

Subdivision

Application Submission Information

Application Package

- **Application Form**
- **Neighbourhood Boundaries**
- **Site Profile Information**
- **Panhandle Lot Regulations**

Application Fees

- **Preliminary Subdivision Review Fee**

\$ 150.00 - Subdivision into less than 3 Lots
\$ 250.00 - Subdivision into 3 or more Lots
- **Final Subdivision Approval Fee**

\$ 50.00 - Approving Officer Signature

Recommended Pre-submission Review

Visit the City of Victoria's website at www.victoria.ca/EN/main/residents/planning-development/land-development.html for the Subdivision Application Package. Please contact eng@victoria.ca and request to be directed to the Subdivision Land Development Technologist if you require assistance. The application can be submitted via email to eng@victoria.ca.

Planning Consultation

To discuss your subdivision proposal please contact the Area Planner at developmentservices@victoria.ca or the Zoning Administrator at zoning@victoria.ca in the Development Services Department to arrange a meeting prior to submitting an application to subdivide to the Approving Officer. (See attached Neighbourhood Boundaries.) [Neighborhood Boundaries.dwg \(victoria.ca\)](#)

Application No.:

| | |
|-------------|--|
| Preliminary | |
| Final | |



SUBDIVISION APPLICATION FORM

Corporation of the City of Victoria
Engineering Department
Land Development Section

Purpose: _____

Information

| | | | |
|----------|--|--|---|
| PROPERTY | Address: _____ Existing Zoning: _____ | Legal Description: _____ Proposed Zoning: _____ | PID: _____ Certify current actual use of existing buildings: Single Family _____ Duplex _____ Other _____ |
|----------|--|--|---|

| | |
|----------|---|
| OWNER(S) | Name / Address / Postal Code / Phone # / Email: _____ |
|----------|---|

| | |
|-----------|---|
| APPLICANT | Name / Address / Postal Code / Phone # / Email: _____ <i>Tree Bylaw Certification: The undersigned acknowledges that the City has adopted a Tree Preservation Bylaw (No. 105 – 106) and that the applicant and owner are responsible to comply with the regulations outlined in the bylaw as they apply to the subject property.</i> |
|-----------|---|

SIGNATURE (OWNER OR AUTHORIZED APPLICANT)

DATE

Submission Requirements:

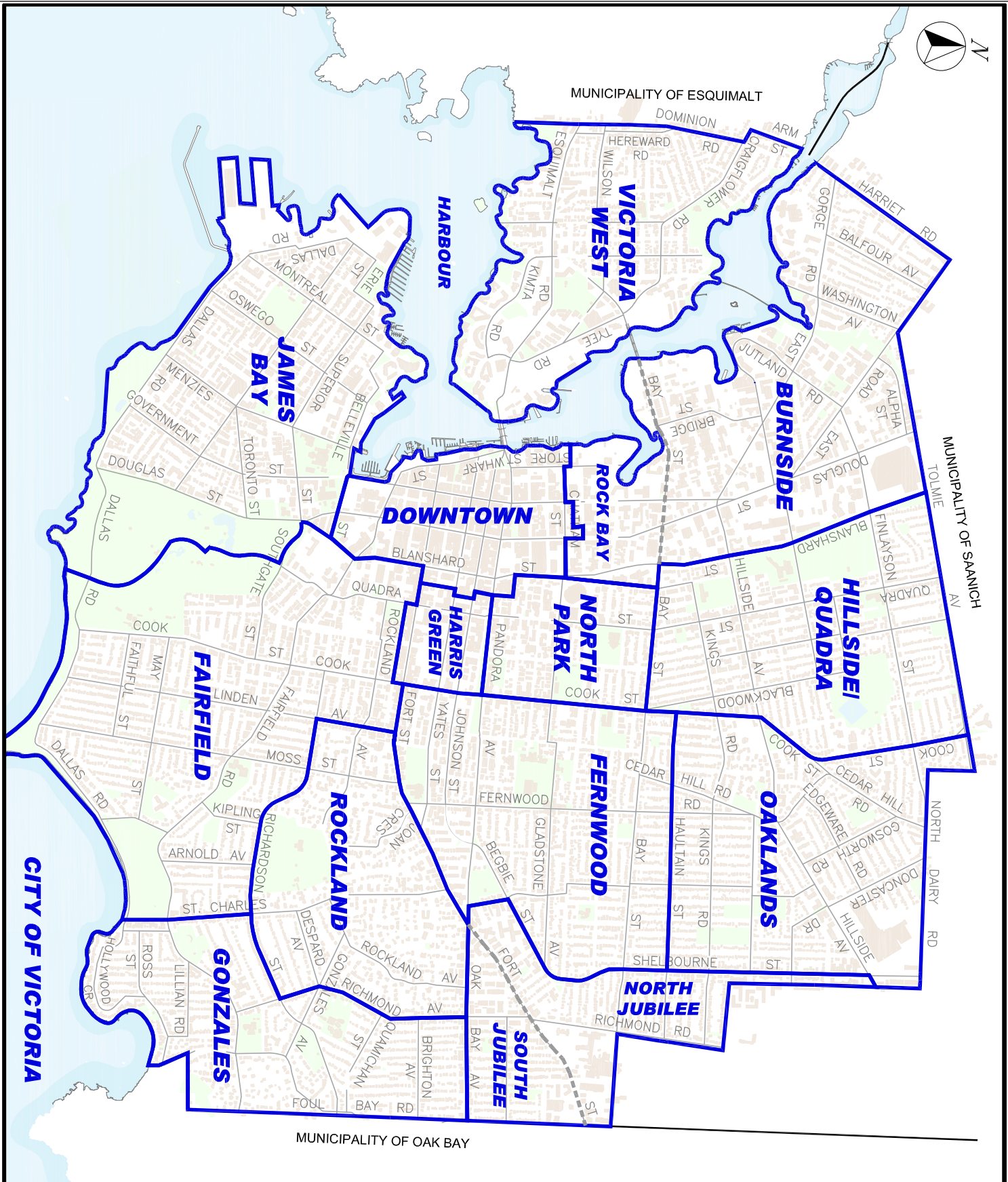
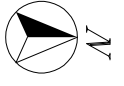
All application requirements are to be completed in full prior to your application to be processed.

