

Subdivision Application Form

Application Type	
<input type="checkbox"/> Preliminary Layout Acceptance (PLA)	<input type="checkbox"/> PLA Renewal
<input type="checkbox"/> Phased Strata (Form P) PLA	<input type="checkbox"/> PLA Amendment
<input type="checkbox"/> Strata Conversion PLA	<input type="checkbox"/> Form P Amendment
<input type="checkbox"/> Final Approval	<input type="checkbox"/> Other _____

Contact Information	
Name of Applicant (Contact Person): _____	
<i>*If the applicant is not the registered owner an Appointment of Agent form (Schedule A) will be required*</i>	
Company Name (If applicable):	_____
Company Search (If applicable):	_____
Phone 1:	_____ Phone 2: _____
Email:	_____
Mailing Address:	_____

Property	
Civic Address of Property/Properties:	_____

Signature for Subdivision Review

I / we hereby declare that all of the above statements and the information and materials submitted in support of this application are, to the best of my/our knowledge, true and correct in all aspects.

Date

Applicant Name

Applicant Signature

Date

Applicant Name

Applicant Signature

Subdivision Application Fees

Application Fees		
The following fees must be paid to the Village of Sayward at the time of application		
<input type="checkbox"/>	Preliminary Layout Acceptance (for one or more lots)	See Schedule B for fees
<input type="checkbox"/>	Boundary Adjustment	\$750
<input type="checkbox"/>	Strata Conversion	\$500
<input type="checkbox"/>	Form P (for phased strata development)	\$200
<input type="checkbox"/>	Form P Amendment	\$200
<input type="checkbox"/>	PLA Extension	\$1000
<input type="checkbox"/>	PLA Amendment	\$1000

Final Application Fees		
The following fees must be paid to the Village of Sayward at the time of application		
<input type="checkbox"/>	Final Subdivision Approval	\$200
<input type="checkbox"/>	Final Approval for each phase of Form P	\$200
<input type="checkbox"/>	Plan Examination Fee	\$50

Application Checklist

Items Required With All Applications	
<input type="checkbox"/>	Pre-Application Meeting
<input type="checkbox"/>	Application Fee(s)
<input type="checkbox"/>	Completed Application Form & Checklist
<input type="checkbox"/>	Site Profile or Declaration of Exemption (Schedule C)
<input type="checkbox"/>	Certificate of Title *Must include legal review of charges*
<input type="checkbox"/>	Legal Review of Charges on Title Required to determine relevance to the subdivision process, and must include recommendations as to disposition of charges at Final Approval of the subdivision.
<input type="checkbox"/>	Digital Copies of Proposed Lot Layout (.dwg format)
<input type="checkbox"/>	Additional items required specific to Strat Conversion of a previously occupied building (see Additional Items That May Be Required section below)
<input type="checkbox"/>	Additional items required specific to a Phased Strata building development (see Additional Items That May Be Required section below)

Additional Items That May Be Required	
<input type="checkbox"/>	Geotechnical Report, unless Geotechnical Engineer indicates full report not required
<input type="checkbox"/>	Supporting Plans and Studies
<input type="checkbox"/>	Tree Management Plan
<input type="checkbox"/>	Slope Analysis Plan
<input type="checkbox"/>	Drainage Study
<input type="checkbox"/>	Servicing Report
<input type="checkbox"/>	Grading Plan
<input type="checkbox"/>	Environmental Impact Assessment Report
<input type="checkbox"/>	Archeological Assessment
<input type="checkbox"/>	Access Evaluation Report
<input type="checkbox"/>	Road Network Plan
<input type="checkbox"/>	Traffic Study / Pedestrian Study
<input type="checkbox"/>	Application to the Ministry of Health for on-site septic approval

