

LIST OF REQUIRED ITEMS FOR SUBDIVISION (CONT'D):	<u>Addressed</u>	<u>N/A**</u>
<p>3. Paper Prints of Proposed Lot Layout (cont'd)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan must show the location of any significant natural features, Environmentally Sensitive Areas, floodplain, unstable soils, high water table areas and Development Permit areas; <input type="checkbox"/> Plan must show the location of any hazard areas, steep slopes and any areas subject to flooding; <input type="checkbox"/> Topographic plan with 2 meter contour intervals; <input type="checkbox"/> Contour plan at 1 meter intervals where grade is greater than 10%; <input type="checkbox"/> The location and size of septic disposal fields; <input type="checkbox"/> The location of potable wells within 30 meters of a proposed septic field; <input type="checkbox"/> Signed Declaration when subdividing for a family member under Section 946 of the <i>Local Government Act</i>. 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>4. Supporting Plans and Studies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tree Management Plan; <input type="checkbox"/> Heron & Raptor Study required when site is wooded and contains tall trees and/or is in close proximity to a body of water. <p style="text-align: center;">(**) Explain reason item is not applicable in covering letter.</p>	<p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p>

ADDITIONAL SPECIFIC REQUIREMENTS TO YOUR TYPE OF SUBDIVISION:	<u>Addressed</u>	<u>N/A**</u>
FOR STRATA CONVERSION OF A PREVIOUSLY OCCUPIED BUILDING:		
<p>1. Information to Accommodate the Interests of Existing Tenants</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signed consent from 80% of the Existing Tenants (use <u>Tenant Consent Form</u>). <input type="checkbox"/> Copies of lease agreements and confirmation of their terms. <input type="checkbox"/> Names and mailing addresses of the tenants occupying the units, together with any proposals by the Owner/Developer to relocate those tenants who may be affected by the conversion from rental tenure to condominium status. <input type="checkbox"/> The Applicant's/Owner's Notarized Declaration (use <u>Notarized Declaration Form</u>). 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>2. Information to Address Provincial Requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> A letter from the Electrical Safety Inspector verifying that all the electrical works are in Substantial Compliance with current electrical code standards and/or confirming the conditions of compliance. <input type="checkbox"/> A letter from the Gas Safety Inspector verifying and confirming the conditions of Substantial Compliance to Provincial Gas Safety standards. <input type="checkbox"/> For properties serviced by, or proposed to be serviced by an on-site septic system, approval of the Medical Health Officer is required. <input type="checkbox"/> Building Code Consultant's Substantial Compliance Report in the case of Strata Conversion of a multi-family duplex, triplex or fourplex, commercial or industrial building etc. (Apply to Building Inspection Division after payment of PLA application fee). <input type="checkbox"/> City of Nanaimo Special Building Inspection Report for single family dwellings. (Apply to Building Inspection Division) 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>3. Plans – Additional Information Specific to the Strata Conversion of a Previously Occupied Building</p> <p>THREE (3) full size copies of the Strata Plan (large plans must be folded) and THREE (3) reduced copies of the Strata Plan (not larger than 14" x 17") providing the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The location, size, shape and siting of all existing and proposed Accessory and Amenity Buildings. <input type="checkbox"/> Existing building footprint with setbacks noted (including accessory buildings). <input type="checkbox"/> Location and description of Common Property and Limited Common Property. <input type="checkbox"/> Location and number of strata units proposed. <input type="checkbox"/> Location and dimensions of all off-street parking and loading spaces, garbage receptacle areas, maneuvering aisles and access driveways from streets and lanes. <p>FLOOR PLANS, confirming:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location of Self-contained Washroom Facilities (for residential strata units). <input type="checkbox"/> Location of Self-contained Cooking Facilities (for residential strata units). <input type="checkbox"/> Emergency Safety Facilities (corridors, stairwells, exists, lighting, smoke and fire alarms, sprinklering). <input type="checkbox"/> Laundry Facilities (for residential conversions only). <input type="checkbox"/> Lounges, Heating Rooms, etc. <input type="checkbox"/> If a Special Building Inspection has been completed previously, a copy of the Building Inspector's Report. <p>(**) Explain reason item is not applicable in covering letter.</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

