

District of Lake Country - Subdivision Application Required Documents

- **SIGNED RECORD OF THE PRE-APPLICATION MEETING FORM** Pre-application form signed off by applicant and staff that conducted the meeting.
- **STATE OF TITLE CERTIFICATE OR TITLE SEARCH PRINT AND A COPY OF ALL REGISTERED CHARGES** obtained from the Land Title Office within 90 days of the date of application including all relevant land title charges (covenants, easements, SROW, etc.).
 - *If not uploaded during subdivision application, or if copy uploaded is older than 90 days, our staff will invoice you to obtain information from Land Title Office at cost to you.*
- **AGENT AUTHORIZATION FORM** if the Applicant is not a registered Owner of the land and has been appointed as agent. Applications and authorizations must be signed by all registered owners.
- **PROJECT DESCRIPTION** 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.
- **SUBDIVISION PLAN** 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:
 - Civic address and legal description of the lot(s) to be subdivided.
 - Scale, North Arrow and any other relevant plan identification such as revision date.
 - Dimensions of the lot(s) to be subdivided or eliminated with the boundaries outlined in red.
 - The approximate dimensions and area of each proposed lot complete with lot numbers.
 - Easements, right-of-way and covenant areas.
 - Location and names of streets adjacent to the property.
 - Location of any special features such as topography or hazards.
 - Outline of existing and proposed buildings (accurately measured and dimensioned).
 - All existing and proposed works and services (water lines, sewers and other utilities).
 - Location of existing and proposed sewer disposal fields, and if the Site is not to be connected to the District's community water system, all existing sources of potable water.
 - Location of any existing drainage facilities, such as storm sewers, ditches, tile drains or culverts, whether or not in use.
- **SITE DISCLOSURE STATEMENT** 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.
 - Not required for cases of 'Boundary Adjustment' or 'Lot Consolidation'.