



Subdivision Application

Office use only:	
Application No:	MOT No.:
Date Received:	Electoral Area:
Received By:	Fee:

Property owner information (please print):	
Property Owner:	
Mailing Address:	
City/Town, Province:	
Postal Code:	Day Phone:
Email:	Fax:
As the registered owner of the property (or properties) listed below, I hereby authorize this application.	
Owner signature _____	Date _____

ALL REGISTERED PROPERTY OWNERS MUST SIGN THE APPLICATION.

☐ Please check (✓) if there is more than one property owner. If yes (✓) please list separately on page 3.

Authorized Agent information (please print):	
Authorized Agent:	
Mailing Address:	
City/Town, Province:	
Postal Code:	Day Phone:
Email:	Fax:

Description of property (or properties) included in this application (use separate sheet if necessary):						
Lot:	Block:	District Lot:	Plan:	PID:	Land Use Zone:	Subdivision District:
Lot:	Block:	District Lot:	Plan:	PID:	Land Use Zone:	Subdivision District:
Lot:	Block:	District Lot:	Plan:	PID:	Land Use Zone:	Subdivision District:
Lot:	Block:	District Lot:	Plan:	PID:	Land Use Zone:	Subdivision District:
Civic Address (or general location):						

Subdivision Information:	
<input type="checkbox"/> Pre-application consultation held on _____	
Number of parcels (including remainders) to be created by the proposed subdivision: _____	
Total area currently occupied by the property (or properties) to be subdivided: _____ m ² / ha (circle unit of measurement)	
Intended use of the land and/or buildings (e.g. residential, commercial, etc.): _____	
Select type of subdivision:	Select where appropriate:
<input type="checkbox"/> Fee Simple	<input type="checkbox"/> Application under Section 514 of the <i>Local Government Act</i> (subdivision to provide residence for a relative):
<input type="checkbox"/> Bare Land Strata	<input type="checkbox"/> Property within the Agricultural Land Reserve
	<input type="checkbox"/> Exemption required under Section 512 of the <i>Local Government Act</i> (10% of lot perimeter must front a public road)

Applicant Declaration

I/we acknowledge that the Sunshine Coast Regional District, and its officers and employees, have not made any representation as to the property uses permitted if this application is successful. I/We believe to the best of my/our knowledge, based on my/our independent review, that the proposed subdivision is consistent with the intended use of the property (or properties) listed in this application.

I/we am/are aware that, regardless of discussions with or representations by Sunshine Coast Regional District officials or employees, payment of the application fee does not guarantee or constitute approval of the subdivision and that the application may not proceed for a variety of reasons.

I/we declare that all statements made on this application, and all statements made in support of this application, are true. I/we agree to comply with all provisions of the respective zoning bylaw, official community plan and any other applicable provincial legislation.

By signing this application I/we agree to allow SCRD employees to inspect the property(s) for the purpose of reviewing this subdivision application.

Applicant signature

Date

The personal information you provide on this form is being collected under the authority of Section 460 of the *Local Government Act* and Section 32 of the *Freedom of Information and Protection of Privacy Act*. This information will be used to determine eligibility for a subdivision and for enforcement of applicable laws. This information may be circulated to persons or authorities as necessary for the review process. Your personal information is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information please contact the Information and Privacy Coordinator, 1975 Field Road, Sechelt, British Columbia, V0N 3A1, (604) 885-6800.

Required Documentation

Please check (✓) below. In order to be processed, an application for subdivision must be accompanied by the following:

☐ Two reduced (11" X 17" or smaller) and three full-size copies of the tentative subdivision plans, plus digital copies if available, showing the following:

Title	The title should state the legal description (Lot, Block, District Lot, and Plan Number) of the property, as well as the name and address of the applicant.
Scale and North Arrow	A map scale on the plan should be clearly visible and the plan must be drawn to that scale. The applicant is encouraged to use metric measurements.
Legend	For strata title subdivisions and where more than three additional lots are proposed to be created, the plan should include a legend. The legend should indicate the total area of the proposed subdivision, any public open space, land to be dedicated as park, the number of lots to be created and their intended land use, and the date the plan was prepared. If applicable, the date of any revisions to the plan must be shown.
Roads and Road Allowances	The width and location of all existing roads, highways, lanes and rights-of-way providing access to the property must be shown. Any adjacent roads should also be shown. The width and location of all proposed road allowances must also be shown.
Easements and Restrictive Covenants	Wherever easements or restrictive covenants exist, their location, width, purpose and nature must be shown on the plan with full descriptions where possible.
Lot Sizes	The dimensions (m) and area (m ² or hectares) of each parcel to be created by the subdivision (including remainders) must be shown on the plan. Each lot to be created should be identified by a number or letter.
Setbacks of Structure(s)	The dimensioned setbacks (m) of all existing structures located within the proposed subdivision must be shown. A BC Land Survey Property Report may be required.
Phased Subdivision	Subdivision development may be phased over a number of months or years. In such cases, the plan should indicate the order in which the development is proposed to be phased.
Services	The location of all proposed utilities, services, percolation test holes, sewage disposal fields, and sources of domestic water must be shown on the plan.
Physical Attributes	All waterbodies, wetlands, geophysical sensitive areas including steep banks or slopes within or adjacent to the land to be subdivided shall be shown on the plan. A contour map consisting of 2-m intervals should preferably represent the topography of the site.

