City of Richmond

Air Space Parcel Subdivision Submission Checklist

Development Applications Department
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Air Space Parcel Subdivision Requirements

Note: One (1) year prior to occupancy, please submit the Air Space Parcel Subdivision Application.		Applicant Submission	City Verification
1	**Application Form** 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) with written description of the intended use of the proposed ASPs, including a detailed list of the uses and facilities to be contained in each parcel; and • payment of the application fee and all subsequent fees per phase.	☐	☐
2	**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.	☐	☐
3	**Letter of Authorization** 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.	☐	☐
4	**Application Fees** *Refer to Consolidated Fees Bylaw 8636.*	☐	☐
5	**Title Summary Report** A tabulated summary of the contents of each notation, non-financial charge, lien or interest on Title: • 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: - if the charge is impacted by the subdivision, it should be noted under the description of the applicable charge; - if the charge is to 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.") The letter enclosing the title summary must be addressed to the City of Richmond. *Copies of all notations, non-financial charges, lien or interest on Title, in digital format, tabulated and correlated to the Title summary.* *Copy of current land title search from the Land Title and Survey Authority (LTSA) in digital format. Land Title Search must be dated within 60 days of application submission.*	☐	☐
6	**Colourized Isometric Air Space Parcel Plans** 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.	☐	☐
7	**Architectural Drawings** Architectural drawings showing colour overlays of the proposed air space parcel boundaries at every relevant level of the development (floor plans and sections).	☐	☐

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8	**Site Plan** A site plan prepared and signed by BC Land Surveyor 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 that abut the site should be shown on the site plan.	☐	☐
9	**Code Report** A Code Report 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”). 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.	☐	☐
10	**Zoning Compliance Letter** 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.	☐	☐
11	**Proof of Payment of Current Year’s Taxes** Provide tax statement showing no outstanding balances. **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.	☐	☐
12	**On- / Off-Site Easement / SRW Arrangements** 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.	☐	☐

Sample Matrix of On- / Off-Site Easement / SRW Arrangements

The below 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.

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