

Planning & Development Subdivisions Application



PLEASE NOTE: A pre-development meeting with Development Services Staff is required to complete the checklist prior to submitting your application. Please contact the Planner at **250 365 8962** or **devserv@castlegar.ca** to arrange a pre-development meeting.

PART 1. NATURE OF APPLICATION			
Application Type			
<input type="checkbox"/> Fee Simple	<input type="checkbox"/> Boundary Adjustment/Road Closure	<input type="checkbox"/> Strata	<input type="checkbox"/> Phased Strata
PART 2. LAND DEVELOPMENT INFORMATION			
Project Name or Owner		Permit number	
Civic Address of Proposal		Date of Application	
Legal Description: Lot	Block	Plan	PID number
Description of Proposed Development or Land Use			No of Lots Proposed
PART 3. APPLICANT AND PARTICIPATING PARTIES			
Owner: Last Name	First Name	Phone Number	
Email Address		Mailing Address	
Applicant/Agent: Last Name	First Name	Phone Number	
Email Address		Mailing Address	
Surveyor/Engineer: Last Name	First Name	Phone Number	
Email Address		Mailing Address	

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PART 4. SIGNATURES

As the applicant or authorized agent, I declare that the information and supportive documentation submitted in support of this application are, to the best of my knowledge true and correct.

I accept that further information may be required by the City in accordance with Planning and Development Procedures and Fees Bylaw 1336, and accept responsibility for processing delays that are caused by insufficient application materials.

I understand that all fees charged in connection with this application are in accordance with Planning and Development Procedures and Fees Bylaw 1336, and that further charges may be required including Development Cost Charges and/or security deposits.

Name of Agent/Owner

Signature of Agent/Owner

PART 5. AGENT AUTHORIZATION

I, _____ (name of agent) solemnly declare that I am the Authorized Agent for _____ (owner(s) of property), who is the registered owner(s) of the real property legally described as: _____

Name of Agent

Signature of Agent

Name of All Registered Owners

Signature of All Registered Owners

PART 6. FEE SCHEDULE BY APPLICATION TYPE

Boundary Adjustment	Base Fee \$115
Additional Lots, 1-2	Base Fee \$115, Per Additional Lot \$35
Additional Lots, 3-10	Base Fee \$600, Per Additional Lot \$35
Additional Lots, over 10	Base Fee \$1400, Per Additional Lot \$35
Phased Strata	Base Fee \$500
Building Strata	Base Fee \$200 For First Unit, Per Additional Unit \$100 (Maximum of \$1,000)

The personal information collected on this form is collected for the purposes of a development approval of the City of Castlegar as authorized by Section 26 of the Freedom of Information and Protection of Privacy Act. All information collected with this form shall be disclosed to the public upon request. Copies of any associated documentation submitted as part of this application becomes part of the local government's records and therefore subject to the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of information, please contact the City's Corporate Officer at (250) 365-8973.

This page must be returned

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This checklist provides the basic requirements to complete an application. Depending on the nature and complexity of the application, additional requirements may be requested following internal review.

PART 8A. PRELIMINARY LAYOUT APPROVAL REQUIREMENTS			
Documentation	Details	Required	Recieved
A. Pre-Development Meeting	Have you had your pre-development meeting? If not, contact the Approving Officer at 250 365 8955 or devserv@castlegar.ca to arrange a meeting before proceeding.	<input type="checkbox"/>	<input type="checkbox"/>
B. Completed Application Form	All forms and documentation must be submitted in person or electronically to devserv@castlegar.ca. Incomplete applications will delay review of your application.	<input type="checkbox"/>	<input type="checkbox"/>
C. Application Fee	Application fees are set out as per the City's Subdivision and Development Servicing Bylaw No. 1018. Applicable fees should be submitted at the time of application.	<input type="checkbox"/>	<input type="checkbox"/>
D. State of Title Certificate and Charges on Title	Must be printed within the last 30 days of application date. Titles and related documents can be obtained from myLTSA.com or through a lawyer, notary, or search company. Titles may also be provided by the City for a fee. All development is subject to comply with any right of ways, easements, covenants or other charges on Title.	<input type="checkbox"/>	<input type="checkbox"/>
E. Copy of Registered Legal Plan	Copy of Registered Legal Plan for the parent parcel showing current boundaries and legal description. Registered Legal Plans can be obtained from myLTSA.com or through a lawyer, notary, or search company. Titles may also be provided by the City for a fee.		
F. Agent Authorization	Written consent of all property owners, with one or more owners appointing an applicant to act as an agent for all purposes of the application. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
G. Provincial Site Profile	Required for any development proposal on lands that may have been contaminated during past or current commercial or industrial activity.	<input type="checkbox"/>	<input type="checkbox"/>
H. Proposal Summary	An outline of the proposed development or land use, including an explanation of conformance to current land use regulations or rationale for a proposed variance. If applicable, the number of lots, units or gross floor area of the development and an explanation of benefits and impacts to surrounding properties or the character of the neighborhood in which the development is proposed.	<input type="checkbox"/>	<input type="checkbox"/>
I. Site Plans	Site Plans must be based on the registered legal Lot Plan (LTSA) and must contain: north arrow, correct scale and scale bar; property lines; name and extent of adjacent laneways or roadways; existing right of ways or easements; location, area, and dimensions including setbacks of existing and proposed structures; location and grade of accesses; location of any steep slopes, watercourses or other natural features on or adjacent to the property; location of existing wells or water sources, location of existing or proposed septic fields, location of any existing utilities; for proposals that create more than 3 new lots: location and dimensions of proposed parkland dedication, roadways, parking areas and access. (2 copies full size printed and one electronic set)	<input type="checkbox"/>	<input type="checkbox"/>
J. Topographical Site Plan	Topographical site plan showing location of environmental and natural hazard features, slope and elevations, including: watercourses, steep slopes, areas of unstable soils, areas where fill may be placed or removed and areas that may be subject to flooding.	<input type="checkbox"/>	<input type="checkbox"/>

