



Subdivision Application

NOTE: The Land Title Act requires that Municipal Council appoint an Approving Officer as the statutory official responsible to ensure that subdivisions applications comply with provincial statutes, regulations and local government bylaws regulating subdivision.

FOR OFFICE USE ONLY:

APPLICATION FEE: _____

Date: _____

Received by: _____

Receipt No.: _____

File No.: _____

SECTION 1: SUBJECT PROPERTY (as indicated on *State of Title Certificate*)

Legal Description: _____

Street Address: _____

Parcel Identification Number (PID): _____

SUBJECT PROPERTY (pre subdivision)

Lot Area (m²): _____ Frontage (m): _____ Lot Depth (m): _____

Existing Land Use: _____

Adjacent Land Uses: _____

SECTION 2: APPLICANT INFORMATION (note: all correspondence will be directed to applicant)

Full Name: _____

Postal/ Zip Code: _____

Business Name: _____

Telephone (home): _____

Mailing Address: _____

Telephone (cell): _____

City/ Town: _____

Email: _____

SECTION 3: PROPERTY OWNER INFORMATION (if different from above)

Full Name: _____

Postal/ Zip Code: _____

Business Name: _____

Telephone (home): _____

Mailing Address: _____

Telephone (cell): _____

City/ Town: _____

Email: _____

**If there is more than one property owner, please provide a Letter of Authorization signed by all registered owners.*

**If a numbered company holds the property, please provide a corporate search illustrating company directors.*

SECTION 4: PROPOSED SUBDIVISIONProposed Use of Lots Created: _____

Current Number of Lots: _____ Proposed Number of Lots: _____

Check here if any portion of the property is within 30m of a watercourse

SECTION 5: PROPOSAL SUMMARY (use separate sheet if necessary)

Please describe the subdivision proposal and indicate how it furthers the objectives of the Official Community Plan.

SECTION 6: SUBDIVISION REQUIREMENTS (staff to check requirements)

- | | |
|---|--|
| <input type="checkbox"/> Application Fee* | <input type="checkbox"/> Owner's Authorization |
| <input type="checkbox"/> Certificate of Title | <input type="checkbox"/> Report on Building Condition (For occupied Building Conversions) |
| <input type="checkbox"/> Site Profile | |
| <input type="checkbox"/> Site Plan** (General /Comprehensive) | |
| <input type="checkbox"/> Approval Information | |
| <input type="checkbox"/> Other: _____ | |

*\$250 for the first parcel, \$100 for each additional parcel
 **See Section 8 for Site Plan Requirements

SECTION 7: APPLICATION SUBMISSION

I have completed all sections of this Development Application Form.

Should there be any change in ownership or legal description of the property, I undertake to notify the Planning and Development Services Department immediately to avoid any unnecessary delay in processing the application.

I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is acknowledged complete.

 Applicant's Signature

 Date

By signing this application I authorize the above applicant to:

- Apply for this subdivision and otherwise act on behalf of the property owner regarding this application.
- Receive and submit information regarding this property and this application.

 Property Owner Signature

 Date

- or Letter of Authorization stating above attached

SECTION 8: SITE PLAN REQUIREMENTS

General (*less than three lots*): All Site Plans and drawings shall be to a standard metric scale, shall include two sets of 8½" x 11" sized drawings that can be reproduced by photocopier, and one digital copy (PDF format).

Comprehensive (*3 lots or more*): All Site Plans and drawings shall be to a standard metric scale, shall include 3 full-size drawings, one set of 8½" x 11" sized drawings that can be reproduced by photocopier, and one digital copy (PDF format).

All Site Plans shall include (as necessary):

- designer/architect name (as applicable);
- civic address and legal description;
- north arrow and scale;
- dimensions and boundaries of property lines, proposed property lines, rights-of-way, covenant areas and other easements;
- location and dimensions of existing and proposed buildings/structures and setbacks to parcel lines, rights-of-way, and easements;
- location and dimensions of existing and proposed access roads, driveways, vehicle parking;
- location of abutting roads;
- location of all existing surface features (i.e. edges of edges of pavement and shoulders, curbs, utility poles, hydrants sidewalks, ditches, culverts, catch basins);
- location of any physical or topographical constraints (e.g. watercourses, shorelines, ravines, wetlands, steep slopes, slopes >30%, bedrock outcrops, etc.);
- location of all existing and proposed water lines, wells, and septic fields, including sizes; and

For further information contact the Planning and Development Services Department at:

Phone: (250) 344-2271

Web: www.golden.ca

Email: planner@golden.ca