- Design Rationale: A brief description of your proposal for background information to assist in the review of your application.

| | | | |
|---|---|--|---|
| <u>Property information:</u> <input type="checkbox"/> Copy of certificate of title (within 30 days of application date). <input type="checkbox"/> Copy of easements, restrictive covenants or rights-of-way registered on or appurtenant to subject property. <input type="checkbox"/> Written proof of applicant authorized by owner. <input type="checkbox"/> Proof of property tax payment. | <u>Application Fees:</u> <input type="checkbox"/> Application fee. | Preliminary <input type="checkbox"/> Less than 3 lots: \$150 <input type="checkbox"/> 3 or more lots: \$250 | Final <input type="checkbox"/> \$50 |
| <u>Plan Submission:</u> NOTE: All plan submissions to be in metric, dimensioned and prepared by a BC Land Surveyor | | | |
| <input type="checkbox"/> Detailed site plan 1:500, 1:250 or 1:200 (To include the following information). <ul style="list-style-type: none"> <input type="checkbox"/> Existing building and proposed building envelope locations with dimensions. <input type="checkbox"/> Existing and proposed Parking and Access Plan. <input type="checkbox"/> Preliminary Site Servicing Plan. <input type="checkbox"/> Site profile (Waste Management Act). | | | |
| To the best of your knowledge has this property ever been used for industrial or commercial purposes or activities as set out in Schedule 2 of the Contaminated Sites Regulations (attached). <p style="text-align: right;"> Yes <input type="checkbox"/> No <input type="checkbox"/> Signature _____ </p> | | | |
| If you have answered yes then a "Site Profile" must be completed and submitted with this application, unless the property qualifies for an exemption as noted on the attachment. <p style="text-align: right;"><input type="checkbox"/> _____</p> | | | |

If you have any questions, contact:

Subdivision Technologist, Land Development Section
 1 Centennial Square, Victoria BC, V8W 1P6
 Telephone (250) 361-0300 Fax (250) 361-0311
 email: eng@victoria.ca internet: www.victoria.ca



Date: June, 2009
 Scale: Not to Scale



Neighbourhood Boundaries

SITE PROFILE INFORMATION

A Site Disclosure Statement, under the BC Waste Management Act, shall be completed and submitted with your proposed subdivision application. This Site Disclosure Statement identifies whether the land(s) have been used for industrial and commercial purposes or has had fuel storage buried within the land(s).

For additional information on the Ministry of Environment's Land Remediation requirements please visit their website at:

[Common Hosted Forms \(gov.bc.ca\)](http://gov.bc.ca)

SITE PROFILE EXEMPTIONS

These exemptions DO NOT APPLY if you are taking possession or control of a schedule 2 activity property as a trustee, receiver or liquidator. A site profile is always required in this situation.

- a) The site has a site profile of the Site Registry which reflects your current knowledge of the site.
- b) Your development or variance permit application does not require soil excavation.
- c) The demolition permit application is not associated with decommissioning the site.
- d) The demolition permit application relates to temporary petroleum, natural gas, mineral or geothermal exploration or development facilities.
- e) The site is already under an official order from BC Environment.
- f) The site already has an Approval in Principle, a Certificate of Compliance or a Conditional Certificate of Compliance from BC Environment.
- g) If the site was cleaned up prior to April 1, 1997, it has a BC Environment letter saying so and the clean up is still consistent with the proposed land or water use.
- h) The site has already been officially determined to be a contaminated site by BC Environment on the Site Registry.
- i) The site is part of an official "wide area redemption plan" AND the site profile would be required due to the contamination that the wide area redemption plan addresses.