Subdivision Application Checklist

Attendees: _____

Subject Property/Properties: _____

Required (City Use)	Submitted (Applicant)	Items Required with all Applications
☐	☐	Pre Application Meeting; Date Completed:_____
☐	☐	Completed Application Form & Checklist
☐	☐	Cover Letter: A detailed summary of the proposal
☐	☐	Application Fee
☐	☐	Site Disclosure Statement Completed Site Disclosure Statement as required under the Environmental Management Act.
☐	☐	Certificate of Title Title search must be current to within 90 days of application submission
☐	☐	Legal Review of Charges on Title 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
☐	☐	Proposed Subdivision Plan The Subdivision Plan should identify: • 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; • Location and use of any proposed buildings and structures; • Dimensions, area, and boundaries of all existing and proposed parcels, including lot depth; • Building envelopes for all proposed lots; • A number assigned to each proposed lot; • Existing street and road names; • 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; • All proposed parks, trails, and open spaces; • Location and names of any bodies of water; • Location, dimensions, and plan numbers of any registered rights-of-way or easements existing on or adjacent to the lands being subdivided; • Location of any top of bank, leave strip, 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; • Topographic plan with 2-metre contour intervals; • Contour plan at 1-metre intervals where grade is greater than 10%; • The location and size of septic disposal fields; and • The location of potable wells within 30 metres of a proposed septic field.
☐	☐	Digital Copies of Proposed Subdivision Plan (.dwg format)
☐	☐	Preliminary Servicing Report and Plan

Subdivision Application Checklist

Required (City Use)	Submitted (Applicant)	Additional Items that may be Required with Applications
☐	☐	Access Evaluation Report
☐	☐	Appointment of Agent Form
☐	☐	Archaeological Assessment
☐	☐	Architect's Report
☐	☐	Bio-Inventory Report
☐	☐	Code Consultant's Report
☐	☐	Company Summary
☐	☐	Environmental Impact Assessment Report
☐	☐	Geotechnical Report (see the City's Guidelines for the Preparation of Geotechnical Reports) **Unless Geotechnical Engineer indicates full report not required*
☐	☐	On-site septic approval application information for the Ministry of Health
☐	☐	Preliminary Lot Grading Plan
☐	☐	Road Network Plan
☐	☐	Slope Analysis Plan
☐	☐	Stormwater Management Plan
☐	☐	Traffic Impact Assessment Report
☐	☐	Traffic Study / Pedestrian Study
☐	☐	Tree Management Plan / Tree Removal Permit
☐	☐	Wildfire Interface Assessment
☐	☐	Other: _____
☐	☐	Other: _____

Comments:

Other Development Applications

Depending on the location and zoning of your property, you may need to apply for one or more of the following development applications:	
☐	**Development Permit (DP)**
☐	**Development Variance Permit (DVP)**
☐	**Rezoning Application**

Development Permits

Development Permit Area	**Development Permit Type**	**Submission Timing**
☐ **1**	Environmentally Sensitive Areas	Prior to Design Stage Acceptance (DSA)
☐ **2**	Hazardous Slopes	Concurrent with PLA application for exemption
☐ **3**	Seal Level Rise	Concurrent with PLA application for exemption
☐ **4**	Abandoned Mine Workings Hazards	Concurrent with PLA application for exemption
☐ **5**	Wildfire Hazard	Concurrent with PLA application for exemption
☐ **6**	Steep Slope Development	Concurrent with PLA application
☐ **7**	Nanaimo Parkway Design	Concurrent with PLA application

Development Variance Permits

Development Variance Type	**Submission Timing**
☐ Lot Depth	Prior to DSA application
☐ Setbacks	Prior to DSA application
☐	

Comments: