

# SUBDIVISION APPLICATION

7030 Trans-Canada Highway Duncan, BC V9L 6A1 | Canada

T 250.746.3103 F 250.746.3154

subdivision@northcowichan.ca

[www.northcowichan.ca](http://www.northcowichan.ca)

## APPLICATION TYPE - Please select Application Type DATE:

**Subdivision (PLA) Application - \$750 – plus \$250 per lot including the remainder lot, as per North Cowichan’s Fees Bylaw. Please  all that apply. Fees must be paid at time of Application. (Debit/Cheque payable to the Municipality.)**

Conventional (LTA) Subdivision

Bare Land Strata

Building Strata

Lot Line Adjustment

Phased  Yes  No

**Preliminary Layout Acceptance (PLA) Amendment - \$500**

**PLA Extension (Required annually prior to the date of PLA Issuance) - \$500**

**Final Subdivision Approval - \$500 plus \$52.50 Plan Examination Fee**

## DESCRIPTION OF SUBJECT PROPERTY

Civic Address:

City:

Postal Code:

Legal Description:

Parcel Identifier No:

Current Zoning:

Proposed Zoning:

Property Size:

Existing Use:

**Note:** If there is more than one property related to this proposal, a list of the additional properties including all details above and current property titles (issued within the last 30 days) are also required.

**List of Additional Properties (if applicable):**

## PROJECT DESCRIPTION – Subdivision Proposal / Rationale

---



---



---

## APPLICATION SUBMISSION CHECKLIST

As every property and development proposal is unique, application requirements can vary. We encourage you to set up a Pre-Application Meeting with Engineering Staff to discuss your proposal prior to application submission.

Include a complete Application Submission Checklist with your submission. Partial applications will not be accepted.

Preliminary subdivision applications may be submitted in hard copy or electronically. PDF copies of all documents must be supplied via dropbox or a virus-free memory stick only. Please contact the Engineering Department to request a dropbox link to upload application documents. Applications for final subdivision approval must be submitted in hard copy. Applicants will be provided with a fee slip for application fees.

### Preliminary Subdivision Application

Required	Included	Basic Requirements for all Applications
Yes	<input type="checkbox"/>	Subdivision Application Form
Yes	<input type="checkbox"/>	Corporate Summary, complete with signing authority, if applicable
Yes	<input type="checkbox"/>	Property Title or Statement of Certificate (issued within last 30 days)
Yes	<input type="checkbox"/>	Copies of all documents related to Rights of Ways, Easements, Covenants on Property Title
Yes	<input type="checkbox"/>	A Real Property Report for any lot with buildings that will remain
Yes	<input type="checkbox"/>	Letter of Rationale for Subdivision Proposal and whether variances are needed
Yes	<input type="checkbox"/>	Site Plan prepared by BC Land Surveyor (PDF) Shows location, dimensions and boundaries of the lot(s) to be subdivided
Yes	<input type="checkbox"/>	Site Disclosure Statement
<input type="checkbox"/>	<input type="checkbox"/>	Conceptual Servicing Plans
<input type="checkbox"/>	<input type="checkbox"/>	Copies of Reports, if applicable (ie: Environmental, Geotechnical, etc.) prepared by a QEP, P.Eng, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Septic investigation prepared by an on-site wastewater practitioner which will be forwarded to Island Health (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Payment of Application Fees

### Final Subdivision Application

Required	Submitted	Basic Information Requirements
Yes	<input type="checkbox"/>	Subdivision Application Form
Yes	<input type="checkbox"/>	PLA Checklist (Review PLA Conditions)
Yes	<input type="checkbox"/>	Property Title or Statement of Certificate (issued within last 30 days)
Yes	<input type="checkbox"/>	Letter of Undertaking from the Lawyer/Notary
Yes	<input type="checkbox"/>	All Final Legal Documentation (Application to Deposit Plan, Survey Plan, and all applicable charges)
Yes	<input type="checkbox"/>	Property Tax Certificate (Contact Finance Department)
<input type="checkbox"/>	<input type="checkbox"/>	Payment of Application Fees \$552.50
<input type="checkbox"/>	<input type="checkbox"/>	Development Cost Charges (DCCs) as detailed in the Preliminary Layout Acceptance (PLA).
<input type="checkbox"/>	<input type="checkbox"/>	Servicing and/or Engineering Fees/Bonding as detailed in the PLA

**APPLICANT/OWNER INFORMATION**

If you are an agent applying on behalf of the property owner, fill out the applicant and property owner sections. If you are the property owner and the applicant, only fill out the applicant section. The property owner must match the current Title.

Name of Applicant(s) or Agent: \_\_\_\_\_  
 Company Name (if applicable): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Numbers: Main: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Name of Registered Owner: \_\_\_\_\_  
 Company Name (if applicable): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Numbers: Main: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**AUTHORIZATION**

**Please read the following authorization information fully, and complete to signify your authorization.**

I/We declare that all of the statements and information contained in the material submitted in support of this application are, to the best of my/our knowledge, true and correct in all respects. Where the applicant is **not the REGISTERED OWNER**, the application **must be signed by the REGISTERED OWNER(s)** acknowledging this application and the agency of the applicant.

**Applicant/Agent’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Do you consent to the release of your personal contact information (address, phone number, and email) for the purposes of processing this application, including public viewing, posting to North Cowichan’s website and sign postings?

**YES**       **NO**

As Registered Owner(s) of the Subject Property or Properties listed above, I/we hereby authorize the Applicant/Agent listed above to act on our behalf for this subdivision application. I/we acknowledge that North Cowichan will maintain communication only with the Applicant/Agent and I/we understand that any decisions by municipal staff or Council will be based on information provided by the Applicant/Agent. We agree to be bound by all decisions of the Applicant/Agent in this matter. **All owners registered on title must sign below to authorize this application.** If the property is owned by a corporation, a designated person with signing authority for the company must sign the form.

\_\_\_\_\_  
**Owner Name (Print)**                      **Signature**                      **Date**

\_\_\_\_\_  
**Owner Name (Print)**                      **Signature**                      **Date**

Personal information is collected by North Cowichan under the authority of s.26(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of processing this subdivision application. Please direct any questions about this to North Cowichan’s Privacy Officer, 250-746-3116, 7030 Trans Canada Highway, Duncan, BC, V9L 6A1.