



APPLICATION FOR A CLASS 2 - SUBDIVISION

Municipal Contact: \_\_\_\_\_

Phone: (250) 997-3221

Application No.: \_\_\_\_\_ Date Received: \_\_\_\_\_

Fax: (250) 997-5186

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Registered Owner: \_\_\_\_\_

(if not applicant)

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

SUBJECT PROPERTY

Legal Description: \_\_\_\_\_

Street Address or General Description: \_\_\_\_\_ Parcel Size: \_\_\_\_\_

Current OCP Designation: \_\_\_\_\_ Current Zoning Designation: \_\_\_\_\_

Current Land Use/Development: \_\_\_\_\_

Description of Proposed Development: \_\_\_\_\_

PROPOSED SUBDIVISION

Proposed Use of Lots Created: \_\_\_\_\_

Current Number of Lots (Units): \_\_\_\_\_ Proposed Number of Lots (Units): \_\_\_\_\_

Readily Available Services: \_\_\_\_\_

Description of Proposed Water Supply: \_\_\_\_\_ Proposed Sewage Disposal Method: \_\_\_\_\_

Proposed Storm Drainage Method: \_\_\_\_\_ Commencement Date of Proposed Project: \_\_\_\_\_

ADDITIONAL INFORMATION: (Reasons and comments in support of application. Use separate sheet or attach plans if required.)

REQUIRED DOCUMENTATION

The following information is required to initiate a Subdivision Application:

- Application Fee \$250 plus \$50 per parcel created
Application Fee for Site Profile \$50
Preliminary Layout Approval (P.L.A.) (Step 1)
Subdivision Design Approval (S.D.A.) (Step 2 following P.L.A. Approval)
Application Fee, Certificate of Title, Authorization of Owner, Application Fee for Site Profile, Site Profile, Preliminary Site Plan, Covenants/Right-of-Way/Easements, Other, Minimum 1 Copy of Original Survey Plan, Notice that Taxes Have Been Paid, Connection Fees and Payments, Off-Site Works or Payment for Off-Site Works, Three (3) Copies of Design Plans as per Subdivision Bylaw, Pre-Design Report (if required), Class A Cost Estimates

I/We \_\_\_\_\_ make application under the provisions of the District of Mackenzie to subdivide land or buildings. I agree to allow the agents of the District of Mackenzie to enter onto the subject property to inspect the land and buildings. I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand this application including any plans submitted is public information. I authorize reproduction of any plans/reports for the purposes of application processing and reporting.

FOR OFFICE USE ONLY

- Preliminary Layout Approval (P.L.A.)
Subdivision Design Approval
Application Form Complete, Application Fee Submitted, Certificate of Title Submitted, Authorization of Owner Submitted, Application Fee for Site Profile Submitted, Site Profile (Schedule 1) Submitted, Site Plan Submitted, Covenants/Right-of-Way/Easements Submitted, Minimum 1 Copy of Original Survey Plan Submitted, Three (3) Copies of Design Plans as per Subdivision & Development Servicing Bylaw Submitted, Notice that Taxes Have Been Paid Submitted, Connection Fees and Payments Submitted, Off-Site Works or Payment for Off-Site Works Submitted, Parkland or Cash-In-Lieu Submitted
P.L.A. Granted
Subdivision Design Approval Granted

## Application Checklist:

The Applicant must submit the following:

### Preliminary Site Plan

Copies of a site plan or plans drawn to a minimum of 1:1000 scale clearly indicating; where applicable:

- legal description of parcel(s) to be subdivided;
- the dimensions of the parcel(s) to be subdivided with boundaries outlined in red;
- arrangement of parcels and streets which would be created by the subdivision, including the widths of the proposed streets and the approximate dimensions and area of each proposed parcel complete with lot numbers;
- the relationship of the proposed subdivision to adjacent and existing streets and parcels and the connection of the proposed streets thereto;
- the existing and proposed uses of the parcel(s) to be subdivided;
- existing buildings and/or structures located and identified, and illustrating the dimensions and the relationship of same to existing and proposed property lines;
- the approximate location of any buildings to be demolished upon approval of the subdivision;
- existing property lines and streets to be eliminated by the proposed subdivision;
- utility and other existing rights-of-way located and identified, including floodplain areas where applicable;
- existing topography based upon true datum with contour lines at no greater than one (1) metre intervals;
- existing streams, watercourses, natural drainage channels and other pertinent topographic features, including all large or desirable trees on or near proposed roadways;
- the location of all existing roads, pipelines and utilities;
- the location of existing septic tank and septic tank drainage fields where applicable;
- the location of any wells within 30 metres of the parcel(s) to be subdivided if the proposed lots are to be serviced by septic systems;
- the location of any existing drainage facilities, such as storm sewers, tile drains or culverts, whether in use or not;
- the proposed water and sewer main extensions to service the subdivision;
- the proposed road grades where steep and uneven terrain exists; and
- a scale, north arrow and any other plan identification that shall be considered relevant.

### Other

Approving officer may also require:

- any elevations, cross-sections or detail drawings which may be relevant
- copies of any previous studies or reports made on the subject property relating to its present condition and suitability for the proposed use/development, e.g., geotechnical reports, site contamination and remediation studies.
- Under the District of Tumbler Ridge Subdivision and Development Servicing Bylaw, a geotechnical overview, topographic mapping and development servicing and phasing analysis, if the proposed subdivision meets the outlined criteria.

## General Overview of Process:

