



This Checklist **MUST** be followed and submitted with your application form. Please complete the application by initialing 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.

PROPERTY DESCRIPTION:

Civic Address: _____

Legal Description: _____

Parcel Identifier Number (PID): _____

Roll Number: _____

CHECKLIST OF INFORMATION REQUIRED FOR SUBMISSION:

Required Item	Copies Required	Details	Copies Attached	Accepted (Staff)
Application Form	1	The subdivision application form must be signed and complete at the time of submission		
Application Fees		An application fee based upon the fees set in the Subdivision and Development Servicing Bylaw		
Current Title Search	1	A copy of a current title search from the Land Titles Office for each parcel affected in the application, including copies of any rights-of-way, restrictive covenants, easements, etc. that are registered on the title.		
Electronic Drawings	2 Types	A digital survey plan in both AutoCAD (dwg) and PDF (pdf) format at the time of application submission		
Reduced Drawings	1	A reduced certified survey plan on 11" x 17" paper		
Certified Survey Plans	6 Copies (Not less than 1:1000)	• North Arrow • PID, legal description and civic addresses of parcels • Bearings and dimensions of every existing and proposed parcel • Location, dimensions and setbacks of all existing buildings and structures to be retained on the site • Building envelopes indicating all required Zoning Bylaw setbacks • Existing grades at each corner of the lot(s) or spot elevations/contours of the property at one metre intervals • The locations and dimensions of all streets and lanes, registered easements, covenants, encroachments and rights-of-ways • Existing street names and proposed roads • Location of the natural boundary of any existing water course(s) including the elevation of the crest and toe and the degree of slope at regular intervals.		

I certify that the attached submission is complete and accurate, and includes all of the above items.

Applicant Signature or Owner's Authorization _____

Date _____