PART 8B. PROFESSIONAL REPORTS THAT MAY BE REQUESTED			
<p>All supporting materials must be prepared by appropriately qualified professions, licensed and certified to practice in British Columbia. Please note that additional professional reports may be requested that are not listed at the Approving Officer's discretion or as identified during the Preliminary Layout Review.</p>			
Documentation	Details	Required	Recieved
K. Geotechnical Assessment	Assessment of any hazards or soil instability present on the subject property, including a description of the site and any supporting recommendations pertaining the subdivision and subsequent development of the site, clearly stating and certifying that the land can be safely used for the intended purpose.	<input type="checkbox"/>	<input type="checkbox"/>
L. Environmental Assessment	Assessment of any potential impacts to environmental features or values on (or in close proximity) to the subject property, including: any recommendations for mitigation or elimination of potential impacts to sensitive habitat features and values, relevant site plans and images.	<input type="checkbox"/>	<input type="checkbox"/>
M. Archaeological Assessment	Assessment of archaeological potential of the site and assessment of implications that subdivision or subsequent development of the land may have on archaeological features.	<input type="checkbox"/>	<input type="checkbox"/>
N. Traffic Impact Assessment	Technical analysis of any increases to traffic volume and related safety and traffic efficiency issues related to the proposal, including any proposed railway or waterway crossings.	<input type="checkbox"/>	<input type="checkbox"/>
O. Parkland Dedication	If the proposed subdivision results in the creation of three or more lots, parkland dedication is required pursuant to the <i>Local Government Act</i> . Applicants should provide detail as to how these requirements will be met either through land dedication, cash-in-lieu or a combination of both.		

PART 8C. ENGINEERING PRE-DESIGN REQUIREMENTS, ON-SITE AND OFF-SITE WORKS			
All supporting materials must be prepared by appropriately qualified professions, licenced and certified to practice in British Columbia.			
Documentation	Details	Required	Recieved
P. Engineering Pre-Design	<p>Submission of a servicing and drainage concept plan showing existing and proposed servicing locations. Pre-design reporting should include at minimum:</p> <ul style="list-style-type: none"> a. Assessment of capacity of all existing services within the proposed development. Services include: water, sewer, drainage, road works, access, traffic control devices, street lighting and utilities b. Assessment of proposed improvements to services as required by the proposed development <p><i>The above should be prepared and sealed by a qualified registered professional and based upon a review of as-built drawings provided by the City's Engineering Department, site visits and preliminary survey.</i></p> <p>Preliminary key plan drawing standards must be met:</p> <ul style="list-style-type: none"> a. All drawings must be signed and sealed by a qualified professional engineer registered in British Columbia. b. Standard sheet size must be A1 metric. c. 1:500 scale unless otherwise indicated. d. Standard drafting procedures must be used. e. Lettering must be upper case and have a minimum font size of 2.5 mm f. All elevations must be shown in metric geodetic datum (mean sea level) g. All survey work must be tied to the Integrated Survey Monument System (ISM) h. The development site should be outlined in bold. i. Legal descriptions and civic addresses must be noted. j. Lot dimensions should be noted. k. All existing and proposed statutory right of ways, easements and their permitted uses must be shown. l. All existing services in the area must be depicted and identified. m. All proposed services must be depicted and identified (with bold line thickness) n. All other relevant existing and proposed features must be depicted and identified. o. All dimensions must be noted. <p>Incomplete submission packages will be returned to the agent.</p>	<input type="checkbox"/>	<input type="checkbox"/>

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PART 8D. FINAL APPROVAL REQUIREMENTS			
Documentation	Details	Required	Recieved
Q. Tax Certificate	Showing that payments are up to date.	<input type="checkbox"/>	<input type="checkbox"/>
R. Final Signed Legal Documents	Final signed originals of all legal documents as requested at the time of Preliminary Layout Approval, such as any easements, statutory right of ways and covenants.	<input type="checkbox"/>	<input type="checkbox"/>
S. Development Approvals	Development Permit approval (if applicable) Development Variance approval (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
T. Provincial Approvals	Final approval from applicable Provincial authorities. (where required)	<input type="checkbox"/>	<input type="checkbox"/>
U. Payment of Development Cost Charges	As per the City's Development Cost Charges Bylaw. (where required)	<input type="checkbox"/>	<input type="checkbox"/>
V. Servicing Agreement	Servicing Agreement for Works and Services if applicable (including any required administrative or inspection of works fees).	<input type="checkbox"/>	<input type="checkbox"/>
W. Cost Sharing or Latecomer Fee Agreement	Required where extension of services is identified.	<input type="checkbox"/>	<input type="checkbox"/>

Additional Notes:

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FOR OFFICE USE ONLY	
Zoning Designation	OCP Designation
Development Permit Area <input type="checkbox"/> Yes <input type="checkbox"/> No DP No:	Development Variance <input type="checkbox"/> Yes <input type="checkbox"/> No DVP No:
Development Cost Charges Sewer \$ Water \$ Drainage \$ Road \$ Open Space \$	Number of Lots Proposed
	Application Fee \$

Total Fees \$ _____

Additional Notes: