



Subdivision Application Form

Application Type	
<input type="checkbox"/> Preliminary Layout Application (PLA)	<input type="checkbox"/> PLA Renewal
<input type="checkbox"/> Phased Strata (Form P) PLA	<input type="checkbox"/> PLA Amendment
<input type="checkbox"/> Strata Conversion PLA	<input type="checkbox"/> Form 'P' Amendment
<input type="checkbox"/> Final Approval	

Contact Information	
Name of Applicant: (Contact Person)	
<i>*If the applicant is not the registered owner an Owner Authorization Form (Schedule A) will be required*</i>	
Company Name: (If applicable)	
Phone 1:	Phone 2:
Email:	
Mailing Address:	

Property Information	
Civic Address of Property/Properties:	
Legal Description of Property/ Properties:	

All PLA applications must have previously completed a pre-application meeting.

Please ensure you have completed and signed this Subdivision Application Form and applicable Checklist as part of your submission.

Signature for Subdivision Review

I / we hereby declare that all of the above statements and the information and materials submitted in support of this application are, to the best of my/our knowledge, true and correct in all aspects.

Date

Applicant Name

Applicant Signature

Date

Applicant Name

Applicant Signature



Application Checklist

Preliminary Layout Application (PLA)

Items Required With All Applications	
<input type="checkbox"/>	Pre-Application Meeting
<input type="checkbox"/>	Application Fee (See Fees and Charges Bylaw No. 1763, 2011 - Schedule 7A) A \$400 Application Fee is due at time of Application Submission – additional fees, that may be assessed under Bylaw No. 1763, 2011, will be identified in the Town issued PLA Letter and must be paid prior to Final Approval of the subdivision plan.
<input type="checkbox"/>	Completed Application Form & Checklist
<input type="checkbox"/>	Completed Site Disclosure Statement as required under the <i>Environmental Management Act</i> . For Site Disclosure Statement information: https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms
<input type="checkbox"/>	Certificate of Title (Title search must be current to within 30 days of application submission)
<input type="checkbox"/>	Proposed Subdivision Plan (Sketch Plan) The Subdivision Plan should identify: <ul style="list-style-type: none">• Metric scale (1/250, 1/500, 1/1000);• North arrow;• Legal description of all existing properties included in the application;• Heavy or bold outline of all existing properties included in the application;• Location and present use of all existing buildings and structures, showing measurements to the existing and proposed lot lines;• Dimensions, area, and boundaries of all existing and proposed parcels, including lot depth;• A number assigned to each proposed lot;• Existing street and road names;• All proposed parks, trails, and open spaces;• Location, dimensions, and plan numbers of any registered rights-of-way or easements existing on the lands being subdivided;• Location of any top of bank, and watercourse, if present;• Location of any significant natural features, environmentally sensitive areas, floodplains, unstable soils, high water table areas, and Development Permit Areas;• Location of any hazard areas, steep slopes, and areas subject to flooding;• The location and size of septic disposal fields; and• The location of potable wells within 30 metres of a proposed septic field (including those on adjacent property).
<input type="checkbox"/>	Digital Copies of Proposed Subdivision Plan (PDF format)
<input type="checkbox"/>	Additional items as may be required (see page 3 of Checklist)

Application Checklist

Preliminary Layout Application (PLA)

Additional Items That May Be Required With All Applications
<input type="checkbox"/> Owner's Authorization Form (see Schedule A below)
<input type="checkbox"/> Geotechnical Report (see the Town's Guidelines for the Preparation of Geotechnical Reports) <i>*Unless Geotechnical Engineer indicates full report not required</i>
<input type="checkbox"/> Preliminary Servicing Report
<input type="checkbox"/> Preliminary Lot Grading Plan
<input type="checkbox"/> Stormwater Management Plan
<input type="checkbox"/> Road Network Plan
<input type="checkbox"/> Slope Analysis Plan
<input type="checkbox"/> Traffic Impact Assessment
<input type="checkbox"/> Traffic Study
<input type="checkbox"/> On-site septic approval application information for the Ministry of Health
<input type="checkbox"/> Other _____

A pre-application meeting with staff is required to determine additional application requirements.

Application Checklist

Final Approval

Items Required
<input type="checkbox"/> Outstanding Application Fee(s) that may include fees added to the base rate identified in Schedule 7A of the Fees and Charges Bylaw No. 1763, 2011.
Plans Required
<input type="checkbox"/> Electronic plan of subdivision, prepared by a BC Land Surveyor
<input type="checkbox"/> Survey Certificate to confirm the location of any buildings on the parcels included in the Application
<input type="checkbox"/> Electronic submission of any reference plan required for rights-of-way, easements, and covenants
<input type="checkbox"/> Submission of digital plans, as per ParcelMap BC Survey Plan Dataset Specifications (PMBC format)
Legal Documentation
<input type="checkbox"/> Any Land Title forms or documents the owner requires Town signatures for the approval of a subdivision (including any existing charges that require authorization / signature)
<input type="checkbox"/> Signed copies of all required agreements and documents, including rights-of-way, covenants, etc.
<input type="checkbox"/> Copies of any signed original private easement or utility documents
Financial
<input type="checkbox"/> Proof of payment of all overdue property taxes (as of July 2 nd of current year) and accounts receivable (tax certificate)
<input type="checkbox"/> Payment of all relevant Development Cost Charges levied on the land
<input type="checkbox"/> Payment of 5% cash-in-lieu equivalent of parkland dedication, if required through the PLA, or written confirmation that the 5% cash-in-lieu equivalent was previously paid, if required in the PLA
<input type="checkbox"/> Deposit of Construction / Maintenance Agreement and security to guarantee the completion and the performance of the works specified by the Agreement (bonding for construction & maintenance)

Incomplete applications will not be accepted.

Schedule A

Owner's Authorization Form

Property Information		
Municipal Address(es):		
Legal Description(s):		
Project Description:		
Registered Owner Name(s):		
Address:		
City:	Province:	Postal Code:
Phone:	Email:	

Please be advised that I/we, the registered owner(s) of the above-mentioned property(ies) (Select one)

- Will apply for all applications related to the above-mentioned project
- Authorize the following agent to apply for all applications related to the above-mentioned project on my/our behalf
- Authorize the following agent access to property information related to the above address on my/our behalf

Agent Name:	Agent Company:
Mailing Address:	
City:	Province:
Postal Code:	Telephone:
Phone:	Email Address:

I/We agree to immediately notify the Town of Creston, in writing, of any changes regarding this information.

Owner's Name(s) (Print): _____

Owner's Signature(s): _____ Date: _____