

# Subdivision Application Form

Application Type	
<input type="checkbox"/> Preliminary Layout Acceptance (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	<input type="checkbox"/> Phase Approval

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

Property	
Civic Address 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

# Subdivision Application Fees

Application Fees		
The following fees must be paid to the City of Nanaimo at the time of application		
<input type="checkbox"/>	Preliminary Layout Acceptance (for one or more lots) <i>(includes Bare Land Strata and Air Space Parcel* subdivisions)</i>	See Schedule B for fees
<input type="checkbox"/>	Strata Conversion PLA	\$500
<input type="checkbox"/>	Phased Strata (Form P) PLA	\$500
<input type="checkbox"/>	PLA Renewal	\$500
<input type="checkbox"/>	PLA Amendment	\$500
<input type="checkbox"/>	Final Approval	\$150 x No. of Lots
<input type="checkbox"/>	Final Approval for each phase of Phased Strata (Form P)	\$150 x No. of Phases
<input type="checkbox"/>	Final Plan Examination Fee (payable with all final approvals)	\$50

*\*In the case of an Air Space Parcel subdivision, No. of Lots equals the number of air space parcels plus the parent parcel/remainder.*

# Application Checklist

## Preliminary Layout Acceptance (PLA)

Items Required With All Applications	
<input type="checkbox"/>	Pre-Application Meeting
<input type="checkbox"/>	Application Fee
<input type="checkbox"/>	Completed Application Form & Checklist
<input type="checkbox"/>	<p>Site Disclosure Statement</p> <p>Completed Site Disclosure Statement as required under the <i>Environmental Management Act</i>. For Site Disclosure Statement information: <a href="https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms">https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms</a></p>
<input type="checkbox"/>	<p>Certificate of Title</p> <p>Title search must be current to within 90 days of application submission.</p>
<input type="checkbox"/>	<p>Legal Review of Charges on Title</p> <p>Please provide a copy of all relevant charge documents. Required to determine relevance to the subdivision process and must include recommendations as to disposition of charges at Final Approval of the subdivision.</p>
<input type="checkbox"/>	<p>Proposed Subdivision Plan</p> <p>The Subdivision Plan should identify:</p> <ul style="list-style-type: none"> <li>• Metric scale (1/250, 1/500, 1/1000);</li> <li>• North arrow;</li> <li>• Legal description of all existing properties included in the application;</li> <li>• Heavy or bold outline of all existing properties included in the application;</li> <li>• Location and present use of all existing buildings and structures, showing measurements to the existing and proposed lot lines;</li> <li>• Location and use of any proposed buildings and structures;</li> <li>• Dimensions, area, and boundaries of all existing and proposed parcels, including lot depth;</li> <li>• Building envelopes for all proposed lots;</li> <li>• A number assigned to each proposed lot;</li> <li>• Existing street and road names;</li> <li>• Location, dimensions, and centerline radius of any highway, public access, road, lane, walkway, trail, or park existing on or reasonably adjacent to the existing properties;</li> <li>• All proposed parks, trails, and open spaces;</li> <li>• Location and names of any bodies of water;</li> <li>• Location, dimensions, and plan numbers of any registered rights-of-way or easements existing on or adjacent to the lands being subdivided;</li> <li>• Location of any top of bank, leave strip, and watercourse, if present;</li> <li>• Location of any significant natural features, environmentally sensitive areas, floodplains, unstable soils, high water table areas, and Development Permit Areas;</li> <li>• Location of any hazard areas, steep slopes, and areas subject to flooding;</li> <li>• Topographic plan with 2-metre contour intervals;</li> <li>• Contour plan at 1-metre intervals where grade is greater than 10%;</li> <li>• The location and size of septic disposal fields; and</li> <li>• The location of potable wells within 30 metres of a proposed septic field.</li> </ul>
<input type="checkbox"/>	Digital Copies of Proposed Subdivision Plan (.dwg format)
<input type="checkbox"/>	Additional items as may be required (see pages 4, 5, & 6 of checklist)