ADDITIONAL SPECIFIC REQUIREMENTS TO YOUR TYPE OF SUBDIVISION:	<u>Addressed</u>	<u>N/A**</u>
FOR STRATA CONVERSION OF A PREVIOUSLY OCCUPIED BUILDING (CON'T):		
<p>4. <i>Optional Requirements (to be confirmed in Pre-Application Meeting)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> If the building in question is owned co-operatively, with an accompanying lease, the Applicant must advise and provide proof of the Term of the Lease (i.e. is the lease for less than 3 years or more than 3 years?). <input type="checkbox"/> A current Servicing Report prepared by a Professional Engineer, providing a statement of the condition and repair of existing servicing (water, sanitary sewer and storm sewer). <input type="checkbox"/> A current report prepared and signed by a person acceptable to the City Building Inspector as to the age, physical condition, and state of repair of each building, its heating, plumbing, electrical fixtures and equipment, elevators, roof drainage and its general condition and repair of the structure and its foundations, and providing an assessment of substantial compliance to Building Regulations. <p>NOTE: Lot area outside of the building strata lot must be described on the Plan of Subdivision as either common property or limited common property as per the Strata Property Act.</p> <p>NOTE: Council policy restricts Strata Conversion of existing residential rental buildings when the rental vacancy rate falls below 3%.</p> <p style="text-align: center;">(**) <i>Explain reason item is not applicable in covering letter.</i></p>	<hr/> <hr/> <hr/> 	<hr/> <hr/> <hr/>

ADDITIONAL SPECIFIC REQUIREMENTS TO YOUR TYPE OF SUBDIVISION:	<u>Addressed</u>	<u>N/A**</u>
FOR FORM P REQUIREMENTS FOR PHASED STRATA DEVELOPMENT:		
<p>1. Initial Form P Application Requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ONE (1) original and TWO (2) copies of the Form P signed by the Owner/Developer. <input type="checkbox"/> Approved Phasing Plan certified by a BC Land Surveyor. 	<p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p>
<p>2. Form P Amendment Requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ONE (1) signed copy of the Amended Disclosure Statement and Prospectus. <input type="checkbox"/> ONE (1) original and TWO (2) copies of the Amended Form P signed by the Owner/Developer. <input type="checkbox"/> Proposed Phasing Plan certified by a BC Land Surveyor. 	<p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>3. Requirements for the Approval of Each Phase of a Phased Strata:</p> <ul style="list-style-type: none"> <input type="checkbox"/> TWO (2) complete paper copies of the Phased Building Strata Survey Plans. <input type="checkbox"/> ONE (1) reduced copy of the first two pages of the Phased Building Strata Plan. <p>NOTE: Lot area outside of the building strata lot must be described on the Plan of Subdivision as either common property or limited common property as per the Strata Property Act.</p> <p style="text-align: center; margin-top: 200px;">(**) Explain reason item is not applicable in covering letter.</p>	<p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p>

OTHER ITEMS THAT MAY BE NECESSARY FOR PLA

**These Requirements May be Identified By Way of a
Pre-Application Meeting or Through the PLA Review Process**

You may be required to submit additional information, plans and studies with your Application for Subdivision. Please note that the City reserves the right to request additional information prior to considering your application accepted and “in stream”.

- Application to the Ministry of Health for on-site septic approval;
- Drainage study;
- Servicing Report;
- Grading plan;
- Traffic Study;
- Geotechnical Report (*see the City’s Geotechnical Guidelines*);
- Road Network Plan;
- Access Evaluation Report;
- Environmental Impact Assessment Report.

SIGNATURE FOR SUBDIVISION APPLICATION

I/WE hereby declare that all of the above statements and information contained in the material submitted in support of this application are, to the best of my knowledge, true and correct in all respects.

*Date

*Applicant’s Signature

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT

*Date

*Registered Owner of Subject Property

*Registered Owner of Subject Property

**Where the applicant is not the REGISTERED OWNER,
the application must be signed by the REGISTERED OWNER.**
Please Note: ALL registered owners must sign application form.

