



Submit this application to the Ministry of Transportation District Office or a Front Counter BC office in your area.

A. PROPOSAL This is an application for preliminary layout approval for all properties involved

Form with fields for Applicant File Number, Ministry File Number, Subdivision Type, Full Legal Description(s) per State of Title Certificate(s), Full Civic Address, Property Location, Surrounding Land Use, Proposed Sewage Disposal, and Proposed Water Supply.

B. APPLICATION INFORMATION

Required items include:

- Subdivision application form.
The Preliminary Subdivision Application fee. Please make cheques payable to the Minister of Finance.
An authorization letter from the owner if someone else, such as an agent, is applying on the owner's behalf.
Original plus five copies of a scaleable sketch plan of proposed layout.

Properly engineered drawings will be required for final approval. The sketch should contain:

- the date it was drawn
the scale
north arrow
legal description of the property being subdivided, and its adjacent properties
outline of the subdivision in red or heavy black line
all proposed lots, remainders, parks, rights of way, easements and roads showing dimensions and areas
any existing property lines or roads proposed to be removed, closed or relocated
all steep banks or slopes exceeding 2 m high and all slopes of 25% or greater, within or adjacent to the proposal area
location of existing buildings and structures on the property and adjacent properties within 30m of property boundaries
location of any onsite water sources to be developed
approximate location of all existing and proposed utility services
existing access roads and other roads and trails on the property (state names of roads)
site locations of the soil inspection test holes and the percolation tests on each parcel
approximate extent of area available for sewage disposal surrounding the test holes
location of sewage disposal system and wells on adjacent properties within 30 m of property boundaries

The sketch must include the approximate grades and widths of roads and a design profile, preferably including a cross-section of the proposed road.

- One copy of the current State of Title Certificate so that property encumbrances can be checked.
Copies of any covenants, easements, rights-of-way or other charges registered against the title. These are available through the Land Title Office.

Include these items as well, where applicable

- A copy of the Provincial Agricultural Land Commission application (if located within ALR). While a developer can apply for subdivision approval before he or she receives permission to proceed from the Agricultural Land Commission or the local government if it has been delegated the authority, the Provincial Approving Officer can only give approval if the property has cleared the Land Commission process in the meantime.
A copy of Contaminated Sites Profile form or Contaminated Sites declaration statement, duly completed and signed.
One copy of any test required by the Regional Health Authority.
A Development Permit and plan where applicable.
A copy of BC Assessment Authority Tax Notice showing property tax classification.

C. SUBDIVISION APPLICATION FEES			PAYABLE UPON
1. Preliminary Layout Application	\$350.00	Per lot or shared interest, including remainders, to a maximum of \$70,000	Application
2. Final Conventional Plan Exam	\$50.00	Per examination	Final Subdivision Plan Submission
	\$100.00	Per lot, including remainders, on the final plan	
3. Final Strata Plan Examination	\$100.00	Per examination	Final Subdivision Plan Submission
	\$100.00	Per lot, including remainders, on the final plan	
4. Other Strata Fees	\$100.00	To examine Form E for any phased development	Application
	\$100.00	To issue a Certificate of Approval for each phase of a building strata development	Certificate Issuance

*Note: These fees may change without notice or amendment on this form. There may be other provincial and local government fees associated with your subdivision. To find out more, contact the local government in which the land is located, or contact the Islands Trust if located on the Gulf Islands.*

**D. FURTHER INFORMATION AND COMMENTS** (Attach a separate sheet if more space is required)

**E. OWNER(S)/APPLICANT INFORMATION**

Property Owner(s) Full Name(s)		Home Telephone
Address		Business Telephone
	E-Mail	Fax
Agent Full Name		Home Telephone
Address		Business Telephone
	E-Mail	Fax

I certify that all the information about and on all plans and other attachments is true, correct and complete.

I understand that this submission constitutes a preliminary application only.

No approvals are implied prior to receipt of written preliminary approval from the Ministry of Transportation.

Owner/Authorizing Signature

Date (yyyy/mm/dd)

Applicant/Agent Signature

Date (yyyy/mm/dd)

**Collection of Information:**

The personal information on this form is collected under the authority of the Land Title Act. The information collected will be used to process your preliminary subdivision application, and it may be necessary for the ministry to provide this information to other agencies involved in the review and approval process. If you have any questions about the collection, use and disclosure of this information, contact the District Development Technician at the nearest Ministry of Transportation office.