



CASTLEGAR

SUBDIVISION APPLICATION

APPLICATION NO. S-_____

THE INFORMATION REQUESTED IN THIS FORM IS REQUIRED TO EXPEDITE THE APPLICATION AND ASSIST THE STAFF IN PREPARING A RECOMMENDATION. PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT** AND WILL BE USED ONLY FOR THE PURPOSE OF PROCESSING YOUR APPLICATION.

PRELIMINARY LAYOUT APPROVAL

1. **APPLICATION FEE:** \$ _____ **Date Paid:** _____
(as per Subdivision Bylaw)

TO BE FILLED OUT BY THE APPLICANT

2. **OWNER(S):** Phone: (H) _____ (W) _____ Fax: _____
Email: _____

Name: _____

Address: _____

Signature of Registered Owner(s): _____

3. **AGENT** (If applicable) Phone: (H) _____ (W) _____ Fax: _____

Name: _____

Address: _____

Signature of Authorized Agent: _____

4. **SITE**

Legal Description: _____

Civic Address: _____

Proposed Use of Land: _____

Number of existing lots _____ Number of proposed lots _____

5. **SKETCH OF THE PROPOSED SUBDIVISION MUST BE ATTACHED** _____

FOR OFFICE USE ONLY

6. **RELATED FILES:** REZONING _____ SOIL _____
OCP _____ OTHER _____
DP _____ DVP _____

INSTRUCTION FOR COMPLETING SUBDIVISION APPLICATION

File No. and Date of Application will be completed by City staff when the application is received.

1. The Application Fee will be calculated from Schedule "B" of the Subdivision Bylaw (see page 3). If there are any problems with this calculation contact the Development Services Department for assistance. The Application Fee must be paid at the time the application is submitted. The Application will not be processed until Fee is paid. **Application fees are not refundable.**
2. The Owner information **MUST** be filled out.
 - Phone Numbers - Please indicate a home phone number as well as a work phone number if it is permissible/desirable to contact owner at work.
 - Fax number & Email address - Please provide fax number and email address if owner has one.
 - Name - Please **print** name in full of all owners.
 - Address - Please provide addresses with postal codes for all owners.
 - Signature - Please provide signatures of all owners.
3. The Agent information as well as the Owner information must be filled out when someone other than the owner is making application; ie. potential purchaser, realtor, friend, relative, etc.
 - Phone Numbers - Please indicate a home phone number as well as a work phone number if it is permissible/desirable to contact the Agent at work.
 - Fax number & Email address - Please provide fax number and email address if Agent has one.
 - Name - Please **print** name in full of Agent.
 - Address - Please provide addresses with postal codes for Agent.
 - Signature - Please provide signature of Agent.
4. The Site information is very important.
 - Legal Description - Please provide the exact legal description as recorded on the property title(s).
 - Civic Address - This is the street address(es) of the property to be subdivided.
 - Proposed Land Use - Please indicate what the property is to be used for after subdivision; ie: residential, commercial, industrial, etc.
 - Number of existing lots - Please indicate the current number of lots to be subdivided.
 - Number of proposed lots - Please indicate the total number of lots there will be when the subdivision is complete.
5. A Sketch Plan **MUST** be provided. The drawing of the proposed subdivision should be scaled not less than 1:1000 and indicate the following:
 - Existing and proposed lot lines with dimensions;
 - Identify adjacent roads;
 - Identify right-of-ways and easements where possible;
 - Identify any major topographic features (gulleys, banks, creeks, rivers, large rocks, etc.);
 - Show any existing structures (commercial/industrial buildings, houses, garages, sheds, etc.) ; with their dimensions and the dimensions to lot lines from all sides;
 - Dimensions may be in either metric or imperial;
 - North arrow (north should be oriented to the top of the page);
 - Indicate scale;
 - Show anticipated use of the lands to be created;
 - Show preliminary design of works and services for the subdivision;
 - When requested, detailed topographic map drawn to a scale not less than 1:1000 should also be submitted.
6. Related Files - This area is for office use and will be filled out by City staff as a reference to other possible information relating to the proposed development.

**SCHEDULE "B" TO
CITY OF CASTLEGAR
SUBDIVISION AND DEVELOPMENT BYLAW**

SUBDIVISION APPLICATION FEE SCHEDULE	
NUMBER OF ADDITIONAL LOTS CREATED	FEE
Lot line change - no new lot created	\$100.00
1 - 2	\$100. plus \$25/each additional lot
3 - 10	\$500. plus \$25/each additional lot
Over 10	\$1,000. plus \$25/each additional lot

STRATA SUBDIVISION APPLICATION FEE	
BARE LAND STRATA SUBDIVISION PER PARCEL	FEE
1 - 2	\$100.00
3 - 10	\$500. plus \$25/each additional parcel
Over 10	\$1,000 plus \$25/each additional parcel
Phased strata development	\$500.
Strata conversion of building presently or previously occupied	\$200/first unit plus \$100/each additional unit to a maximum of \$1,000.

Note: Number of additional lots is calculated by subtracting total number of existing lots from total number of new lots created. A negative number is considered as zero. A "remainder" of a parcel shall be counted as a lot.