All items with an asterisk () must be filled out.*

FOR FINAL SUBDIVISION APPROVAL:	<u>Addressed</u>	<u>N/A**</u>
<p>1. Application Fees for Final Approval – a) or b) plus c)</p> <p>a) Final Approval for each phase of Form P <input type="checkbox"/> \$150.00</p> <p>b) Final Subdivision Approval: <input type="checkbox"/> \$150.00 x ____ (No. of Lots) = ____</p> <p>c) Plan Examination Fee <input type="checkbox"/> \$50.00</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>2. Financial</p> <p><input type="checkbox"/> Proof of payment of all overdue property taxes (as of July 2 of the current year) and Accounts Receivable.</p> <p><input type="checkbox"/> Deposit of all relevant Development Cost Charges levied on the land.</p> <p><input type="checkbox"/> Deposit of 5% cash-in-lieu equivalent of Parkland dedication or written confirmation if the 5% equivalent cash-in-lieu was previously provided.</p> <p><input type="checkbox"/> Deposit of Security to guarantee the performance of the Works during the <i>Maintenance Period</i> (bonding for the <i>Maintenance Period</i>).</p> <p><input type="checkbox"/> Deposit of Security to guarantee the completion and the performance of the Works specified by the Services Construction Agreement (bonding for Construction).</p> <p><input type="checkbox"/> A non-refundable administration fee as applicable (+ GST) for the approval of the Services Construction Agreement.</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>3. Plans</p> <p><input type="checkbox"/> Original mylar plan of subdivision and two prints prepared by a BC Land Surveyor. The plan must be signed by all the Owners and all chargeholders registered on title of the lots.</p> <p><input type="checkbox"/> Survey Certificate to confirm the location of any buildings on the parcels included in the application.</p> <p><input type="checkbox"/> Original mylar plan of any reference plan for rights-of-way and two prints.</p> <p><input type="checkbox"/> TWO (2) copies of any reference plan for covenants and easement areas.</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>4. Legal Documentation</p> <p><input type="checkbox"/> Any Land Title forms or documents the Owner needs the City to sign for the approval of a subdivision (including any release forms for municipal charges to be released from title of the parent parcel(s)).</p> <p><input type="checkbox"/> THREE (3) signed original copies of all Agreements and documents, including: Rights-of-Way, Covenants, Park and/or School Site Agreements, etc. required by the Approving Officer with City file numbers included on the document and “sign here” tags attached to mark the spaces for City signatures.</p> <p><input type="checkbox"/> TWO (2) copies of any signed original private easement documents.</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>5. Approvals</p> <p><input type="checkbox"/> Any Land Title forms or documents the Owner needs the City to sign for the approval of a subdivision (including any release forms for municipal charges to be released from title of the parent parcel(s)).</p> <p>(**) <i>Explain reason item is not applicable in covering letter.</i></p>	<p>_____</p>	<p>_____</p>

SCHEDULE A

APPLICATION FEES FOR

PRELIMINARY LAYOUT ACCEPTANCE (PLA)

Lots 1-3	\$500.00 (in total)
Lots 4-10- an additional	\$250.00 per lot
Lots 11-25 – an additional	\$100.00 per lot
Lots 26 and above – an additional	\$ 50.00 per lot

#Lots	TOTAL	#Lots	TOTAL
1-3	\$ 500.00	27	\$3 850.00
4	\$ 750.00	28	\$3 900.00
5	\$1 000.00	29	\$3 950.00
6	\$1 250.00	30	\$4 000.00
7	\$1 500.00	31	\$4 050.00
8	\$1 750.00	32	\$4 100.00
9	\$2 000.00	33	\$4 150.00
10	\$2 250.00	34	\$4 200.00
11	\$2 350.00	35	\$4 250.00
12	\$2 450.00	36	\$4 300.00
13	\$2 550.00	37	\$4 350.00
14	\$2 650.00	38	\$4 400.00
15	\$2 750.00	39	\$4 450.00
16	\$2 850.00	40	\$4 500.00
17	\$2 950.00	41	\$4 550.00
18	\$3 050.00	42	\$4 600.00
19	\$3 150.00	43	\$4 650.00
20	\$3 250.00	44	\$4 700.00
21	\$3 350.00	45	\$4 750.00
22	\$3 450.00	46	\$4 800.00
23	\$3 550.00	47	\$4 850.00
24	\$3 650.00	48	\$4 900.00
25	\$3 750.00	49	\$4 950.00
26	\$3 800.00	50	\$5 000.00

NOTE: GST is not applicable

Revised: 2003-Jul-31

SCHEDULE B

AUTHORIZATION AND APPOINTMENT OF AGENT

NOTE: In cases where the parcels being subdivided are owned by more than one person, or where the applicant is someone other than the Owner, the Agent must obtain the written authorization of all the Owners to file any application with the City of Nanaimo.

