

## APPLICATION FOR SUBDIVISION

Application # \_\_\_\_\_ X-Ref # \_\_\_\_\_

### DESCRIPTION: SUBDIVISION APPLICATION

A subdivision is the act of dividing a titled parcel of land for the purpose of re-zoning, developing/re-developing and/or selling each individual sub-divided parcel separately. All subdivision developments require an application.

### APPLICATION

APPLICANT INFORMATION						
APPLICANT/ AGENT/ PRIMARY CONTACT	NAME:				PH#:	
	ADDRESS:					
	POSTAL CODE:		EMAIL:		CELL:	
REGISTERED OWNER(S)	NAME:				PH#:	
	ADDRESS:					
	POSTAL CODE:		EMAIL:		CELL:	

Applicant/Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PROPERTY INFORMATION			
CIVIC ADDRESS			
LEGAL DESCRIPTION:			
OFFICIAL COMMUNITY PLAN DESIGNATION		ZONING DESIGNATION:	
PID:		ROLL:	
WATER SOURCE:		FARM STATUS:	<input type="checkbox"/> YES <input type="checkbox"/> NO
METHOD OF SEWAGE DISPOSAL:			

### SUBDIVISION TYPE

- |  |  |
|--|--|
| <input type="checkbox"/> Preliminary Layout Review (PLR)<br><input type="checkbox"/> PLR Extension<br><input type="checkbox"/> Form P/Amended Form P | <input type="checkbox"/> Approval (# of lots _____)<br><input type="checkbox"/> Approval Phased Strata (# of lots _____)<br><input type="checkbox"/> Document Execution (Covenant/ROW/Discharge) |
|--|--|

### APPLICANT CONFIRMATION

As applicant or approved agent, I confirm that I have read all relevant District of Lake Country bylaws and policies and that this application is in conformance (unless a bylaw amendment forms part of this application). I have attached to this application the required plans and specifications of the proposed subdivision in accordance with the application checklist. I accept responsibility for processing delays caused by incorrect or insufficient submission materials.

I further acknowledge that Development Cost Charges (DCCs) may be payable at the time of subdivision.

I hereby authorize the above-named applicant to act as my agent on this application.

FOR OFFICE USE ONLY		
FEE TYPE	GL	AMOUNT
Sub application	10-076-00000-4115	
Title	10-052-00000-4118	

TOTAL:

\_\_\_\_\_  
OWNER'S NAME (PLEASE PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

# APPLICATION FOR SUBDIVISION

## CHECKLIST: WHAT TO INCLUDE WITH YOUR APPLICATION

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	<b>APPLICATION FEE</b> fees are payable by cash, cheque or money order at time of your application submission in accordance with the <a href="#">current year's fee schedule</a> .
<input type="checkbox"/>	<input type="checkbox"/>	<b>COMPLETED APPLICATION FORM</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>STATE OF TITLE CERTIFICATE OR TITLE SEARCH PRINT AND A COPY OF ALL REGISTERED CHARGES</b> obtained from the Land Title Office within 90 days of the date of application including all relevant land title charges (covenants, easements, SROW, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<b>OWNER AUTHORIZATION FORM</b> if the Applicant is not the registered Owner of the land and has been appointed as agent. Applications and authorizations must be signed by all registered owners.
<input type="checkbox"/>	<input type="checkbox"/>	<b>ZONING ANALYSIS TABLE</b> illustrating how the proposal meets or deviates from the requirements of the current and any proposed zone(s).
<input type="checkbox"/>	<input type="checkbox"/>	<b>PROJECT DESCRIPTION</b> including the design rationale explaining the project's conformity with the OCP including relevant DP guidelines and in the case of Form and Character DPs with respect to form, materials, context, objectives, design philosophy, relationship to adjacent development; how accessibility and Crime Prevention through Environmental Design considerations shall be addressed if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<b>SUBDIVISION PLAN</b> A detailed, professional-prepared Site Plan showing all existing and proposed development and proposed subdivision boundaries in metric units at a minimum 1:200 scale including: <ul style="list-style-type: none"><li>(a) Civic address and legal description of the lot(s) to be subdivided</li><li>(b) Scale, North Arrow and any other relevant plan identification such as revision date</li><li>(a) The dimensions of the lot(s) to be subdivided or eliminated with the boundaries outlined in red</li><li>(b) The approximate dimensions and area of each proposed lot complete with lot numbers</li><li>(c) Easements, right-of-way and covenant areas</li><li>(d) Location and names of streets adjacent to the property</li><li>(e) Location of any special features such as topography or hazards</li><li>(f) Outline of existing and proposed buildings (accurately measured and dimensioned)</li><li>(g) All existing and proposed works and services (water lines, sewers and other utilities)</li><li>(h) Location of existing and proposed sewer disposal fields, and if the <b>Site</b> is not to be connected to the <b>District's</b> community water system, all existing sources of potable water.</li><li>(i) Location of any existing drainage facilities, such as storm sewers, ditches, tile drains or culverts, whether or not in use</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>SIGNED RECORD OF THE PRE-APPLICATION MEETING FORM</b> Pre-application form signed off by applicant and staff that conducted the meeting.
<input type="checkbox"/>	<input type="checkbox"/>	<b>SITE DISCLOSURE STATEMENT</b> In accordance with the Environmental Management Act (EMA) and Contaminated Sites Regulation (CSR), applicants are required to submit a Site Disclosure Statement for subdivision on properties that are potentially contaminated sites with current or historic industrial or commercial uses listed in Schedule 2 of the CSR. Properties without current or historic industrial or commercial uses are still required to submit a Site Disclosure Statement but can identify that no industrial or commercial Schedule 2 uses have occurred.

