



APPLICATION FOR SUBDIVISION
 (Required for all proposed subdivision or strata plans)

Application Number(s) _____

A. SUBDIVISION TYPE		
<input type="checkbox"/> Fee Simple Subdivision	<input type="checkbox"/> Section 514 Local Government Act (Subdivision for a Relative)	
<input type="checkbox"/> Bare Land Strata	<input type="checkbox"/> Phased Strata	<input type="checkbox"/> Other: _____
B. APPLICANT Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner		
Name:		Corporation or partnership:
Mailing Address:		
Tel:	Mobile:	E-Mail:
C. REGISTERED OWNER(S) OF LANDS (List all property owners – attach extra sheets if necessary)		
Name:		Corporation or partnership:
Mailing Address:		
Tel:	Mobile:	E-Mail:
D. PROPERTY INFORMATION		
Civic Address of Property		Legal Description:
*Is the Property in a Development Permit area: <input type="checkbox"/> YES – <i>Development Permit Application must be concurrent with this Application.</i> <input type="checkbox"/> NO – <i>Planning Department must confirm.</i>		*Is the Property in the Agricultural Land Reserve: <input type="checkbox"/> YES <input type="checkbox"/> NO
*Will the proposed subdivision require rezoning: <input type="checkbox"/> YES <input type="checkbox"/> NO	Current Zoning:	Number of Existing Lots:
		Number of Proposed Lots:
Describe Current Property Status. Check all that apply: <input type="checkbox"/> Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Multi-unit residential <input type="checkbox"/> Garden Suite Other: _____		
Overview/Description of Proposed Subdivision:		
F. SERVICE CONNECTIONS		
List the new service connections which are expected to be required for the proposed development:		
<input type="checkbox"/> Water	<input type="checkbox"/> Stormwater	<input type="checkbox"/> Electricity
<input type="checkbox"/> Sanitary Sewer	<input type="checkbox"/> Gas	<input type="checkbox"/> Private Solid Waste Collection
	<input type="checkbox"/> Municipal Solid Waste Collection	Other: _____

**The applicant/owner is advised that additional departmental or agency approvals (Development Permit/Development Variance Permit/Rezoning) may apply to the proposed subdivision. A formal Preliminary Layout Review (PLR) letter will be withheld pending any necessary approvals.*

E. APPLICATION CHECKLIST	
Attachment	Details
<input type="checkbox"/> Application Fee	An application fee shall accompany the application as per the District of Peachland Fees and Charges Bylaw.
<input type="checkbox"/> Owner's Declaration & Authorization	Written consent of all property owners appointing an agent for all purposes associated with the application. Refer to the Agent Authorization Form in Section G of this application.
<input type="checkbox"/> Contaminated Site Profile Waiver (Schedule 1)	In accordance with the Environmental Management Act (EMA) and Contaminated Sites Regulation (CSR), applicants are required to submit a Site Disclosure Statement for subdivision on properties that are potentially contaminated sites with current or historic industrial or commercial uses listed in Schedule 2 of the CSR. Properties without current or historic industrial or commercial uses are still required to submit a Site Disclosure Statement but can identify that no industrial or commercial Schedule 2 uses have occurred.
<input type="checkbox"/> Signed Record of the Pre-application Meeting	Pre-application form signed off by staff that conducted the meeting.
<input type="checkbox"/> All other information and materials required as noted in Pre-application Meeting	Any documents or materials requested by staff at the Pre-application meeting attached. Pre-application Date: _____
<input type="checkbox"/> Proposed Plan of Subdivision	Detailed Drawings of the proposed subdivision in the following format: <input type="checkbox"/> Hard Copy <input type="checkbox"/> PDF
<input type="checkbox"/> Survey Certificate	A Survey Certificate prepared by a British Columbia Land Surveyor (no more than 90 days old), showing location of all buildings and structures with measurements to property lines. Please indicate any buildings to be relocated or demolished. <input type="checkbox"/> Hard Copy <input type="checkbox"/> PDF
<input type="checkbox"/> Land Title Certificate or Search	A copy of the title(s), issued not more than 30 days prior to the application date, for any parcel of land subject to the application. <input type="checkbox"/> Hard Copy <input type="checkbox"/> PDF
<input type="checkbox"/> Title Documents (<i>restrictive covenants, easements and rights-of-ways, etc.</i>)	Copies of all non-financial charges (i.e. restrictive covenants, easements and rights-of-way, etc.) registered on the subject property(s). A copy of the title(s) and related documents can be obtained directly from the Land Title Office or through a Government Agent's Office, a notary, lawyer or title service company. <input type="checkbox"/> Hard Copy <input type="checkbox"/> PDF
<input type="checkbox"/> Strata Subdivision Requirements – <i>if applicable</i>	For a Phased Strata Lot Subdivision: <input type="checkbox"/> Phased Strata Plan Declaration (Form P) <input type="checkbox"/> Phased Strata Plan with building offsets to property lines & phase boundaries <input type="checkbox"/> N/A

OFFICE USE ONLY (to be completed by the Supervisor or File Manager as assigned)	
Date Received:	Confirmation of Ownership, Address and Legal Description (via GIS): <input type="checkbox"/> Yes <input type="checkbox"/> No
Received By:	Confirmation that the submission constitutes a 'complete' application: <input type="checkbox"/> Yes <input type="checkbox"/> No
Authorized By: _____	Date _____

G. Applicant Authorization – If the applicant is not the registered owner, please attach a Letter of Authorization from all registered property owners or have all registered owners sign the Agent Authorization Form below.