# Application Checklist

## Preliminary Layout Acceptance (PLA)

Additional Items That May Be Required With All Applications	
<input type="checkbox"/>	Access Evaluation Report
<input type="checkbox"/>	Appointment of Agent Form (see Schedule A below)
<input type="checkbox"/>	Archaeological Assessment
<input type="checkbox"/>	Architect's Report
<input type="checkbox"/>	Bio-Inventory Report
<input type="checkbox"/>	Code Consultant's Report
<input type="checkbox"/>	Company Search
<input type="checkbox"/>	Environmental Impact Assessment Report
<input type="checkbox"/>	Geotechnical Report (see the <a href="#">City's Guidelines for the Preparation of Geotechnical Reports</a> ) <i>*Unless Geotechnical Engineer indicates full report not required.</i>
<input type="checkbox"/>	On-site septic approval application information for the Ministry of Health
<input type="checkbox"/>	Preliminary Lot Grading Plan
<input type="checkbox"/>	Preliminary Servicing Report
<input type="checkbox"/>	Road Network Plan
<input type="checkbox"/>	Slope Analysis Plan
<input type="checkbox"/>	Stormwater Management Plan
<input type="checkbox"/>	Traffic Impact Assessment Report
<input type="checkbox"/>	Traffic Study / Pedestrian Study
<input type="checkbox"/>	Tree Management Plan / Tree Removal Permit
<input type="checkbox"/>	Wildfire Interface Assessment
<input type="checkbox"/>	Other _____

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

# Application Checklist

## Strata Conversion

Items Required With All Applications For Strata Conversion	
<b>Information to Accommodate the Interests of Existing Tenants</b>	
<input type="checkbox"/>	Signed consent from 80% of existing tenants (use Schedule C: Tenant Consent Form).
<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 / Owner notarized declaration (use Schedule D: Notarized Declaration Form).
<b>Information to Address Provincial Requirements</b>	
<input type="checkbox"/>	A letter from the Electrical Safety Inspector verifying that all 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 Completion 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"/>	Architect or Building Code Consultant Substantial Compliance Report reviewing the compliance of all buildings in the case of strata conversion of a multi-family duplex, triplex or four-plex, commercial or industrial building, etc. with respect to the current British Columbia Building Code.
<input type="checkbox"/>	A current report prepared and signed by a person acceptable to the City Building Inspector as to the following criteria: age of each building, physical condition and state of repair of each building, its heating, plumbing and electrical fixtures and equipment, elevators, roof drainage and its general condition and repair of the structure and its foundations and provide an assessment of substantial compliance to Building Regulations.
<b>Plans</b>	
<input type="checkbox"/>	Strata Plan, providing the following information: <ul style="list-style-type: none"> <li>• The size, shape, and siting of all existing and proposed accessory and amenity buildings;</li> <li>• Existing building footprint with setbacks noted (including accessory buildings);</li> <li>• Location and description of common property and limited common property;</li> <li>• Location and number of strata units proposed; and</li> <li>• Location and dimensions of all off-street parking and loading spaces, garbage receptacle areas, maneuvering aisles and access driveways from streets and lanes.</li> </ul>
<input type="checkbox"/>	Floor Plans, confirming: <ul style="list-style-type: none"> <li>• Location of self-contained washroom facilities (for residential strata units);</li> <li>• Location of self-contained cooking facilities (for residential strata units);</li> <li>• Emergency safety facilities (corridors, stairwells, exits, lighting, smoke &amp; fire alarms, sprinklers);</li> <li>• Laundry facilities (for residential conversions only);</li> <li>• Lounges, heating rooms, etc.;</li> <li>• If a special building inspection has been completed, a copy of the Building Inspector's Report.</li> </ul>
<b>NOTE:</b>	<ul style="list-style-type: none"> <li>- 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 <i>Strata Property Act</i>.</li> <li>- CityPlan policy restricts strata conversion of existing residential rental buildings when the rental vacancy falls below 3%.</li> </ul>