This is to confirm that the Owner,

Name _____

hereby appoints:

Name _____

Address _____

Phone _____ Fax _____ Email _____

_____, as Agent.

The Agent is authorized to:

- tender this application for Preliminary Layout Acceptance of the subdivision;
- tender this application for Final Approval of the subdivision;
- negotiate with the City of Nanaimo on behalf of the Owner;
- provide any information deemed necessary by the City to review the application.

The Owner's signature, by its Authorized Signatories (Owner(s) please sign here):

EXECUTION DATE: _____

<p><i>Please be sure the application is complete. Incomplete applications will not be accepted for processing. Staff are available to meet with the Owner at a Pre-application Meeting to assist with the preparation of an application.</i></p>

SCHEDULE C

DECLARATION REGARDING CONTAMINATED SITE EXEMPTION

Provision for contaminated sites in the Environmental Management Act's Contaminated Sites Regulation creates a system to screen for potentially contaminated sites, using site profiles. You may be exempted from the duty to submit a site profile if you state, in writing, that the site has been used exclusively for residential use, and that none of the activities listed in Schedule 2 (attached) of the Contaminated Sites Regulation has occurred.

This letter is to confirm that _____,
the owner of property located in the City of Nanaimo
at _____ (address) hereby declares that the subject property
has been used exclusively for residential use, and that none of the activities listed in Schedule 2
(attached) of the Environmental Management Act's Contaminated Sites Regulation has occurred
on this property.

Owner's Signature: _____

Date: _____

***Please be sure the application is complete.
Incomplete applications will not be accepted for processing.
Staff are available to meet with the Owner at a Pre-application Meeting to assist with the
preparation of an application.***

Schedule 2

SCHEDULE 2
[am. B.C. Reg. 17/2002, s. 16.]
INDUSTRIAL AND COMMERCIAL PURPOSES AND ACTIVITIES

COLUMN I Item	COLUMN II Purpose or Activity
A	<p>Chemical Industries and activities</p> <ol style="list-style-type: none"> 1. adhesives manufacturing or wholesale bulk storage 2. chemical manufacturing or wholesale bulk storage 3. explosives or ammunition manufacturing or wholesale bulk storage 4. fire retardant manufacturing or wholesale bulk storage 5. fertilizer manufacturing or wholesale bulk storage 6. ink or dye manufacturing or wholesale bulk storage 7. leather or hides tanning 8. paint, lacquer or varnish manufacturing, formulation, recycling or wholesale bulk storage 9. pharmaceutical products manufacturing 10. plastic produces (foam or expanded plastic products) manufacturing 11. textile dyeing 12. pesticide manufacturing, formulation or wholesale bulk storage 13. resin or plastic monomer manufacturing, formulation or wholesale bulk storage
B	<p>Electrical equipment industries and activities</p> <ol style="list-style-type: none"> 1. battery (lead acid or other) manufacturing or wholesale bulk storage 2. communications stations using or storing equipment that contains PCBs 3. electrical equipment manufacturing, refurbishing or wholesale bulk storage 4. electrical transmission or distribution substations 5. electrical equipment manufacturing 6. transformer oil manufacture, processing or wholesale bulk storage
C	<p>Metal smelting, processing or finishing Industries and activities</p> <ol style="list-style-type: none"> 1. foundries or scrap metal smelting 2. galvanizing 3. metal plating or finishing 4. metal salvage operations 5. nonferrous metal smelting or refining 6. welding or machine shops (repair or fabrication)
D	<p>Mining, milling or related industries and activities</p> <ol style="list-style-type: none"> 1. asbestos mining, milling, wholesale bulk storage or shipping 2. coal coke manufacture, wholesale bulk storage or shipping 3. coal or lignite mining, milling, wholesale bulk storage or shipping 4. milling reagent manufacture, wholesale bulk storage or shipping 5. nonferrous metal concentrate wholesale bulk storage or shipping 6. nonferrous metal mining or milling