☐ A copy of a state of title certificate, or a copy of a land title search providing proof of ownership dated no more than 30 days prior to the date of application.

☐ Copies of all charges indicated on title (restrictive covenants, easements, etc.).

☐ Fee in the amount of \$_____ made payable to Sunshine Coast Regional District (see fee schedule).

☐ Public Information Meeting required (proposed subdivision consists of 10 or more lots or more than 10 ha of land).

NOTE:

Depending on the scale and complexity of the proposed subdivision, additional information, including development approval information, may be required to properly evaluate the application.

Prior to submitting an application, it is recommended that you consult with Planning & Development staff on information required pursuant to the *Planning & Development Procedures and Fees Bylaw*.

Attendance at Advisory Planning Commission meeting:

In accordance with the *Local Government Act*, this application will be forwarded to the Advisory Planning Commission (APC) for review. The APC will make a recommendation on the application to the Sunshine Coast Regional District staff. An owner and/or their agent may attend and be heard at the APC meeting. Please check (✓) below if you and/or your agent wish to attend this meeting:

☐

Owner will attend APC meeting

☐

Agent will attend APC meeting

☐

Both owner and agent will attend APC meeting

Office use only:

APC:

Meeting Date:

Additional property owner information (please print):

2nd Property Owner:

Mailing Address:

City/Town, Province:

Postal Code:

As the registered owner of the property (or properties) listed below, I hereby authorize this application.

Owner Signature

Date

Additional property owner information (please print):

3rd Property Owner:

Mailing Address:

City/Town, Province:

Postal Code:

As the registered owner of the property (or properties) listed below, I hereby authorize this application.

Owner Signature

Date

(use separate sheet if necessary)

Guidelines for Public Information Meetings

An applicant for a subdivision comprising more than 10 hectares of land is required to conduct a public information meeting. If a public information meeting is required, the Manager of Planning & Development will schedule the meeting upon their initial review of the application and after consultation with the applicant. Subsequently, it is the applicant's responsibility to arrange and conduct the meeting according to the following guidelines:

- A public information meeting should be held between 7:00 p.m. and 9:00 p.m.
- A public information meeting should be held Mondays through Thursday, excluding holidays. Where the Manager of Planning & Development considers appropriate, a public information meeting may be held on a day of the weekend, if in the event that members of the public or adjacent property owners would otherwise have difficulty attending a meeting held on a weekday. A public information meeting held on a weekend should be in the afternoon.
- Where possible, a public information meeting should be held in a public facility, such as a public hall or school, in the community most affected by the zoning bylaw amendment. In certain cases, where considered more convenient, accessible and where adequate meeting facilities exist, an applicant may hold a public information meeting at the property that is subject to the zoning bylaw amendment. If deemed more appropriate by the Manager of Planning & Development, a public information meeting may be held within the offices of the Sunshine Coast Regional District.

Notifying for a Public Information Meeting

To ensure the public and persons who may be affected by a subdivision application have adequate notice of a public information meeting, the following steps are to be taken:

- An advertisement for the public information meeting is to be placed in a local newspaper at least one week and not more than two weeks prior to the meeting.
- The newspaper advertisement must display at least two columns wide and include the following information about the public information meeting:
 - Time, date and place
 - Purpose of the meeting
 - Description of the subject property subject, including a legal description, civic address and location map
 - Applicant name and telephone number
- If the property that is subject to the subdivision application is zoned "R1", the applicant must notify adjacent residents and owners of property within at least 50 metres of the subject property either in person, by mail or handbilling. In all other cases, the applicant must notify adjacent residents and owners of property within at least 100 metres of the subject property either in person, by mail or handbilling. BC Assessment rolls should be used in preparing an adjacent-property owner list (Sunshine Coast Regional District staff can assist in preparing the list).
- A notification sign must be posted on the on the subject property line facing a street. Specifications for a notification sign are provided below.
- The notification sign is to be installed on the subject property at least 10 days before the public information meeting. The sign is to be removed at least 10 days before the final decision on the application.
- The notification sign must be clearly visible from an abutting road.
- The applicant is responsible for installing, removing and repairing the notification sign, and for any damage resulting from its installation.

Conducting a Public Information Meeting

The following guidelines will ensure an effective public information meeting is conducted:

- The applicant will arrange a suitable meeting place, and set up any presentation materials, audio-visual equipment, chairs, tables, etc.
- The Manager of Planning & Development or their designate will attend the public information meeting to introduce the purpose of the meeting and observe the proceedings.
- The public information meeting will commence at the scheduled time, with opening remarks from the Manager of Planning & Development or their designate as to the purpose of the meeting, after which the meeting will be chaired by the applicant or their agent.
- The applicant will make a presentation of their proposal, which is to be followed by a question and answer period.
- The public information meeting should be no more than two hours.
- The applicant is encouraged to provide a questionnaire to persons attending the public information meeting, soliciting comments on the proposal.
- The applicant will arrange to record and prepare a summary of the proceedings, and submit the summary to the Planning & Development Committee for review.
- The applicant is responsible for paying all costs associated with a public information meeting.

Posted Notice Specifications

For applications that require a development notice sign, SCRD planning staff will provide a template for the development application sign once your application is received.