<input type="checkbox"/>	Wildfire Interface Assessment
<input type="checkbox"/>	Architect's Report
<input type="checkbox"/>	Appointment of Agent Form (see Schedule A below)
<input type="checkbox"/>	Bio-Inventory Report
<input type="checkbox"/>	Code Consultant's Report
<input type="checkbox"/>	Company Search
<input type="checkbox"/>	Preliminary Lot Grading Plan
<input type="checkbox"/>	Preliminary Servicing Report
<input type="checkbox"/>	Stormwater Management Plan
<input type="checkbox"/>	Traffic Impact Assessment Report
<input type="checkbox"/>	Other _____

Preliminary Layout Acceptance (PLA)

Items Required With All Applications	Submitted
Pre-Application Meeting	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>
Completed Application Form & Checklist	<input type="checkbox"/>
Site Disclosure Statement Completed Site Disclosure Statement as required under the Environmental Management Act. For Site Disclosure Statement Information: https://www2.gov.bc.ca/gov/content/environment/airland-water/site-remediation/guidance-resources/forms	<input type="checkbox"/>
Certificate of Title Title search must be current to within 90 days of application submission	<input type="checkbox"/>
Legal Review of Charges on Title Required to determine relevance to the subdivision process, and must include recommendations as to disposition of charges at Final Approval of the subdivision.	<input type="checkbox"/>
Digital Copies of Proposed Subdivision Plan (.dwg format)	<input type="checkbox"/>
Additional items as may be required (see pages 3 & 4 for checklist)	<input type="checkbox"/>

Items Required With All Applications cont.

Proposed Subdivision Plan

The Subdivision Plan should identify: Metric scale (1/250, 1/500, /1000);

- North arrow;
- Legal description of all existing properties included in the application;
- Heavy or bold outline of all existing properties included in the application;
- Location and present use of all existing buildings and structures, showing measurements to the existing and proposed lot lines;
- Location and use of any proposed buildings and structures;
- Dimensions, area, and boundaries of all existing and proposed parcels, including lot depth;
- Building envelopes for all proposed lots;
- A number assigned to each proposed lot;
- Existing street and road names;
- Location, dimensions, and centerline radius of any highway, public access, road, lane, walkway, trail, or park existing on or reasonably adjacent to the existing properties;
- All proposed parks, trails, and open spaces;
- Location and names of any bodies of water;
- Location, dimensions, and plan numbers of any registered rights-of-way or easements existing on or adjacent to the lands being subdivided;
- Location of any top of bank, leave strip, and watercourse, if present;
- Location of any significant natural features, environmentally sensitive areas, floodplains, unstable soils, high water table areas, and Development Permit Areas;
- Location of any hazard areas, steep slopes, and areas subject to flooding;
- Topographic plan with 2-metre contour intervals;
- Contour plan at 1-metre intervals where grade is greater than 10%;
- The location and size of septic disposal fields; and
- The location of potable wells within 30 metres of a proposed septic field.

Schedule A

Appointment of Agent

Overview: Where the applicant is someone other than the owner, and / or where the subject parcel is owned by more than one person, as Appointment of Agent form must be provided in order to submit an application to the Village of Sayward. Please use one form per Agent.

Subject Property	
Civic Address:	
Legal Description:	

This is to certify that I / We, the Owner(s)

Owner Information	
Name of Owner(s):	
Company Name:	
Address:	
Phone Number:	
Email Address:	

Hereby appoint

Agent Information	
Name of Agent:	
Company Name:	
Address:	
Phone number:	
Email address:	

To act as Agent for the Subject Property

AUTHORIZATION		
Owner Name:	Signature:	Date:
_____	_____	_____
_____	_____	_____
_____	_____	_____
<i>(if more signature space is required, please provide a second Appointment of Agent form)</i>		

Schedule B

Application Fees for Preliminary Layout Acceptance (PLA)

Fee Simple Subdivisions.

\$1000.00 for first parcel, and \$125.00 for every additional parcel proposed.

Bare Land Strata Subdivisions:

\$1000.00 for first parcel, and \$125.00 for every additional parcel proposed.

Note: Above noted fees and charges are subject to change.