



Development Services  
 301-515 Hwy 97 South  
 Kelowna, BC V1Z 3J2  
 p 250 769 4999  
 f 250 769 4377

# Subdivision Application

*Note: Applications will only be accepted when complete and submitted with a corresponding preliminary subdivision plan.*

## APPLICANT INFORMATION

*Development Primary Contact:*

First Name:	
Last Name:	
Company Name (if applicable):	
Mailing Address:	
City:	Postal Code:
Primary Contact No.:	Secondary Contact No.:
Email / Fax:	

*Owner (Registered Lessee or CP Holder):*

First Name:	
Last Name:	
Company Name (if applicable):	
Mailing Address:	
City:	Postal Code:
Primary Contact No.:	Secondary Contact No.:
Email / Fax:	

**Note:** *If the applicant is not the registered Lessee / CP Holder, The Lessee / CP Holder must complete the right column and sign the application; a supplemental Letter of Authorization is strongly recommended.*

## SITE DESCRIPTION

Lot No.:	Plan No.:	Reserve No.
Lot Frontage (m)	Lot Depth (m)	Lot Area (m <sup>2</sup> )
Current Zoning:		Current Land Use:

**STATEMENT OF RATIONALE**

*Please describe the rationale for your development proposal. It is recommended that an additional letter of rationale be attached to and submitted along with the application.*


**DEVELOPMENT INFORMATION**

Existing use of Property:	Proposed Use of Property
Existing Use of Adjacent Property:	

**ATTACHMENT TO APPLICATION**

*With this application, please attach a preliminary subdivision plan drawn to an appropriate scale, which illustrates the following information:*

- *boundaries, dimensions and area of parcels created by the subdivision;*
- *size and location of existing and proposed building(s) on the site including distance to the boundary lines of the property;*
- *location, name and widths of road(s) adjacent to the subject property or those to be created by the subdivision;*
- *north arrow and scale;*
- *location of bodies of water adjacent to, or on, the site;*
- *topographic information in the form of contours or spot elevations;*
- *high water mark of any adjacent stream, river or lake;*
- *proposed subdivision layout showing the number and location of lots;*
- *existing property lines and streets to be eliminated by the proposed subdivision; and*
- *utility and other existing easements or rights-of-way located and identified.*
- *description of existing services and those proposed to be provided to the proposed subdivision:*
  - *roads (including access points, intersections and on-site traffic circulation);*
  - *telephone;*
  - *natural gas;*
  - *cable;*
  - *water;*
  - *sanitary sewer / septic system(s);*
  - *storm drainage; and,*
  - *other.*

**OTHER APPLICATIONS BEING SUBMITTED CONCURRENTLY**

Type of Application:

**COORDINATING PROFESSIONALS**

List any consultants known to date (e.g. engineers, architects, surveyors, biologists etc.)

Name:	
Title:	
Company Name:	
Company Address:	
Phone:	Cell:
Email / Fax:	

Name:	
Title:	
Company Name:	
Company Address:	
Phone:	Cell:
Email / Fax:	

**APPLICANT ACKNOWLEDGEMENT**

By signing this application form, the Applicant attests that the information provided on this and all supplemental application forms is true and correct to the best of their knowledge. Any material falsehood or any omission of a material fact made by the Applicant with respect to this application may result in an issued permit becoming null and void.

I, the Applicant, certify that this application is being made with the full knowledge and consent of all interest holders of the property in question.

\_\_\_\_\_  
Applicant (Print Name)                      Applicant Signature                      Date

\_\_\_\_\_  
Owner (Print Name)                      Owner Signature                      Date

**Note:** If the applicant is not the registered lessee or CP Holder of the subject property, a signature from the registered Lessee or CP Holder is required on this application

**FEES** (to be completed by staff)

Fees submitted:		Received by:		Date:	
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**Note:** Acceptance of fees does not imply or guarantee application approval.