



Every project is different and includes different land-use/building considerations, please contact us to discuss your project.

OFFICE USE ONLY - Application Number: _____

Applicant Information

Full Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

Comments or contact instructions: _____

Permit/application number(s) of concurrent or associated applications or previous application if this is a renewal:

Property Owner Information (if different from above)

Full Name	Address and Postal Code	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Property Information

Address: _____

Legal Description: _____

Property Identification Number (PID): _____

Zoning Designation: _____

Land Use Designation: _____

Development Permit area: _____

Lot Size (m²/ha/acre): _____

Lot Information (attach multiple pages if required)

Existing number of lots: _____ Proposed number of lots: _____ Net number of lots: _____

Is the land vacant? Yes No

Are there any buildings or structures? Yes No

Describe: _____

Property Information (attach multiple pages if required)

Is the property serviced by:

Municipal water? : Yes No

Sanitary sewer? Yes No

Applications for subdivision or rezonings in areas that are not connected to the Sanitary Sewer System are required to pay an applicable Northern Health Authority fee.



Subdivision Application

Lot Information *(attach multiple pages if required)*

Describe proposed change. Include details such as purpose for subdivision, access changes and service requirements:

Application Acknowledgment

Personal Information provided on this form is collected under the authority of the Community Charter/Local Government Act and will be used only for purposes related to your application. Your name will be treated as public information. Home address and telephone number will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of personal information may be referred to City Hall at 250-992-2111.

Should there be any change in ownership or legal description of the property, I undertake to notify the Planning and Development Services Department immediately to avoid any unnecessary delay in processing the application.

I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is certified as complete. To be considered complete, the application must include this completed form, required fees, and supporting plans, relevant property title charges, documents and/or drawings as required.

Applicant or Authorized Representative Name (Print)	Signature	Date
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Authorization of Applicant

By signing this application I authorize the above applicant to apply for this permit, receive and submit information regarding this property and this application, and otherwise act on behalf of the property owner regarding this application.

Owner's Name (Print)	Owner's Signature	Date
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Note: A Letter of Permission stating the above is also accepted.

Need help completing this application? Contact us!



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This checklist must be followed and submitted with your application form. If the application is incomplete it will affect the processing time of the pending application. Please complete the application by initialling in the box under "Copies Attached" to verify completion of each submittal requirement. City staff will review the checklist and application package. Only complete applications will be accepted and assigned for review.

Forms and Fees

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Application Form	1	A Subdivision application must be completed and signed at time of submission.		<input type="checkbox"/>	
Application Fee	1	A non-refundable application fee, based upon the current effective Fee Schedule.		<input type="checkbox"/>	
Current title search	1	Documentation of current ownership, including relevant property title charges (i.e. covenant), if applicable.	The title search must have been completed within 30 days of submission.	<input type="checkbox"/>	
Contaminated Site Form	1	Screening tool used to help identify potentially contaminated sites.	Attached to this checklist	<input type="checkbox"/>	

Drawings Required

Document	Copies Required	Notes	Copies Attached	Accepted (staff)
Subdivision Plan	4	Max size: folded to 11"x17" PDF or paper file Details below:	<input type="checkbox"/>	

- Location, dimensions, lot areas and boundaries of existing parcels to be subdivided.
- Proposed boundaries, dimensions and lot areas of all lots with a number assigned to each lot.
- Location, dimensions, numbers, names or other designations of any subdivision, highway, public roadway, rights-of-way and easements existing on or adjacent to the land being subdivided.
- Topographic information (i.e. minimum 2 metre contour interval) must be shown on the proposed plan where the subject property contains slopes of 5% or greater in grade.
- Present use and locations of all buildings and structures with measurements relative to the property lines. Indicate on the plan which buildings may be demolished or relocated.
- Location and size of sewage disposal fields, where applicable.
- Location of wells within 30 metres of subject property if an on-site sewage disposal system is proposed.
- Location of creeks, water-courses, swamps, ravines, and other pertinent topographical features, including all trees or grouping of trees, where applicable.
- Location of existing drainage facilities (storm sewers, tile drains, culverts, etc.) whether in use or not, where applicable.

Additional Documents - ONLY if the City deems necessary

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Photographs	1		Contact the City for more information.	<input type="checkbox"/>	

Contaminated Site Declaration Form

I, _____, hereby acknowledge that the *Environmental Management Act, 2003*, as amended, is effective as of February 1, 2021.

Legal Description(s):

- Based on my personal knowledge of the property in question, I do not believe that it is or has been used for any of the industrial or commercial purposes and activities specified in [Schedule 2](#) of the regulations. Accordingly, I elect not to complete and submit a 'site disclosure statement', as outlined in Section 40(1) of the *Act*.

- I have read [Schedule 2](#) and one or more of the identified purposes or activities is or has occurred on the land(s) legally described above. ***Please contact staff to submit a "site disclosure statement".**

I further acknowledge that this declaration does not remove any liability which may otherwise be applicable under the legislation.

Owner / Agent

_____/_____/_____
dd / mm / yy

Owner / Agent

_____/_____/_____
dd / mm / yy