

# SUBDIVISION APPLICATION FORM



CITY OF WILLIAMS LAKE

OFFICE USE ONLY  
Application/File No. \_\_\_\_\_

## Applicant and Registered Owner Information

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street Address City Province Postal Code*

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

Applicant is the:  Owner  Tenant  Designer / Contractor  Other Authorized Agent

Registered Owner's Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street Address City Province Postal Code*

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

## Application Details

Street Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
*Lot Block District Lot Plan*

*Legal Description Cont'd*

Size of Property (area, number of parcels): \_\_\_\_\_

Present OCP Designation: \_\_\_\_\_

Present Zoning Designation: \_\_\_\_\_

Description of Existing Use/Development: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

Existing Services:

Services	Currently Existing		Readily Available*	
	Yes	No	Yes	No
Road Access				
Water Supply				
Sewage Disposal				
Storm Sewers				
Stormwater Management				
Hydro				
Telephone				
Natural Gas				
Cable Television				

*\*Readily Available means services can be easily extended from the existing mains to the subject property.*

Proposed Water Supply Method: \_\_\_\_\_  
 \_\_\_\_\_

Proposed Sewage Disposal Method: \_\_\_\_\_  
 \_\_\_\_\_

Proposed Storm Drainage Method: \_\_\_\_\_  
 \_\_\_\_\_

Approximate Commencement Date of Proposed Project: \_\_\_\_\_

**Reasons and Comments in Support of Application**

*Please give reasons and comments in support of application below. Use separate sheet if necessary.*

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**Application Requirements**

***At time of application, please provide the following as required:***

- Proof of ownership (a title search dated no more than 30 days prior to submission of the application) and copies of any applicable charges on title;
- A completed Site Disclosure Statement (Contaminated Sites) form and \$100 Site Disclosure Statement fee (note - this is not required if already on file);
- An application fee of \$100 for the first two parcels to be created by the proposed subdivision and a fee of \$50 for each additional parcel to be created by the proposed subdivision (to a maximum of \$1,200). Fees should be made payable to the City of Williams Lake and are considered GST exempt;
- 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; and
- One set of paper plans and one set of digital plans drawn to a minimum scale of 1:1000 clearly showing the following:
  - a. The dimensions of the parcel to be subdivided;
  - b. The arrangement of parcels and streets which would be created by the subdivision, including widths of the proposed streets and the approximate dimensions and area of each parcel proposed;
  - c. The relationship of the proposed subdivision to adjacent and existing streets and parcels and the connections of proposed streets thereto;
  - d. The existing and proposed uses of the parcel/s to be subdivided;
  - e. Existing buildings and/or structures located and identified, and illustrating the dimensions and the relationship of same to existing and proposed property lines;
  - f. Existing property lines and streets to be eliminated by the proposed subdivision;
  - g. Utility and other existing rights-of-way located and identified, railroad rights-of-way, and floodplain areas where applicable;
  - h. Existing topography based upon true datum with contour lines at no greater than 1 metre intervals;
  - i. Existing watercourses, natural drainage channels, water frontages and high-water marks;
  - j. Existing roads, pipelines and utilities, including Municipal Water and Sewer Mains, and service connections;

- k. The location of existing septic tank and septic tank drainage fields, where applicable;
- l. Proposed water and sewer main extensions to service the subdivision;
- m. Proposed road grades where steep and uneven terrain exists; and
- n. The scale and other plan identification to be shown together with the direction of north.

*Note: In some circumstances, where a development proposal is relatively simple, the information requested may be combined on one plan.*

**Development Cost Charges**

Development Cost Charges may be assessed on the proposed subdivision subject to applicable development cost charge bylaws for the area in which the proposed subdivision is located. The Development Services Division of City Hall will notify the applicant regarding Development Cost Charges if required.

**Declaration and Authorization**

***If the registered owner is also the Applicant, the owner should sign as the Applicant below. If an Agent is submitting this application on the owner's behalf, the Agent must complete the declaration and the authorization below must be completed by the registered owner.***

I/We make application pursuant to the *Land Title Act/Strata Property Act* for a subdivision. The information provided in support of this application is accurate and complete to the best of my/our knowledge.

Signature of Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

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***By completing this section, the registered owner(s) understand that the Agent will be the point of contact with the City of Williams Lake.***

I/We consent to this application filed by the agent listed in this application. This application is made with my full knowledge and consent.

Signature of Registered Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

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*For Office Use Only:*

\_\_\_ Application form duly completed

\_\_\_ Site Profile completed and received

\_\_\_ Proof of Ownership (title search) received

\_\_\_ Attachments received

\_\_\_ Application fee received

\_\_\_ Application signed by applicant and authorization from owner provided (if required)

Signature of Official: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_