



This application form and accompanying checklist must be completed in full by the registered owner(s) of the land or by an authorized agent acting on behalf thereof. The Application Fees are \$1,500.00 for the first lot created and \$300.00 for each additional lot and must be paid at the time of application. Application Fees are not refundable and do not guarantee approval of application in any way.

If more information is required than a field allows for, please attach additional pages.

## PROPERTY DESCRIPTION

Civic Address:

Legal Description:

Parcel Identifier Number (PID):

Roll Number:

Number of Existing Lots:

Total lot area (hectares)

Existing Land Use:

Existing Zone(s):

Do any easements, restrictive covenants, or statutory right of ways affect the property?

Service Level Area (1 or 2):

☐

Yes

☐

No

(If yes, provide copies with the current title search for all properties.)

## REGISTERED PROPERTY OWNERS

Registered Property Owner Name:

Company

Address:

City

Postal Code:

Phone:

Cell:

Email:

Owners Signature (Required – or Alternative Form of Authorization)

Date:

Additional Registered Property Owner Name:

Company

Address:

City

Postal Code:

Phone:

Cell:

Email:

Owners Signature (Required – or Alternative Form of Authorization)

Date:

## CONTRACTOR / APPLICANT (If the Applicant is NOT the owner, complete “Owner’s Authorization Form”)

Name:

Company:

Municipality & Business Licence Number:

Address:

City

Postal Code:

Phone:

Cell:

Email:

Personal information contained on this form is collected under the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the application. For questions or additional information pertaining to your personal information, contact City Hall at 250.426.4211.

Office Use Only	Subdivision File Number: 3320.20. _____	Date Received	Received By:
	Required Documents		<b>Application Fee: Nonrefundable</b> \$1500. for first lot & \$300. for each additional lot Indicate payment amount & receipt number
	Required Plans		\$

**Proposal:** Describe the proposed subdivision and add supplemental sheets as necessary.

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**Proposed Lots:** Note: The lot number should be used in identifying the lot on the preliminary plan.

Lot Number(s)	Proposed Use(s) of Lot	Lot Area (ha)

**Other Applications Submitted Concurrently:**

Application Type: (e.g. Development Permit, Zoning Amendment etc.)	Application File Number: (Completed by staff)

**Applicant Acknowledgement:**

*This application is being submitted to the City's Approving Officer and will be reviewed in conformity with all applicable bylaws and statutes.*

*By signing this application form, the applicant / owner attests that the information provided on this and any supplemental application forms are true and correct to the best of their knowledge. Any material falsehood or omission of a material fact made by the applicant /owner with respect to this application may result in the application(s) becoming null and void.*

*I, the applicant / owner, certify that this application is being made with the full knowledge and consent of all owners of the property in question.*

\_\_\_\_\_  
Applicant or Authorized Representative Sign

\_\_\_\_\_  
Date

**Authorization of Applicant:** (A letter of applicant authorization with the signatures of all owners will also be accepted.)

*I hereby designate \_\_\_\_\_ to act as my agent in matters related to this application.  
(Note: If the owner or authorized representative is a business, proof of signing authority is required)*

\_\_\_\_\_  
Owners Name (Printed)

\_\_\_\_\_  
Owner's Signature