Schedule 2

INDUSTRIAL AND COMMERCIAL PURPOSES AND ACTIVITIES (Continued)

COLUMN I Item	COLUMN II Purpose or Activity
E	<p>Miscellaneous Industries, operations or activities</p> <ol style="list-style-type: none"> 1. appliance, equipment or engineer repair, reconditioning, cleaning or salvage 2. ash deposit from boilers, incinerators, or other thermal facilities 3. asphalt tar manufacture, wholesale storage and distribution 4. coal gasification (manufactured gas production) 5. medical, chemical, radiological or biological laboratories 6. rifle or pistol firing ranges 7. road salt storage facilities 8. measuring instruments (containing mercury) manufacture, repair or wholesale bulk storage 9. dry cleaning facilities or operations and dry cleaning chemical storage 10. site which have been or likely have been contaminated by substances migrating from other properties
F	<p>Petroleum and natural gas drilling, production, processing, retailing and distribution</p> <ol style="list-style-type: none"> 1. petroleum or natural gas drilling 2. petroleum or natural gas production facilities 3. natural gas processing 4. petroleum coke manufacture, wholesale bulk storage or shipping 5. petroleum produce dispensing facilities, including service stations and cardlots 6. petroleum, natural gas or sulphur pipeline rights or way excluding rights of way for pipelines used to distribute natural gas to consumers in a community 7. petroleum or natural gas product or produced water storage in above ground or underground tanks 8. petroleum produce wholesale bulk storage or distribution 9. petroleum refining wholesale bulk storage or shipping 10. solvent manufacturing or wholesale bulk storage 11. sulphur handling, processing or wholesale bulk storage and distribution
G	<p>Transportation Industries, operations and related activities</p> <ol style="list-style-type: none"> 1. aircraft maintenance, cleaning or salvage 2. automotive, truck, bus, subway or other motor vehicle repair, salvage or wrecking 3. bulk commodity storage or shipping (e.g. coal) 4. dry docks, ship building or boat repair 5. marine equipment salvage 6. rail car or locomotive maintenance, cleaning, salvage or related uses, including railyards 7. truck, rail or marine bulk freight handling

Schedule 2

INDUSTRIAL AND COMMERCIAL PURPOSES AND ACTIVITIES (Continued)

COLUMN I Item	COLUMN II Purpose or Activity
H	<p>Waste disposal and recycling operations and activities</p> <ol style="list-style-type: none"> 1. antifreeze bulk storage or recycling 2. barrel, drum or tank reconditioning or salvage 3. battery (lead acid or other) recycling 4. biomedical waste disposal 5. bulk manure stockpiling and high rate land application or disposal (nonfarm applications only) 6. construction demolition material landfilling 7. contaminated soil storage, treatment or disposal 8. dredged waste disposal 9. drycleaning waste disposal 10. electrical equipment recycling 11. industrial waste lagoons or impoundments 12. industrial waste storage, recycling or landfilling 13. industrial woodwaste (log yard waste, hogfuel) disposal 14. mine tailings waste disposal 15. municipal waste storage, recycling, composting or landfilling 16. organic or petroleum material landspreading (landfarming) 17. sandblasting waste disposal 18. septic tank pumpage storage or disposal 19. sewage lagoons or impoundments 20. special (hazardous) waste storage, treatment or disposal 21. sludge drying or composting 22. street or yard snow removal dumping 23. waste oil reprocessing, recycling or bulk storage 24. wire reclaiming operations
I	<p>Wood, pulp and paper products and related industries and activities</p> <ol style="list-style-type: none"> 1. particle board manufacturing 2. pulp mill operations 3. pulp and paper manufacturing 4. treated wood storage at the site of treatment 5. veneer or plywood manufacturing 6. wafer board manufacturing 7. wood treatment (antisapstain or preservation) 8. wood treatment chemical manufacturing, wholesale bulk storage 9. sawmills
