • Applicant(s) Name(s) • Registered Owner's Name(s) if different from Applicant(s) • Agent's Name, if applicable • Application Type • If a Pre-Application Meeting was conducted with Subdivision Staff (date & staff member)
<p>STEP 3</p>	<p>DIGITAL APPLICATION SUBMISSION (Pre-Application Meeting Completed)</p> <p>Once staff receive your request, an upload access link will be created and you will receive an email from subdivision@northcowichan.ca with this link. Click the link to open the site and upload the following required documents for your application:</p> <ul style="list-style-type: none"> • A Completed Application Form. • Payment of Applications Fees (please mail or drop off at the Municipal Hall). • A Corporate Summary if Owner/Applicant is a Company, Business, Organization, etc. • Property Title or Statement of Certificate (issued within the last 30 days). • Copies of all Rights of Ways, Easements, Covenants on Property Title. • Letter of Rationale for Development Proposal. • Additional Documentation requested by Planning Staff. • Professional Wastewater testing for septic for new lots (if required) <p>Please note that before requesting an upload link, it is your responsibility to ensure that all the basic requirements have been met. Incomplete applications will not be accepted.</p>

STEP 4	DIGITAL APPLICATION SUBMISSION (Pre-Application Meeting Not Required)
	<p>Once staff receive your request, an upload access link will be created and you will receive an email from subdivision@northcowichan.ca with this link. Click the link to open the site and upload the following required documents for your application:</p> <ul style="list-style-type: none"> • A Completed Application Form. • Payment of Applications Fees (please mail or drop off at the Municipal Hall). • A Corporate Summary if Owner/Applicant is a Company, Business, Organization, etc. • Property Title or Statement of Certificate (issued within the last 30 days). • Copies of all Rights of Ways, Easements, Covenants on Property Title • Letter of Rationale for Development Proposal. • Professional Wastewater testing for septic for new lots (if required) <p>Please note that before requesting an upload link, it is your responsibility to ensure that all the basic requirements have been met. Incomplete applications will not be accepted.</p>
STEP 5	ADVISE PLANNING DEPARTMENT DIGITAL APPLICATION SUBMISSION COMPLETE
	<p>To assist in processing your application, please send an email to subdivision@northcowichan.ca advising that you have completed your digital application submission.</p>
WHAT HAPPENS NEXT	
STEP 1	APPLICATION REVIEW
	<p>An initial review of your application will be completed by Subdivision Staff. Once established that the application submission is complete and no additional information is required at that time, your application will be opened and you will be provided with a File Number and Application Acknowledgement Letter. The Development Planner will work directly with on your proposal.</p>
STEP 2	ADDITIONAL INFORMATION
	<p>The Development Planner will then conduct a comprehensive review of your application. The outcome of this review will determine if you will be required to provide additional information/documentation for staff to formalize their decision.</p>
STEP 3	STAFF REPORT
	<p>The Development Planner and Engineering Staff will prepare a Preliminary Layout Acceptance Letter and Council has delegated the Approving Officer to have final authority on all subdivision matters.</p>
STEP 4	PROCESS & DECISION
	<p>The Development Planner will correspond with the Applicant regarding the application process and approval.</p>

We look forward to working with you on your proposal.