

DISTRICT OF TUMBLER RIDGE
APPLICATION FOR SUBDIVISION



Municipal Contact: _____
Application No.: _____ Date Received: _____

Phone: (250) 242-4242
Fax: (250) 242-3993

Applicant: _____
Address: _____ Postal Code: _____
Phone: _____ Fax: _____ Email: _____

Registered Owner: _____
(if not applicant)
Address: _____ Postal Code: _____ Phone: _____
_____ Fax: _____ Email: _____

SUBJECT PROPERTY

Legal Description: _____
Street Address or General Description: _____ Parcel Size: _____
Current OCP Designation: _____ Current Zoning Designation: _____
Current Land Use/Development: _____
Description of Proposed Development: _____

PROPOSED SUBDIVISION

Proposed Use of Lots Created: _____
Current Number of Lots (Units): _____ Proposed Number of Lots (Units): _____
Readily Available Services: _____
Description of Proposed Water Supply: _____ Proposed Sewage Disposal Method: _____
Proposed Storm Drainage Method: _____ Commencement Date of Proposed Project: _____

ADDITIONAL INFORMATION: (Reasons and comments in support of application. Use separate sheet or attach plans if required.)

REQUIRED DOCUMENTATION

The following information is required to initiate a Subdivision Application:

- | | |
|---|--|
| <input type="checkbox"/> Application Fee \$250 plus \$25 per parcel created | <input type="checkbox"/> Application Fee for Site Profile \$50 |
| <input type="checkbox"/> Preliminary Layout Approval (P.L.A.) (Step 1) | <input type="checkbox"/> Subdivision Design Approval (S.D.A.) (Step 2 following P.L.A. Approval) |
| <input type="checkbox"/> Application Fee | <input type="checkbox"/> Site Profile (Schedule 1) |
| <input type="checkbox"/> Certificate of Title | <input type="checkbox"/> Site Plan (see reverse for checklist) |
| <input type="checkbox"/> Authorization of Owner | <input type="checkbox"/> Covenants/Right-of-Way/Easements (where applicable) |
| <input type="checkbox"/> Application Fee for Site Profile | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Six (6) Copies of Original Survey Plan | <input type="checkbox"/> Three (3) Copies of Design Plans as per Subdivision & Development Servicing Bylaw |
| <input type="checkbox"/> Notice that Taxes Have Been Paid | <input type="checkbox"/> Connection Fees and Payments |
| <input type="checkbox"/> Off-Site Works or Payment for Off-Site Works | <input type="checkbox"/> Parkland or Cash-in-Lieu |

I/We _____ make application under the provisions of the District of Tumbler Ridge
(Applicant's Name)

to subdivide land or buildings. I agree to allow the agents of the District of Tumbler Ridge to enter onto the subject property to inspect the land and buildings.

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand **this application including any plans submitted is public information.** I authorize reproduction of any plans/reports for the purposes of application processing and reporting.

(Date) (Applicant's Signature)

(Date) (Registered Owner's Signature)

FOR OFFICE USE ONLY

- | | |
|---|--|
| <input type="checkbox"/> Preliminary Layout Approval (P.L.A.) | <input type="checkbox"/> Subdivision Design Approval |
| <input type="checkbox"/> Application Form Complete | <input type="checkbox"/> Application Form Complete |
| <input type="checkbox"/> Application Fee Submitted | <input type="checkbox"/> Six (6) Copies of Original Survey Plan Submitted |
| <input type="checkbox"/> Certificate of Title Submitted | <input type="checkbox"/> Three (3) Copies of Design Plans as per Subdivision & Development Servicing Bylaw Submitted |
| <input type="checkbox"/> Authorization of Owner Submitted | <input type="checkbox"/> Notice that Taxes Have Been Paid Submitted |
| <input type="checkbox"/> Application Fee for Site Profile Submitted | <input type="checkbox"/> Connection Fees and Payments Submitted |
| <input type="checkbox"/> Site Profile (Schedule 1) Submitted | <input type="checkbox"/> Off-Site Works or Payment for Off-Site Works Submitted |
| <input type="checkbox"/> Site Plan Submitted | <input type="checkbox"/> Parkland or Cash-In-Lieu Submitted |
| <input type="checkbox"/> Covenants/Right-of-Way/Easements Submitted | |
| <input type="checkbox"/> P.L.A. Granted | <input type="checkbox"/> Subdivision Design Approval Granted |

CHECKLIST

Site Plan

Copies of a site plan or plans drawn to a minimum of 1:1000 scale clearly indicating; where applicable:

- legal description of parcel(s) to be subdivided;
- the dimensions of the parcel(s) to be subdivided with boundaries outlined in red;
- arrangement of parcels and streets which would be created by the subdivision, including the widths of the proposed streets and the approximate dimensions and area of each proposed parcel complete with lot numbers;
- the relationship of the proposed subdivision to adjacent and existing streets and parcels and the connection of the proposed streets thereto;
- the existing and proposed uses of the parcel(s) to be subdivided;
- existing buildings and/or structures located and identified, and illustrating the dimensions and the relationship of same to existing and proposed property lines;
- the approximate location of any buildings to be demolished upon approval of the subdivision;
- existing property lines and streets to be eliminated by the proposed subdivision;
- utility and other existing rights-of-way located and identified, including floodplain areas where applicable;
- existing topography based upon true datum with contour lines at no greater than one (1) metre intervals;
- existing streams, watercourses, natural drainage channels and other pertinent topographic features, including all large or desirable trees on or near proposed roadways;
- the location of all existing roads, pipelines and utilities;
- the location of existing septic tank and septic tank drainage fields where applicable;
- the location of any wells within 30 metres of the parcel(s) to be subdivided if the proposed lots are to be serviced by septic systems;
- the location of any existing drainage facilities, such as storm sewers, tile drains or culverts, whether in use or not;
- the proposed water and sewer main extensions to service the subdivision;
- the proposed road grades where steep and uneven terrain exists; and
- a scale, north arrow and any other plan identification that shall be considered relevant.

Other

Approving officer may also require:

- any elevations, cross-sections or detail drawings which may be relevant
- copies of any previous studies or reports made on the subject property relating to its present condition and suitability for the proposed use/development, e.g., geotechnical reports, site contamination and remediation studies.
- Under the District of Tumbler Ridge Subdivision and Development Servicing Bylaw, a geotechnical overview, topographic mapping and development servicing and phasing analysis, if the proposed subdivision meets the outlined criteria.

Area Development, Neighbourhood or Detailed Site Area Plans

- These may be required before submission can proceed. Refer to District's Official Community Plan to determine if required.

GENERAL OVERVIEW OF PROCESS