## APPROVAL PROCESS: WHAT HAPPENS NEXT?

1. A detailed review of the file and a site visit may be conducted by staff, followed by collaboration with internal departments and external agencies. Additional requirements will be identified and communicated to you as soon as possible.
2. Staff will draft a Subdivision Preliminary Layout Review (PLR) letter for consideration by the Approving Officer.



LAKE COUNTRY

Life. The Okanagan Way.

Personal information provided to the District of Lake Country is collected, used and disclosed in accordance with the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Personal information such as your name, phone number, street or email address is only obtained if you supply it voluntarily through completing documents and forms. Any personal information we ask you to provide will only be used for the purpose of District of Lake Country services.

[www.lakecountry.bc.ca](http://www.lakecountry.bc.ca)



## Agent Authorization

**District of Lake Country**  
10150 Bottom Wood Lake Road  
Lake Country, BC V4V 2M1  
t: 250-766-6675 f: 250-766-0200  
Inspection Request Line: 250-766-6676  
lakecountry.bc.ca

### PROPERTY INFORMATION

Application No: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Civic Address: \_\_\_\_\_

### AUTHORIZATION

To whom it may concern:

I am the owner, as defined in the District's current bylaws, of the above referenced property and hereby authorize:

Representative/Contact: \_\_\_\_\_  
(print)

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

To represent me in an application for (please check where applicable):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Building Permit Application | <input type="checkbox"/> Demolition Permit Application | <input type="checkbox"/> Subtrade Permit             |
| <input type="checkbox"/> OCP Amendment               | <input type="checkbox"/> Zoning Bylaw Amendment        | <input type="checkbox"/> Development Variance Permit |
| <input type="checkbox"/> Development Permit          | <input type="checkbox"/> Temporary Use Permit          | <input type="checkbox"/> ALR Application             |
| <input type="checkbox"/> Subdivision (PLR)           | <input type="checkbox"/> Driveway Access Permit        | <input type="checkbox"/> Other (Please specify)      |

To obtain copies of (please check where applicable):

- Building Permit Plans (Archive Copies)

### OWNER'S INFORMATION

Owner's Signature \_\_\_\_\_ Owner's Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Address (print) \_\_\_\_\_ Email (print) \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

*This form may be emailed, mailed, faxed, or delivered in person.*

## Date

As of February 1, 2021, legislation was introduced by the Provincial government requiring all local governments to participate in the Contaminated Site Identification process. The site identification process is intended to screen for contaminated sites to protect the environment, potential property purchasers, and to prevent unforeseen liabilities. The provincial Contaminated Sites Regulation requires that any person making an application for site development must submit a Site Disclosure Statement (SDS) to the municipality, identifying any Schedule 2 activities that have taken, or are taking, place on the site. It is most often triggered when a regulated industrial or commercial activity stops or when a site is to be redeveloped and requires approvals from the District. The intention is to ensure investigation and remediation of contaminated site occurs before redevelopment. General information is available at: <https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/identifying-and-disclosing-sites-that-may-be-contaminated>

