



Phased Strata Subdivision Requirements

Applicants are encouraged to prepare and submit the below-noted material for review prior to preparing plans and documents for final approval. (i.e. phased strata electronic drawings; Form P or Amended Form P documents).

Each phase of a phased strata plan should be treated as a separate parcel, each phase to comply with the Richmond Zoning Bylaw 8500 in terms of minimum lot area, building setback and parking requirements. Please arrange to have the City's Approving Officer review the proposed phased boundaries in the early DP stages.

To allow sufficient time for staff review and preparation of legal agreements, the application should be submitted at least one (1) year prior to occupancy of the first phase (Phase 1).

		Applicant Submission	City Verification
1	<p><u>Application Form</u> 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 <u>Standard File Naming Convention</u> (Bulletin DEVAPPS-18) Applications will not be considered complete until all required documents are received.</p>	<input type="checkbox"/>	<input type="checkbox"/>
3	<p><u>Letter of Authorization</u> All fields must be completed and signed by all property owner(s). If the property owner is a company, the Corporation Certificate and Notice of Articles are required.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4	<p><u>Application Fees</u> <i>Refer to <u>Consolidated Fees Bylaw 8636</u>.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
5	<p>Title Summary Report A tabulated summary of the contents of each notation, non-financial charge, lien or interest on Title:</p> <ul style="list-style-type: none"> containing a general description of each charge and the issues/items contained in the agreement; providing 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: <ul style="list-style-type: none"> if the charge is impacted by the subdivision, it should be noted under the description of the applicable charge; if the charge is to be discharged, modified or replaced, it should be noted under the description of the applicable charge; identifying which charges (if any) restrict subdivision, it should be noted under the description of the applicable charge; providing commentary on whether/not the developer is required under the various agreements to include disclosure to purchasers. This should be noted under the description of each charge (e.g. "This charge as required by the agreement has been disclosed to the purchasers through the Disclosure Statement.") <p>The letter enclosing the title summary must be addressed to the City of Richmond.</p> <p><i>Copies of all notations, non-financial charges, lien or interest on Title, in digital format, tabulated and correlated to the Title summary.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

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6	<p>Architectural Drawings</p> <ul style="list-style-type: none"> showing an outline of the properties included in the phased 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; this plan drawn to scale indicating the location of all proposed access points, internal roadways and parking areas; and where access points, internal roadways, loading bays or parking areas are proposed to serve more than one phase of the strata project, reciprocal access and parking easements/covenants will be required. 	<input type="checkbox"/>	<input type="checkbox"/>
7	<p>Common Facilities Description</p> <p>A description of any common facilities to be included in any phase of the strata project and a plan indicating their location. All common facilities are to be provided in Phase 1.</p> <p>If the Owner/Developer wishes to have the common facilities constructed in a phase other than the first phase, the Owner/Developer may be required to post a bond in an amount that in the Approving Officer's opinion, is sufficient to cover the full cost of constructing the common facility, including the cost of the land, or makes other arrangements satisfactory to the Approving Officer to ensure the completion of the common facility. (Section 223 Strata Property Act. Also see Section 225 of the Strata Property Act for additional requirements relating to common facilities.)</p>	<input type="checkbox"/>	<input type="checkbox"/>
8	<p>Draft Disclosure Statement</p> <p>A copy of the Draft disclosure statement that will be submitted to the Superintendent of Real Estate must be included with an application for Form P approval.</p>	<input type="checkbox"/>	<input type="checkbox"/>
9	<p>Design Drawing</p> <p>A design drawing indicating the location of all utilities (i.e. water, sanitary sewer, storm sewer, electric power, telephone, cable TV, and natural gas) intended to service each proposed phase of the strata project. Each phase of the strata project should be configured to allow for utility servicing from public roads or rights-of-way.</p>	<input type="checkbox"/>	<input type="checkbox"/>
10	<p>Zoning Compliance Letter</p> <p>Written confirmation from the applicant's architect that each lot of the proposed phased strata subdivision lots complies with the Development Permit and applicable zoning regulations.</p>	<input type="checkbox"/>	<input type="checkbox"/>
11	<p>Building Code Analysis</p> <p>Submission of a building code analysis prepared by the architect that all buildings/structures in each phase conform to the regulations in the Building Bylaw and the Building Code (i.e. spatial separation from the proposed phased strata subdivision boundaries, etc.). This analysis may result in additional covenants such as Alternative Solution Covenants.</p>	<input type="checkbox"/>	<input type="checkbox"/>
12	<p>Draft copy of Phased Strata Plan Declaration (Form P)</p> <p>Form P to include the number of phases, common facilities in each phase (if applicable), estimated date for beginning of and completion of construction of each phase, estimated unit entitlement of each phase and the completed development, number and type of units in each phase, elect to proceed date for each phase.</p> <p>Provide a sketch plan prepared and signed by a BC Land Surveyor showing the proposed boundaries of each phase and approximate location of the common facilities.</p>	<input type="checkbox"/>	<input type="checkbox"/>
13	<p>Proof of Payment of Current Year's Taxes</p> <p>Provide tax statement showing no outstanding balances.</p> <p>Note: If approval is sought on or after September 1 in any year, per City practice, payment of following year's estimated taxes to be provided.</p>	<input type="checkbox"/>	<input type="checkbox"/>