

# Subdivision Application Checklist



This checklist guides you through the requirements for your subdivision application. The checklist, all required application supporting documents, and other requirements as described in this checklist, must be completed and accompany your subdivision application form. Applications must be submitted in both electronic and paper form. The Subdivision application form can be found [here](#).

## Pre-Application Meeting

A pre-application meeting with an SCRDP Planning staff member is required before submitting an application in order to help you ensure that all the required materials are present. You can contact the Planning Department at [planning@scrd.ca](mailto:planning@scrd.ca). Please provide the subject property street address or property ID (PID) when contacting the Planning Department.

**Parcel regulated by Zoning Bylaw:** 722 337. Zone Designation: \_\_\_\_\_ OCP Land Use: \_\_\_\_\_

**Email Correspondence Ticket Number:** \_\_\_\_\_

## Subdivision Details (check all that apply)

Yes

N/A

Number of Lots (including remainder): \_\_\_\_\_ Parent Parcel over 10 Hectares

Additional Information: Parkland dedication required (*Section 510 LGA*)

Parcel consolidation

Lot line adjustment

More than one parent parcel

Watercourses on site

Existing structures

Frontage waiver required (*Section 512 LGA*)

Tree Cutting Permit Area A B

Development Permit Areas: \_\_\_\_\_

## Required Application Supporting Documents

Item 1 – Subdivision Application Form

Item 2 – Subdivision Plans [see details below]

Item 3 - Certificate of Title not older than 30 days upon application submission. Easements, covenants, and statutory right of ways on title must also be provided.

## Subdivision Plan Requirements

The subdivision plans must be to scale and all information must be clearly identified with measurements in metric. Plans must be prepared by a **British Columbia Land Surveyor**.

### Basic Subdivision Plan:

#### Required Plan Item (check item when complete)

Required

Complete

#### Property lines and dimensions

All property lines and dimensions must be shown

#### Proposed parcel sizes

The size of each proposed parcel must be indicated

#### Existing building or structure location, footprint, and type (including setbacks)

Examples of “type” may include, but are not limited to: garage, shed, gazebo, deck, residential structure, cabin, pool, etc. Setbacks to proposed property lines must be indicated.

#### Road and Road Allowances

The width and location of all existing roads, highways, lanes and rights-of-way providing access to the property must be shown. Any adjacent roads should also be shown. The width and location of all proposed road allowances must also be shown. Existing driveways should be shown.

#### Scale and North Arrow

Scale to be clearly visible and plan must be drawn to that scale

**Required Plan Item (Cont.)**

**Required**

**Complete**

**Easements, Right of Ways and Restrictive Covenants**

Wherever easements, right of ways or restrictive covenants exist, their location, width, purpose and nature must be shown on the plan with full descriptions where possible.

**Services**

The location of all proposed utilities, services, percolation test holes, sewage disposal fields, and sources of domestic water must be shown on the plan.

**Legend**

For strata title subdivisions and where more than three additional lots are proposed, the plan should include a legend. The legend should indicate the total area of the proposed subdivision, any public open space, land to be dedicated as park, the number of lots to be created and their intended land use, and the date the plan was prepared. If applicable, the date of any revisions to the plan must be shown.

**Title**

The title should state the legal description (Lot, Block, District Lot, and Plan Number) of the property, as well as the name and address of the applicant.

**Additional Plan: The items below (if applicable) must be shown on a separate subdivision plan. In certain cases, multiple plans may be prepared to show the items below.**

**Required Plan Item (check item when complete)**

**Required**

**Complete**

**Approximate locations of vegetation that is existing and proposed for removal (DPAs 2A, 4/TCP)**

Vegetation includes trees over 20 centimetres, measured at 1.5 metres in height, or 10 square metres of vegetated area. To be shown within Riparian DPAs and TCP areas.

**Watercourses**

Mapped and unmapped watercourses must be surveyed and shown on the plan. The 30 metre Riparian Assessment Area must be indicated.

**Development Permit Areas (DPAs)**

The location of development permit areas must be overlaid onto the proposed subdivision layout. Each DPA shall be labelled. Riparian DPAs must meet requirements listed under "Watercourses".

**Topography**

Contour lines at 1 m intervals should be shown to indicate change in elevation. Geophysical sensitive areas including steep banks, slopes or wetlands shall be shown on the plan.

**Staff Notes**

**Applicant Acknowledgement**

**Incomplete applications will not be accepted.**

To the best of my knowledge, the proposal is consistent with the property use, density, and siting regulations within the Zoning Bylaw and I understand that should any non conformance be discovered, the development permit application will require more time to complete.

I / we hereby declare that all of the above requirements and supporting documentation and materials have been submitted in support of this application.

**Date:**

**Applicant Name:** \_\_\_\_\_ **Applicant Signature:** \_\_\_\_\_

**Office Notes**

Pre-application meeting/assessment conducted by: \_\_\_\_\_ Heritage Conservation Act: YES NO (if yes, applicant notified?)

Internal referrals complete: YES NO Application intake completed by: \_\_\_\_\_ Application Number: \_\_\_\_\_