Triggers for Submission	Exemptions
Rezoning applications	Current industrial or commercial use continues to be authorized after rezoning. EXAMPLE: A site currently used as a gas station is applying to rezone to add a carwash and the gas station use continues.
Subdivision applications	Subdivision application consists only of a boundary adjustment or lot consolidation.
Development permit applications for activities likely to disturb soil	DP or BP applications that are only for the purpose of demolition; installing or replacing underground utilities, fencing or signage; paving or landscaping. NOTE: TUPs do not trigger CSR.
Building permit applications for activities likely to disturb soil	
Schedule 2 Activities	References
Schedule 2 activities are commercial and industrial activities which have potential to result in site contamination. Schedule 2 activities are independent of zoning. EXAMPLE: A vehicle salvage operation on a residential property still qualifies as a commercial use.	This package includes: <ul style="list-style-type: none"> <li>• Schedule 1 – Site Disclosure Statement</li> <li>• Schedule 2 – list of commercial or industrial activities</li> </ul> NEW: <u>If a Schedule 2 activity has taken place, a site investigation will be required</u> , and you will be at the direction of the provincial government before the application can proceed.
Site Disclosure Statements	
Who can complete?	Agent, site owner or site operator.
Who can sign?	Site owner or operator
How many sites can be listed on one Site Disclosure Statement?	All properties that have the same site owner or operator, and for which the information on the Statement is the same.
Cost?	Included in development application cost.
After submission	Staff will review the Site Disclosure Statement and let you know if your proposal can proceed without further action; request changes to the Site Disclosure Statement; or forward the Site Disclosure Statement to the provincial government for further assessment within 15 business days from submission.

**SCHEDULE 1.1**

Repealed. [B.C. Reg. 131/2020, App. s. 10.]

**SCHEDULE 2**

[en. B.C. Reg. 131/2020, App. s. 9.]

**SPECIFIED INDUSTRIAL OR COMMERCIAL USES**

<b>A</b>	<b>Chemical industries and activities</b> <ol style="list-style-type: none"><li>1. adhesives manufacturing, bulk storage, shipping or handling</li><li>2. chemical manufacturing, bulk storage, shipping or handling</li><li>3. explosives or ammunition manufacturing, bulk storage, shipping or handling</li><li>4. fire retardant manufacturing, bulk storage, shipping or handling</li><li>5. fertilizer manufacturing, bulk storage, shipping or handling</li><li>6. ink or dye manufacturing, bulk storage, shipping or handling</li><li>7. leather or hides tanning</li><li>8. paint, lacquer or varnish manufacturing, formulation, recycling, bulk storage, shipping or handling, not including retail stores</li><li>9. pharmaceutical products, or controlled substances as defined in the <i>Controlled Drugs and Substances Act</i> (Canada), manufacturing or operations</li><li>10. plastic products (foam or expanded plastic) manufacturing or repurposing</li><li>11. textile dyeing</li><li>12. pesticide manufacturing, formulation, bulk storage, shipping or handling</li><li>13. resin or plastic monomer manufacturing, formulation, bulk storage, shipping or handling</li></ol>
<b>B</b>	<b>Electrical equipment and activities</b> <ol style="list-style-type: none"><li>1. battery manufacturing, recycling, bulk storage, shipping or handling</li><li>2. facilities using equipment that contains PCBs greater than or equal to 50 ppm</li><li>3. electrical equipment manufacturing, refurbishing, bulk storage, shipping or handling</li><li>4. electrical transmission or distribution substations</li><li>5. electronic equipment manufacturing</li><li>6. transformer oil manufacturing, processing, bulk storage, shipping or handling</li><li>7. electrical power generating operations fuelled by coal or petroleum hydrocarbons that supply electricity to a community or commercial or industrial operation, excluding emergency generators.</li></ol>

