

**Submit this application to the Ministry of Transportation and Transit District Office in your area.**

## A. PROPOSAL *This is an application for preliminary layout review for all properties involved*

Applicant File Number		Ministry File Number	
Subdivision Type	<input type="checkbox"/> Conventional (fee simple) Subdivision <input type="checkbox"/> Bare Land Strata		No. of Lots Including remainder
	<input type="checkbox"/> Other (Specify)		
Full Legal Description(s) per State of Title Certificate(s)			
Full Civic Address			
Property Location	_____ Kilometres <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West from _____ Local Gov't _____		
	Access Road		Property Zoning
	Existing Land Use		Intended Land Use
Surrounding Land Use	North	South	East West
Proposed Sewage Disposal	<input type="checkbox"/> Septic Tank <input type="checkbox"/> Community System <input type="checkbox"/> Other (specify)		
Proposed Water Supply	<input type="checkbox"/> Well <input type="checkbox"/> Community System (name of existing system)		
	<input type="checkbox"/> Water Licenses (License #)		<input type="checkbox"/> Other (specify)

## B. APPLICATION INFORMATION **Incomplete applications will not be accepted**

### Required items include:

- ☐ Subdivision application form.
- ☐ The Preliminary Subdivision Application fee. Please make cheques payable to the Minister of Finance. (see page 2)
- ☐ An authorization letter from the owner(s) if someone else is applying on the owner's behalf. (Permission to Act as an Agent H1275)
- ☐ A copy of BC Assessment Authority Property Assessment Notice showing property tax classification.
- ☐ All new lots MAY require a sewage report—please contact your local Transportation office for clarification.
- ☐ 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.
- ☐ A copy of contaminated site identification Sites Disclosure Statement form or Contaminated Sites declaration statement, duly completed and signed.
- ☐ Original copy and a .PDF file of a scaleable sketch plan of proposed layout with metric dimensions.

Properly engineered drawings will be required for final approval. The sketch must 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 heavy black line
- ☐ all proposed lots, remainders, parks, rights-of-way, easements and roads showing metric 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, wells and sewage disposal fields on the property, as well as adjacent properties within 30 m of property boundaries
- ☐ location of any onsite water sources to be developed (wells, surface)
- ☐ approximate location of all existing and proposed utility services
- ☐ existing access roads and other roads and trails on the property (state names of roads)
- ☐ location of all water courses (seasonal or otherwise) and water bodies

### 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.
- ☐ One copy of any test required by the Regional Health Authority.
- ☐ A Development Permit and plan where applicable.

<b>C. SUBDIVISION APPLICATION FEES</b>		<b>Make cheques payable to the Minister of Finance</b>	<b>PAYABLE UPON</b> (see below)
1. Preliminary Subdivision 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	
	\$100.00	Per lot, including remainders, on the final plan	
4. Other Strata Fees	\$100.00	To examine Form P for any phased development	Application
	\$100.00	Approval (Form Q) for each phase of a phased building strata plan	Application for phase approval

*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 review from the Ministry of Transportation and Transit.**

Applicant/Agent Signature

Date (yyyy/mm/dd)

**COLLECTION 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 District Development Technician at the nearest Ministry of Transportation and Transit Office.

**The information in this application may be subject to disclosure under the Freedom of Information and Privacy Act.**  
**Further information can be found at <http://www.gov.bc.ca/citz/iao/foi/submit/general/>**