As owner(s) of the land described in this application, I/we authorize [redacted] to act as my/our Agent in regard to this development application. By completing this authorization form, I/we understand that:

1. This authorization allows the above noted Agent to make all necessary arrangements with the District of Peachland to perform all matters and to take all necessary proceedings with respect to the application contained herein;
2. The District of Peachland shall deal exclusively with the above noted agent with respect to all matters pertaining to this development application and is under no obligation to communicate with the owner(s) of the land or any other person;
3. It is my responsibility, as the owner(s) of the land, to review the application package and understand all District of Peachland bylaws, requirements of the application as well as the general process and timelines associated with this subdivision application;
4. This application and all studies submitted in support of this application may be made available for public review pursuant to the provisions of the *Freedom of Information and Protection of Privacy Act*;
5. Any agreements or encumbrances that apply to the subject lands have been fully disclosed;
6. There may be additional (supplemental) approvals (i.e. building permit, development permit, etc) affecting the proposed subdivision development;
7. At time of final subdivision approval, there may be additional fees and charges (i.e. final subdivision fees, parkland dedication fees, Development Cost Charges, offsite/onsite works, school site acquisition charges);
8. Additional supporting information may be required to assist the Approving Officer in assessing the application; the Approving Officer may not be able to process the application unless the additional supporting information is submitted;
9. Projects requiring subdivision approval cannot obtain any building permit until final subdivision approval has been granted by the Approving Officer;
10. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting surveys and tests that may be necessary for the evaluation of this application.

[redacted]

Owner Name (please print)

[redacted]

Date

[redacted]

Owner Signature

[redacted]

Owner Name (please print)

[redacted]

Date

[redacted]

Owner Signature

NOTE: For properties with more than two registered owners, please attach a separate Letter of Authorization.

Please Complete If the Owner is A Company:

[redacted]

Company Name

[redacted]

Limited No.

[redacted]

Name of Signing Officer (please print)

[redacted]

Date

[redacted]

Signing Officer Signature

Completed by Agent:

As agent, I/we, [redacted], understand the above information and acknowledge that it is my/our responsibility to act as the primary contact for all communications with the District of Peachland. Further, I/we understand it is my/our duty to co-ordinate and communicate with any and/or all sub-consultants, and the owner(s) of the land described in this application.

[redacted]

Agent Name (please print)

[redacted]

Date

[redacted]

Agent Signature



Schedule 1 CONTAMINATED SITE PROFILE WAIVER

(Required for all proposed subdivision or strata plans)

_____ Application Number(s)

The *Environmental Management Act's* Contaminated Sites Regulation creates a system to screen for potentially contaminated sites using site profiles. Site profiles are required when making an application to local government for zoning amendments, subdivision of lands, development permits, development variance permits, soil removal, or demolition. You may be exempted from the duty to submit a site profile, if you state in writing that the site has been used exclusively for residential use, and that none of the activities listed in Schedule 2 of the Contaminated Sites Regulation has occurred.

THIS IS TO CONFIRM THAT THE OWNER(S):

REGISTERED OWNER(S) OF LANDS (List all property owners – attach extra sheets if necessary)		
Name:	Corporation or partnership:	
Mailing Address:		
Tel:	Mobile:	E-Mail:
REGISTERED OWNER(S) OF LANDS		
Name:	Corporation or partnership:	
Mailing Address:		
Tel:	Mobile:	E-Mail:

OF THE PROPERTY LOCATED IN THE DISTRICT OF PEACHLAND DESCRIBED AS:

CIVIC ADDRESS		
LEGAL DESCRIPTION		
Lot:	Block:	District Lot:
Plan Number:	Parcel Identifier (PID):	
Additional Information:		

HEREBY DECLARE THAT THE SUBJECT PROPERTY HAS BEEN USED EXCLUSIVELY FOR RESIDENTIAL USE, AND NONE OF THE ACTIVITIES LISTED IN SCHEDULE 2 OF THE ENVIRONMENTAL MANAGEMENT ACT'S CONTAMINATED SITES REGULATION HAS OCCURRED ON THIS PROPERTY.

Print Name

Registered Owner/Authorized
Signatory's Signature

Date (dd/mm/yyyy)

Print Name

Registered Owner/Authorized
Signatory's Signature

Date (dd/mm/yyyy)