<b>C</b>	<p><b>Metal smelting, processing or finishing industries and activities</b></p> <ol style="list-style-type: none"> <li>1. foundries</li> <li>2. galvanizing</li> <li>3. metal plating or finishing</li> <li>4. metal salvage operations</li> <li>5. metal smelting or refining</li> <li>6. welding or machine shops (repair or fabrication)</li> </ol>
<b>D</b>	<p><b>Mining, milling or related industries and activities at or near land surface</b></p> <ol style="list-style-type: none"> <li>1. asbestos mining, milling, bulk storage, shipping or handling</li> <li>2. coal coke manufacture, bulk storage, shipping or handling</li> <li>3. coal or lignite mining, milling, bulk storage, shipping or handling</li> <li>4. milling reagent manufacture, bulk storage, shipping or handling</li> <li>5. metal concentrate bulk storage, shipping or handling</li> <li>6. metal ore mining or milling</li> </ol>
<b>E</b>	<p><b>Miscellaneous industries, operations or activities</b></p> <ol style="list-style-type: none"> <li>1. appliance, equipment or engine maintenance, repair, reconditioning, cleaning or salvage</li> <li>2. ash deposit from boilers, incinerators or other thermal facilities</li> <li>3. asphalt and asphalt tar manufacture, storage and distribution, including stationary asphalt batch plants</li> <li>4. coal gasification (manufactured gas production)</li> <li>5. medical, chemical, radiological or biological laboratories</li> <li>6. outdoor firearm shooting ranges</li> <li>7. road salt or brine storage</li> <li>8. measuring instruments (containing mercury) manufacture, repair or bulk storage</li> <li>9. dry cleaning facilities or operations and dry cleaning chemical storage, excluding locations at which clothing is deposited but no dry cleaning process occurs</li> <li>10. contamination or likely contamination of land by substances migrating from an industrial or commercial site</li> <li>11. fire training facilities at which fire retardants are used</li> <li>12. single or cumulative spills to the environment greater than the reportable quantities of substances listed in the Spill Reporting Regulation</li> </ol>

<b>F</b>	<p><b>Petroleum (including blends and biodiesels) and natural gas drilling, production, processing, retailing, distribution and commercial storage</b></p> <ol style="list-style-type: none"> <li>1. petroleum or natural gas drilling</li> <li>2. petroleum or natural gas production facilities</li> <li>3. natural gas processing</li> <li>4. petroleum coke manufacture, bulk storage, shipping or handling</li> <li>5. petroleum product, other than compressed gas, dispensing facilities, including service stations and card locks</li> <li>6. petroleum, natural gas or sulfur pipeline rights of way excluding rights of way for pipelines used to distribute natural gas to consumers in a community</li> <li>7. petroleum product (other than compressed gas), or produced water storage in non-mobile above ground or underground tanks, except tanks associated with emergency generators or with secondary containment</li> <li>8. petroleum product, other than compressed gas, bulk storage or distribution</li> <li>9. petroleum refining</li> <li>10. solvent manufacturing , bulk storage, shipping or handling</li> <li>11. sulfur handling, processing or bulk storage and distribution</li> </ol>
<b>G</b>	<p><b>Transportation industries, operations and related activities</b></p> <ol style="list-style-type: none"> <li>1. aircraft maintenance, cleaning or salvage</li> <li>2. automotive, truck, bus, subway or other motor vehicle maintenance, repair, salvage or wrecking</li> <li>3. dry docks, marinas, ship building or boat repair and maintenance, including paint removal from hulls</li> <li>4. marine equipment salvage</li> <li>5. rail car or locomotive maintenance, cleaning, salvage or related uses, including railyards</li> </ol>
<b>H</b>	<p><b>Waste disposal and recycling operations and activities</b></p> <ol style="list-style-type: none"> <li>1. antifreeze bulk storage, recycling, shipping or handling</li> <li>2. barrel, drum or tank reconditioning or salvage</li> <li>3. biomedical waste disposal</li> <li>4. bulk manure stockpiling and high rate land application or disposal (nonfarm applications only)</li> <li>5. landfilling of construction demolition material, including without limitation asphalt and concrete</li> <li>6. contaminated soil or sediment storage, treatment, deposit or disposal</li> <li>7. dry cleaning waste disposal</li> </ol>

	<ol style="list-style-type: none"> <li>8. electrical equipment recycling</li> <li>9. industrial waste lagoons or impoundments</li> <li>10. industrial waste storage, recycling or landfilling</li> <li>11. industrial woodwaste (log yard waste, hogfuel) disposal</li> <li>12. mine tailings waste disposal</li> <li>13. municipal waste storage, recycling, composting or landfilling</li> <li>14. organic or petroleum material landspreading (landfarming)</li> <li>15. sandblasting operations or sandblasting waste disposal</li> <li>16. septic tank pumpage storage or disposal</li> </ol>
	<ol style="list-style-type: none"> <li>17. sewage lagoons or impoundments</li> <li>18. hazardous waste storage, treatment or disposal</li> <li>19. sludge drying or composting</li> <li>20. municipal or provincial road snow removal dumping or yard snow removal dumping</li> <li>21. waste oil reprocessing, recycling or bulk storage</li> <li>22. wire reclaiming operations</li> </ol>
<b>I</b>	<p><b>Wood, pulp and paper products and related industries and activities</b></p> <ol style="list-style-type: none"> <li>1. particle or wafer board manufacturing</li> <li>2. pulp mill operations</li> <li>3. pulp and paper manufacturing</li> <li>4. treated wood storage at the site of treatment</li> <li>5. veneer or plywood manufacturing</li> <li>6. wood treatment (antisapstain or preservation)</li> <li>7. wood treatment chemical manufacturing, bulk storage</li> </ol>