## Application Checklist

### Phased Building Strata – Preliminary Approval

Items Required for a Phased Building Strata Preliminary Layout Approval (PLA)	
<b>Initial Form P Application Requirements</b>	
<input type="checkbox"/>	Proposed Form P signed by the Owner / Developer
<input type="checkbox"/>	Proposed Phasing Plan prepared by a BC Land Surveyor
<input type="checkbox"/>	Digital Copies of Proposed Phasing Plan (.dwg format)

## Application Checklist

### Phased Building Strata – Final Approval

Items Required for a Phased Building Strata Final Approval	
<b>Form P Final Approval Application Requirements</b>	
<input type="checkbox"/>	Form P signed by the Owner / Developer
<input type="checkbox"/>	Approved Phasing Plan certified by a BC Land Surveyor
<input type="checkbox"/>	Submission of digital plans, as per City guidelines (PMBC format)

# Application Checklist

## Final Approval

Items Required	
<input type="checkbox"/>	Application Fee
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 City guidelines (PMBC format)
Plan Requirements for the approval of each phase of a Phased Strata	
<input type="checkbox"/>	Electronic Phased Building Strata Plans, prepared by a BC Land Surveyor <i>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</i>
<input type="checkbox"/>	Submission of digital plans, as per City guidelines
Legal Documentation	
<input type="checkbox"/>	Any Land Title forms or documents the owner requires City 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, park agreements, etc., <i>with City file numbers included on the document</i>
<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 <sup>nd</sup> 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 Maintenance Agreement and security to guarantee the completion and the performance of the works specified by the Agreement (bonding for construction)
<input type="checkbox"/>	Deposit of Construction Agreement and security to guarantee the completion and the performance of the works specified by the Agreement (bonding for construction)
<input type="checkbox"/>	A non-refundable administration fee, as applicable (+ GST), for the approval of the Construction Agreement (2%) up and a maximum of \$2,000

**Incomplete applications will not be accepted.**

# Schedule A

## Appointment of Agent

**Overview:** Where the applicant is someone other than the owner, and / or where the subject parcel is owned by more than one person, as Appointment of Agent form must be provided in order to submit an application to the City of Nanaimo. Please use one form per Agent.

Subject Property	
Civic Address:	
Legal Description:	

**This is to certify that I / We, the Owner(s)**

Owner Information	
Name of Owner(s):	
Company Name:	
Address:	
Phone Number:	
Email Address:	

**Hereby appoint**

Agent Information	
Name of Agent:	
Company Name:	
Address:	
Phone number:	
Email address:	

**To act as Agent for the Subject Property**

*Please note that application submissions will become part of the public record and any information that can be released will be made available on the City of Nanaimo's website, under the Property & Development section located at <https://www.nanaimo.ca/WhatsBuilding>. Freedom of Information and Protection of Privacy Act (FOIPPA): Information collected on this form is done so under the general authority of the Community Charter and FOIPPA, and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose.*



## Appointment of Agent

<b>Conditions of Appointment</b>		
<b>Please select all application types below in the boxes provided</b>		
Building Permit	<input type="checkbox"/>	Access Permit
Sign Permit	<input type="checkbox"/>	Service Permit
<p>The Agent is authorized to endorse on my/our behalf, applications, documents and/or permits, other than documents to be registered in the Land Title Office, pertaining to the construction of a building, structure, or other improvement in, on, over or under the aforementioned property and to represent me/us in all discussions with the City of Nanaimo and its employees regarding the construction of the building, structure or improvement.</p> <p>I/We accept and understand that during construction I/We have the overall responsibility for assuring the building conforms to the requirements of the Building Code. The process of assessing conformity to the requirements during construction is the responsibility of the registered professionals for complex (Part 3 BC Building Code) buildings, and the designer/builders for standard (Part 9 BC Building Code) buildings. The City of Nanaimo provides a limited and interim spot checking function for reason of health safety and the protection of persons and property.</p> <p>In consideration of the granting of a building permit, I/We agree to release, indemnify and keep indemnified the City of Nanaimo, its Council members, employees and agents from and against losses, damages, costs, fees, and expenses of whatever kind which I/We or any other person, partnership or corporation or our respective heirs, successors, administrators or assigns may have or incur in consequence of or incidental to the granting of this permit or any inspection, failure to inspect, certification approval, enforcement or failure to enforce the City of Nanaimo "BUILDING BYLAW" or the BC Building Code, in effect and I/We agree that the City of Nanaimo owes me/us no duty of care in respect of these matters.</p>		
Development Permit	<input type="checkbox"/>	Liquor Licence
Development Variance	<input type="checkbox"/>	Board of Variance
Rezoning	<input type="checkbox"/>	Temporary Use
CityPlan/Neighbourhood Plan	<input type="checkbox"/>	Subdivision
		Tree Removal
		Real Estate
		Other
<i>If other, please specify in space indicated below</i>		
<p><b>Other:</b> To Act as Agent for a _____ application. <i>(type of application)</i></p>		
<p>The Agent is authorized to negotiate with the City of Nanaimo on behalf of the owner and to provide any information deemed necessary by the City to review the above-noted type of application.</p>		

