



Please submit this completed form to the Zoning counter located at City Hall. All materials submitted to the City with an Air Space Parcel Subdivision Application become public property, and therefore, available for public inquiry.

Please refer to the attached requirements for details on the non-refundable application fees and application attachments.

Number of Parcels: _____

Property Address(es): _____

Legal Description(s): _____

Applicant: _____

Correspondence/Calls to be directed to:

Name: _____

Address: _____

_____ Postal Code

Tel. No.: _____ Business _____ Residence

_____ E-mail _____ Fax

Property Owner(s) Signature(s): _____

_____ Please print name

or

Authorized Agent's Signature: _____

Attach Letter of Authorization

_____ Please print name

For Office Use

Date Received: _____

Application Fee: _____

File No.: _____

Receipt No.: _____

Only assign if application is complete



Requirements for application:

1. A complete application form and accompanying letter which must include:
 - the name, address, telephone and fax numbers of the person making the application;
 - the property address and legal description;
 - reference to relevant City Development Permit and Building Permit(s);
 - a written description of the intended use of the proposed air space parcels, including a detailed list of the uses and facilities to be contained in each parcel;
 - a letter of authorization from the property owner if the applicant is acting on their behalf;
 - payment of the application fee.
2. Colourized Isometric Air Space Parcel Plans (draft if necessary) which must depict at least one volumetric air space parcel as well as non-volumetric Remainder parcel tied to one of the primary building components/uses.
3. A site plan showing an outline of the properties included in the subdivision, including the dimensions of every existing and proposed parcel, at grade level. The names and locations of the adjacent streets and lanes which abut the site should be shown on the site plan.
4. Four sets of architectural drawings of the development, on 11" x 17" paper, showing colour overlays of the proposed air space parcel boundaries at every relevant level of the development (floor plans and sections). One full size set of architectural drawings should also be provided.
5. Six copies of a code report (a separate application form and fee is required) prepared by a code consultant or Certified Professional indicating how the air space parcels will comply with or satisfy an equivalency with the BCBC, the Building Bylaw and the BC Fire Code at each air space boundary and also how the air space parcels act as a single site ("**Code Report**").

Note: The "Code Report" does not need to accompany the initial application submission. The "Code Report" can be provided after the issuance of a PLA. The Code Report must be accompanied by a separate application to the Building Approvals Division but submission of the "Code Report" should be coordinated through the Approving Officer. It is recommended that the Code Report be submitted as early as possible.

6. Title summary report including copies of the agreements registered on Title. The summary report will include:
 - a summary of the contents of each notation, non-financial charge, lien or interest on Title. The Title summary should contain a general description of each charge and the issues/items contained in the agreement. The summary must also provide the applicant's lawyer's opinion as to whether the notation, charge, lien or interest is impacted by the application and if so, how the charge is impacted and what action is needed (modifications, discharges, etc.) to address the impact of the subdivision;
 - the letter enclosing the title summary must be addressed to the City of Richmond.

7. Identification of all off-site easement/SRW arrangements (off-site parking stalls, amenities, loading areas, storage for bikes or otherwise, etc.) that are required as a result of the subdivision.

It is recommended that this information be provided in a matrix form for ease of reference. A sample matrix is attached for reference.

Matrix for On-site and Off-site Areas

Example:

Lots as Specified in Existing Covenants	# of Residential Parking Spaces Required	# of Non-Residential Parking Spaces Required	# of Residential Parking Spaces On-Site	# of Non-Residential Parking Spaces On-Site	# of Residential Parking Spaces Off-Site and on which Lot	# of Non-Residential Parking Spaces Off-Site and on which Lot
ASP 1	273	0	252	0	21 on ASP 2	0
ASP 2	0	129	21 for ASP 1	0	0	129 - Remainder A
ASP 3	0	72	0	0	0	72 - Remainder A
Remainder A	0	86	0	322	0	5 - Lot E 6 - Lot D 19 - Lot C

Note: The above matrix is provided as a sample for discussion only. A similar matrix should be utilized for all on-site and off-site Amenities, Storage and Loading Areas.

8. Written confirmation from the applicant’s architect that each lot of the proposed air space subdivision lots complies with the Development Permit and applicable zoning regulations.



Richmond Zoning Bylaw 8500 requires a *Development Application* (except Servicing Agreements) to be filed by the owner of the land. Where an agent purports to act on behalf of an owner, it will be presumed that (a) he or she has the authority of the owner to act on his or her behalf and (b) that the agent will be responsible for all matters connected with the development, including the timely payment of fees for services rendered by the City. Please note that where the owner is a registered company, the signature of all the Directors or authorized signatures will be required. If you have any questions, please call the Zoning staff at 604-276-4017.

It is also important for owners and agents to notify the City in writing of any change in their status with respect to the application, as they will be held responsible for the payment of costs incurred by the City while they appear on the file as the person responsible for the application. This is particularly important where the agent has been relieved of his or her authority to act on behalf of the owner, or where the property has been sold to a third party. If you have any questions or changes, please contact the Development Applications Clerk at 604-276-4395.

Applicants are encouraged to consult with the Development Applications Department prior to making their application to ensure they are aware of pertinent criteria and the extent of documentation required to support the application. If you have any questions or would like to know who to contact in the Development Applications Department, please call the Program Coordinator, Development at 604-276-4138.