# Site Disclosure Statement



Ministry of  
Environment and  
Climate Change Strategy

## SCHEDULE 1 Site Disclosure Statement

Has the site been used for any industrial or commercial uses described in [SCHEDULE 2](#) of the Contaminated Sites Regulation? \*

Yes

No

### ^ Section I - CONTACT INFORMATION

#### A: SITE OWNER(S) or OPERATOR(S)

Last Name \*

First Name \*



Company, if applicable

Address \*

City \*

Province/State \*

Country \*

Postal/Zip Code \*

Phone Number \*

Email \*

+ Add Another

#### B: PERSON COMPLETING SITE DISCLOSURE STATEMENT (leave blank if same as above)

Agent authorized to complete form on behalf of the owner or operator

Last Name

First Name

Company, if applicable

#### C: PERSON TO CONTACT REGARDING THE SITE DISCLOSURE STATEMENT

Last Name \*

First Name \*

Company, if applicable

Address \*  City \*

Province/State \*  Country \*  Postal/Zip Code \*

Phone Number \*  Email \*

^ Section II - SITE INFORMATION

**Coordinates for the centre of the site:**

**Latitude**

Degrees \*  Minutes \*  Seconds \*

**Longitude**

Degrees \*  Minutes \*  Seconds \*

**Attention:**

A separate map with appropriate scale showing the location and boundaries of the site must be included with an SDS submission.

I will include a map with my submission \*

**Land Ownership \***

- Legally Titled, registered property
- Untitled Crown Land

^ Section III - SPECIFIED INDUSTRIAL OR COMMERCIAL USES

In the format of the examples provided below, select from the drop-down list, all the industrial or commercial uses described in [SCHEDULE 2](#) which have occurred or are occurring on this site.

**Example Schedule 2 references and descriptions**

E1. appliance, equipment, or engine maintenance, repair, reconditioning, cleaning or salvage

F10. solvent manufacturing, bulk storage, shipping and handling

**Schedule 2 Reference and Description \***

Select "none" if no Schedule 2 uses apply

^ Section IV - ADDITIONAL INFORMATION

1. Provide a brief summary of the planned activity and proposed land use at the site. \*

If not applicable, type N/A

2. Indicate the information used to complete this site disclosure statement including a list of record searches completed. \*

3. List any past or present government orders, permits, approvals, certificates or notifications pertaining to the environmental condition of the site: \*

If not applicable, type N/A

^ **Section V - DECLARATIONS**

Where a municipal approval is not required, you must indicate the reason for submission directly to the registrar:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Under Order     | <input type="checkbox"/> Foreclosure     | <input type="checkbox"/> CCAA Proceedings   |
| <input type="checkbox"/> BIA Proceedings | <input type="checkbox"/> Decommissioning | <input type="checkbox"/> Ceasing Operations |

**By signing below, I confirm that the information in this form is complete and accurate to the best of my knowledge:**

SIGNATURE



First and Last Name

- Owner  
 Operator

Date Signed

Sign above

For agents completing the SDS, save to PDF then forward the form to the owner/operator to complete this section

**APPROVING AUTHORITY CONTACT INFORMATION**

All fields in this section must be completed by the municipality (including Regional Districts) or approving officer prior to forwarding the form to the Site Registrar.

Name

Agency

Address

Phone Number

( ) - -

Email

Reason for submission (Please check one or more of the following):

- |   |                                      |                                 |  |
|---|--------------------------------------|---------------------------------|--|
| <input type="checkbox"/> Building Permit<br>for an activity that will likely disturb soil | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Zoning | <input type="checkbox"/> Development Permit<br>for an activity that will likely disturb soil |
|---|--------------------------------------|---------------------------------|--|

Date Received by Approving Authority

Date Submitted to Registrar