If property owner is a company, please provide a corporate summary (showing officers and principals of the company). Company Search provided? Yes  No

<b>AUTHORIZATION</b>		
<b>Owner Name:</b>	<b>Signature:</b>	<b>Date:</b>
_____	_____	_____
_____	_____	_____
<i>(if more signature space is required, please provide a second Appointment of Agent form)</i>		

# Schedule B

## Application Fees for Preliminary Layout Acceptance (PLA)

Lots 1-3	\$500 (in total)
Lots 4-10	additional \$250 per lot
Lots 11-25	additional \$100 per lot
Lots 26 and above	additional \$50 per lot

No. of Lots	Total
1-3	\$500
4	\$750
5	\$1000
6	\$1250
7	\$1500
8	\$1750
9	\$2000
10	\$2250
11	\$2350
12	\$2450
13	\$2550
14	\$2650
15	\$2750
16	\$2850
17	\$2950
18	\$3050

No. of Lots	Total
19	\$3150
20	\$3250
21	\$3350
22	\$3450
23	\$3550
24	\$3650
25	\$3750
26	\$3800
27	\$3850
28	\$3900
29	\$3950
30	\$4000
31	\$4050
32	\$4100
33	\$4150
34	\$4200

No. of Lots	Total
35	\$4250
36	\$4300
37	\$4350
38	\$4400
39	\$4450
40	\$4500
41	\$4550
42	\$4600
43	\$4650
44	\$4700
45	\$4750
46	\$4800
47	\$4850
48	\$4900
49	\$4950
50	\$5000

*\*In the case of an Air Space Parcel subdivision, No. of Lots equals the number of air space parcels plus the parent parcel.*

**GST is not applicable.**

# Schedule C

## Strata Conversion of a Previously Occupied Building

The undersigned tenants of rental units located at:

<b>Address:</b>	

In the City of Nanaimo, hereby consent to the rental units being converted to condominium units, on the strict understanding:

1. That we will not be required to purchase our units, once converted.
2. That we will be permitted quiet enjoyment of our units for the duration of our tenancies.
3. That the landlord will provide notice as required under the Residential Tenancy Act in order to terminate our tenancies.

Proposed number of rental units to be converted to strata units: \_\_\_\_\_  
 Number of occupied rental units at the time this form was circulated: \_\_\_\_\_

Name of Tenant (print)	Unit No. (print)	Signature

# Schedule D

## Notarized Declaration of Owners

I/We, the undersigned, are the Registered Owners of the property and buildings located at:

<b>Address:</b>	

**Which intend to convert to strata title ownership.**

**For the purpose of making our application for approval by the City of Nanaimo, We/I hereby declare:**

- a) That the existing tenants of occupied units have been given written notice of the intent to strata convert the building into strata lots, together with the date of the notice.
- b) That notices have been posted in conspicuous places in the building, advising of the intent to convert the rental units into Strata Lots or Co-operative Units as the case may be.
- c) That the number of units occupied at the date of the above notices is \_\_\_\_\_.
- d) That each person occupying a unit in the building has been provided with prospective sale prices, example management fees and a copy of the declaration of the building quality.

**Signature(s) of Registered Owner(s):**

**Date of Declaration**

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**Witness:**

**Name**

**Date**