

TOWN OF VIEW ROYAL

Development Services

45 View Royal Avenue, Victoria, BC V9B 1A6

Tel. (250) 479-6800 Fax: (250) 727-9551

<http://www.viewroyal.ca>

Subdivision Application

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- ☐ **Fee Simple/Conventional Subdivision**
- ☐ **Bare land Strata**
- ☐ **Building Strata**
- ☐ **Phased Strata**
- ☐ **Other** _____

Please give a brief description: _____

Description of Property

Civic Address _____ PID _____

Legal Lot(s) _____ Block _____ Section _____ Range _____ Plan _____

Contacts

Applicant

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

Owner

If the applicant is NOT the owner complete "Owner's Authorization Form"

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

Office Use Only

Date	Dev. File No.
Received By	Folio No.

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Authorization of Owner to make a Subdivision Application

Date: _____

Site Address: _____

I/We _____

are the registered owner(s) of _____

I/We authorize _____

(please print name(s))

to apply for the following:

- ☐ Fee Simple/Conventional Subdivision
- ☐ Bare land Strata
- ☐ Building Strata
- ☐ Phased Strata
- ☐ Other _____

on my/our behalf.

Signature of Owner

Date

Signature of Owner

Date

Signature of Owner

Date

Signature of Owner

Date

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the Local Government Act and pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act. The name, phone number and email address identified as the applicant will be displayed on the Town's website and site signage should the public require further information about the application. If you have any questions about this collection, contact the Director of Planning, 45 View Royal Avenue, Victoria, BC, V9B 1A6. Ph. 250-708-2254

A complete application for Subdivision contains:

- ☐ Fully completed application form
- ☐ Letter addressed to the Approving Officer explaining details of the proposal
- ☐ Copy of current Certificate of Title (no older than 30 days) and copies of any title restrictions e.g. restrictive covenants, easements, rights of way
- ☐ BC Land Surveyors Certificate (BCLS) confirming current parcel size, location of existing buildings if applicable and any existing easements or rights-of-way
- ☐ The proposed plan of subdivision prepared by a BC Land Surveyor (BCLS) at a scale of 1:100 including location of any proposed buildings or proposed building envelopes (if applicable)
- ☐ A conceptual site servicing and access plan at the same scale, including any existing and proposed easements or rights-of-way
- ☐ Tree Inventory and Tree Protection Plan (if applicable)
- ☐ Contaminated Sites Information
- ☐ **One digital copy and one paper copy of plans and all submittal documents.**
- ☐ Application Fees (*Please contact Development Services to determine the total fees for your application*). The appropriate fees must be submitted at the time of application

Supplementary Information (to be determined based on the type, scale and location of the project)

- ☐ Archaeological Impact Assessment
- ☐ Geotechnical Assessment
- ☐ Riparian Area Assessment
- ☐ Transportation Report ([*Report guidelines*](#) available on the Town's website)
- ☐ Environmental Overview Assessment
- ☐ Other information as required by the Approving Officer

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Contaminated Sites Information

Pursuant to the ***Waste Management Act***, the Province of British Columbia requires an applicant to submit a Site Profile Form on properties that are or were used for commercial or industrial purposes as defined within the provincial regulations, i.e. Schedule 2 activities. Please indicate if the subject property qualifies for the following major exemptions for requiring a Site Profile:

- ☐ The property has only been used for residential purposes
- ☐ There will be no disturbance or excavation of soil involved as part of your proposal

Signature of Applicant

Date

If a major exemption does not apply, then please obtain the information package on the Site profiles from Planning Staff. More information is available at www.gov.bc.ca/wlap

Application Fees

Please contact Development Services to determine the total fees for your application. The appropriate fees must be submitted at the time of application.