



District of Squamish Subdivision Application & Fees

The information on this form is collected under the authority of the Development Procedures Bylaw. The information provided will be used to process your development application. If you have any questions about the collection and use of this information, please contact the Information and Privacy Co-coordinator located at Municipal Hall.

Applicants are encouraged to meet with the planning department staff prior to filing an application. Providing complete information with your application will facilitate the overall review and processing time.

FOR OFFICE USE ONLY			
Date Received: _____	File Numbers: _____		
<p>I/we hereby make application as follows:</p> <p><u>SUBDIVISION APPLICATION FOR:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Creation of two more lots <input type="checkbox"/> Consolidate two lots or alter property line between lots <input type="checkbox"/> Subdivision under Strata Property Act- excluding Bare Land Strata: </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Bare Land Strata <input type="checkbox"/> All other types of Subdivision <input type="checkbox"/> Phased Strata <input type="checkbox"/> Form P <input type="checkbox"/> Strata Conversion </td> </tr> </table> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p><u>PROPERTY:</u></p> <p>STREET ADDRESS: _____</p> <p>LEGAL DESCRIPTION: _____</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p>SIZE OF PROPERTY: _____</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p><u>PROPOSED USE:</u></p> <p>Description of Development/Use: _____</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/>		<input type="checkbox"/> Creation of two more lots <input type="checkbox"/> Consolidate two lots or alter property line between lots <input type="checkbox"/> Subdivision under Strata Property Act- excluding Bare Land Strata:	<input type="checkbox"/> Bare Land Strata <input type="checkbox"/> All other types of Subdivision <input type="checkbox"/> Phased Strata <input type="checkbox"/> Form P <input type="checkbox"/> Strata Conversion
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PROVISION OF SERVICES:

Proposed Road Access: _____

Proposed Water Supply Method: _____

Proposed Sewage Disposal Method: _____

Proposed Storm Drainage Method: _____

Approximate Commencement Date of Proposed Project: _____

APPLICANT:

Name: _____

Mailing Address: _____

Postal Code: _____ E-mail address _____

Phone Numbers: Office: _____ Home: _____ Fax: _____

Cell: _____

OWNERS:

If the applicant is not the registered owner please complete the following and attach a letter of authorization from the property owner. Alternatively, you can add the owner's signature to this application (as indicated below).

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail address _____

I/we hereby represent and warrant to the District of Squamish, knowing that the District relies on this representation and warranty, that the property covered by this application has never, to the best of my/our knowledge having made due and diligent inquiry, been used for any purpose such that a site profile is required to be submitted under the *Waste Management Act* (British Columbia) and that the property is not contaminated or polluted in any way that would make it unlawful, unsafe or unsuited for the purpose for which it is to be used, including within the meaning of the *Waste Management Act*(British Columbia).

I/we have attached to this application the attachments required as noted on the following pages of this form, along with the required application fee, and hereby agree to submit further information deemed necessary for processing this application.

Print Name of Applicant(s)

Signature of Applicant(s)

Date

Print Name of Owner(s)

Signature of Owner(s)

Date

**NO APPLICATION WILL BE ACCEPTED UNLESS COMPLETED
WITH THE REQUIRED FEE AND PLANS AND CHECKLIST ATTACHED**

FOR OFFICE USE ONLY
Application Fee: _____
Date Received: _____
Receipt Number: _____
Official: _____

Subdivision Application Type, Attachment Requirements and Fees

<u>Application Type</u>	<u>Attachment</u>	<u>Fee (includes GST)</u>
<u>SUBDIVISION:</u>		
Creation of two or more lots	A, B, C, D	\$500. for first lot plus \$100. for each additional lot
Bare Land Strata	A, B, C, D	\$500. for first lot plus \$100. for each additional lot
Consolidate two lots or alter property line between two lots	A, B, C, D	\$500.
Subdivision under the Strata Property Act - excluding Bare Land Strata:		
- Phased Strata	A, B, C	\$100.
- Form P, including attachments	A, B	\$ 50.
- Strata Conversion	A, B, C, D, E	\$500. for first lot plus \$100. for each additional lot
All other types of subdivision (ie. long-term lease)	A, B, C, D	\$500. for the first lot plus \$100. for each additional lot
Plan Examination Fee	A	\$50.
Contaminated Site Profile		\$100.00

THESE FEES ARE NON-REFUNDABLE.

Subdivision and Strata Title Conversion Application Checklist

(Incomplete applications will not be accepted)



- 1. Completed Application Form and Fee
- 2. **Proposal Summary:** An outline of the type of development or land use proposed, the number of units, lots and/or gross floor area if applicable. The proposal is to be justified in terms of its benefits to the community, and impact on the land use pattern and surrounding properties.
- 3. Legal Description and Certificate of Title (Dated within 30 days of the application date)*
- 4. Registered owner and letter of authorization to agent, if applicable.
(Interim purchase agreements are not applicable)
- 5. Address of subject property.
- 6. Lot Area in m².
- 7. Identification of watercourse location and mature vegetation
- 8. **Site Plan- Two sets of fully dimensioned plans and two reduced (11" x 17")** showing dimensions of the proposed development including:
 - Dimensions of the property, existing and proposed roads
 - Location and dimensions (including setbacks) of existing and proposed buildings on site (a recent survey plan is preferable)
 - The location of watercourse(s), steep banks or slopes, easements or statutory rights-of-way
 - Completely assembled electronic copies of plans (updated with each resubmissions)
- 9. One CD containing electronic copies of all drawings
- 10. Additional information may be required
 - Geotechnical Analysis
 - Survey plan to identify the location of existing buildings/structures or watercourses, top of banks or other physical features
 - Detailed Initial Environmental Review

Note: For tree clearing, soil deposit or soil removal, a Site Alteration Permit is required.

The following 2 points apply to Strata Conversions Only:

- 1. Applications for strata conversion of existing buildings comply with bylaw requirements at the time of application in regard to the following critical matters:
 - Safety, fire hazard and service conditions;
 - Off-street parking and loading requirements;
 - Minimum dwelling and room size;
 - Soundproofing between dwelling units – walls, ceilings and floors
- 2. Application must be accompanied by one of the following certified reports from a Professional Engineer or Registered Architect in the appropriate fields, indicating the level of conformance with the B.C. Building Code, Plumbing Code, Fire Code and other Provincial and Federal Regulations. With a specific professional opinion, if the property subject to the proposed strata title satisfies all important safety items which will be necessary for the proposed stratification, such as fire separation, ventilation, accesses,

means of egress, etc., evidence of insurance is to be provided by the Professional providing the report.



Please visit the Planning Department at the District of Squamish Website for more information on how you can become Bear Aware.



Please visit the Planning Department at the District of Squamish Website for information on how to build Green Buildings.

*Copy of Certificate of Title should include copies of any easements and all covenants. This information is available from B.C. Land Title's office, Suite 300, 88 -Sixth St., New Westminster, B. C., V8W 1B4, 604-660-2595, and online at www.ltsa.ca. Alternatively the certificate of title can be obtained at the Government Agent's Office located at 1360 Pemberton Ave., Squamish, B.C., V8B 0A7, 604-892-2400. The copy of certificate of Title should be less than 30 days old.

Signature of Applicant

Date

<p>Staff Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Applicant Name: _____ Address: _____</p> <p>_____</p>
