



Village of Port Clements
 36 Cedar Avenue West
 Port Clements, BC V0T 1R0
 Office: (250) 557-4295

**PRELIMINARY
 SUBDIVISION APPLICATION**
 Land Development Application Form Policy Schedule D

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 Village 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 Chief Administrative Officer of the Village of Port Clements at 250 557 4295 or cao@portclements.ca.

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

APPLICANT INFORMATION		DESCRIPTION OF PROPERTY	
Business Name:		Full Civic Address:	
Contact Name:			
Address:			
City:	Postal Code:	Full Legal Description:	
Telephone:			
Email:			
IF APPLICANT IS NOT THE REGISTERED OWNER OF THE PROPERTY			
Owner's Full Name(s):		Telephone:	
Address:		Email:	
PROPOSAL This is an application for preliminary layout review for all properties involved			
Subdivision Type	<input type="checkbox"/> Conventional (fee simple)		<input type="checkbox"/> Other (specify):
	<input type="checkbox"/> Bare Land Strata		
Property Use	Existing Land Use		Intended Land Use
Surrounding Land Use	North	South	East West
OCP Designation	Is an OCP amendment required? <input type="checkbox"/> YES <input type="checkbox"/> NO		Future OCP Designation
Property Zoning	Is rezoning required? <input type="checkbox"/> YES <input type="checkbox"/> NO		Future Zoning
Proposed Sewage Disposal	<input type="checkbox"/> Community System	<input type="checkbox"/> Septic Tank	<input type="checkbox"/> Other (specify):
Proposed Water Supply	<input type="checkbox"/> Community System		<input type="checkbox"/> Well
	<input type="checkbox"/> Water License (License #):		<input type="checkbox"/> Other (specify):
# of Proposed Lots			Is parkland dedication required? <input type="checkbox"/> YES <input type="checkbox"/> NO
Highway Access	Is the land within 800 m of a Controlled Access Highway? <input type="checkbox"/> YES <input type="checkbox"/> NO		MoTI Highway #:
Riparian Zone	Is the land within 30 m of the ocean, a river, a stream, watercourse or any other permanent waterbody or drainage ditch? <input type="checkbox"/> YES <input type="checkbox"/> NO		Waterbody Name:
Describe current structures/buildings – will they be retained, demolished, or removed.			

APPLICANT / AGENT AUTHORIZATION - Complete ONE of the following:

If there are multiple owners or the property is owned by a company, the signatures of all owners or company signatories must be included.

1. OWNER is the APPLICANT:

I certify that:

- a. I(we) am(are) the owner(s) of the real property referenced in this application, and I(we) am(are) registered as such in the Land Registry Office in Victoria BC;
- b. I(we) agree to indemnify and keep harmless the Village of Port Clements and its employees against all claims, liabilities, judgements, costs and expenses whatsoever which may in any way occur against the Village and its employees in consequence of and incidental to, the consideration of this application; and that
- c. all the information about and on all plans and other attachments is true, correct and complete and I(we) make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canadian Evidence Act.

Registered Owner (print name)

Signature:

Date: (yyyy/mm/dd)

Registered Owner (print name)

Signature:

Date: (yyyy/mm/dd)

2. AGENT applying on behalf of the OWNER:

I certify that:

- a. I am the authorized agent of _____, who is(are) the registered with the Land Registry Office in Victoria BC as the owner(s) of the real property referenced in this application;
- b. I agree to indemnify and keep harmless the Village of Port Clements and its employees against all claims, liabilities, judgements, costs and expenses whatsoever which may in any way occur against the Village and its employees in consequence of and incidental to, the consideration of this application (It is understood that until the Village is advised in writing that I am no longer acting on behalf of the registered owner, the Village shall deal exclusively with me with respect to all matters pertaining to the proposed application); and
- c. all the information about and on all plans and other attachments is true, correct and complete and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canadian Evidence Act.

Agent (print name)

Signature:

Date: (yyyy/mm/dd)

Registered Owner (print name)

Signature:

Date: (yyyy/mm/dd)

Registered Owner (print name)

Signature:

Date: (yyyy/mm/dd)

REQUIRED SUBMISSIONS

This checklist outlines the mandatory requirements for a complete submission. Make cheques payable to the Village of Port Clements. Further submission materials may be required during application processing. Incomplete Applications will be returned.

Required Items:

- Completed and signed Application Form and Fee.
- Copy of BC Assessment Authority Property Assessment Notice showing property tax classification.
- A State of Title Certificate showing any property encumbrances, covenants, easements, rights-of-way or other registered charges (avail. at Land Title Office).
- Copy of the signed Contaminated Sites Disclosure/Declaration Statement.
- 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 and a North arrow;
 - legal description of the property being subdivided and adjacent properties;
 - all proposed lots, remainders, parks, rights-of-way, easements and roads showing dimensions and areas;
 - any existing property lines or roads to be removed, closed or relocated;
 - steep banks / slopes exceeding 2m high and slopes of 25% or greater, within or adjacent to the proposed area;
 - outline of the subdivision in heavy black line;

Application Fees

1. Preliminary Subdivision App	\$25 for 1 st parcel \$10 each additional
2. Servicing Agreement Processing Fee	\$400.00

- location of existing buildings and structures, any that will be demolished, wells and sewage disposal fields on the property, as well as adjacent properties within 30m of property boundaries;
- location of any onsite water sources (wells, surface), all water courses (seasonal or otherwise) and water bodies.
- location of all existing / proposed utility services;
- existing access roads and other roads and trails on the property (state names of roads).

Where applicable, include these items: (may be required at the discretion of the Approving Officer)

- Site Servicing Report
- Any test required by the Health Authority.
- Development Permit and Plan.
- Tree Assessment and Wind Study.
- Archaeological Assessment.
- Geotechnical Study.
- Wildfire Hazard Assessment.
- Sewage Report.
- Environmental Impact Assessment including Sensitive Features.
- Transportation and Traffic Impact Study.
- Other studies as deemed necessary.