



Subdivision Requirements

Each applicant should review the following information brochures to ensure they have provided all of the necessary information, forms and plans and have a more complete understanding of the entire subdivision process: Subdivision, Processing Procedures for Subdivisions with Servicing Agreements, Legal Plans Signing Requirements, Floodplain Management Implementation Policy, Tree Protection Bylaw.		Applicant Submission	City Verification
1	<p>Application Form and completed Waiver Form: A complete application form and accompanying letter which must include:</p> <ul style="list-style-type: none"> 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); and payment of the application fee and all subsequent fees per phase. 	<input type="checkbox"/>	<input type="checkbox"/>
2	<p>This document (Submission Checklist) and a USB flash drive containing all required documents following the Standard File Naming Convention (Bulletin DEVAPPS-18) Applications will not be considered complete until all required documents are received.</p>	<input type="checkbox"/>	<input type="checkbox"/>
3	<p>Ministry of Environment and Climate Change Strategy Site Disclosure Statement Site Disclosure Statements are used as screening tools to identify potentially contaminated sites. Triggers for submission of a Site Disclosure Statement are established in the Contaminated Sites Regulation. A fillable site disclosure statement is available on the Province of BC Site Remediation Website.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4	<p>Letter Outlining Proposal Letter outlining the proposal in full, along with proof of ownership if you have purchased the property in the last six months. Proof of new ownership is acceptable with a copy of the interim agreement or transfer of property title. Indicate in the letter whether the dwellings are to remain in place, be demolished, or relocated on or off the site.</p>	<input type="checkbox"/>	<input type="checkbox"/>
5	<p>Application Fees Refer to Consolidated Fees Bylaw 8636.</p>	<input type="checkbox"/>	<input type="checkbox"/>
6	<p>Certificate of Encroachment Prepared and signed by a BC Land Surveyor unless the buildings are to be demolished or relocated.</p>	<input type="checkbox"/>	<input type="checkbox"/>
7	<p>Draft Plan of Subdivision Include all dimensions; surrounding roads and lanes; road names; and location of any improvements on the land such as buildings, parking lots, driveways, etc. that are not to be removed. To be prepared and signed by a BC Land Surveyor.</p>	<input type="checkbox"/>	<input type="checkbox"/>
8	<p>Legal Topographical Survey, Site Plan, & Arborist Report City Council, through the enactment of Tree Protection Bylaw No. 8057, has deemed that trees are an important element of the urban environment. The Tree Protection Bylaw is intended to reduce the unnecessary damage or removal of trees and requires that all trees on sites subject to a subdivision application be addressed during the review process. To enable staff to assess tree protection, a legal survey, prepared and signed by a registered BC Land Surveyor, and a preliminary site plan, must be submitted with your subdivision application. The legal survey and site plan must include all items indicated in the Bulletin DEVAPPS-01 Survey and Site Plan Guidelines and include an overlay of the proposed subdivision.</p>	<input type="checkbox"/>	<input type="checkbox"/>