

Application for Subdivision <i>(please check one)</i>	
<input type="checkbox"/> Preliminary Layout Approval	<input type="checkbox"/> Final Layout Approval
<input type="checkbox"/> PLA Extension	

**Incomplete applications will be returned to the applicant**

<i>Attach separate sheet(s) if necessary</i>	office use File No: _____ Date: _____
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**Application Information:**

Registered owner(s): *Where there is more than one registered owner on title, please indicate who the primary contact is with an asterisk \**

Registered Owner Name(s):	Primary Owner* Contact Information:	
	Email:	
	Phone Number:	

Owner Mailing Address(es):	

Owner Declaration - This application is made with my full knowledge and consent  
*(please print name after signature)*

Owner Signature:	
Owner Signature:	

**Property Information:**

Civic Address of Subject Property/Properties:	Legal Description(s):
Name of Authorized Agent:	Agent Signature:
Agent Mailing Address:	Email and Phone Contact:
	Business Licence/ICBL #:

**Summary of Proposal**

Current zoning:		Purpose of subdivision:	
Current OCP designation:			
Parent property size (metric)			
Proposed # of lots (total)		Smallest parcel size proposed	
Will the subdivision be phased?			

*Personal information is collected under authority of the Land Title Act, Local Government Act, Strata Property Act and Freedom of Information Act (British Columbia) and will only be used for the purpose of processing the subdivision application and ancillary documentation. For further inquiries please contact the City's Freedom of Information Coordinator at 250 954-4660.*



**A. Items to be Submitted for Preliminary Layout Approval:**

*Please note: These submission requirements must be followed closely or your submission will be returned to you. Incomplete applications will not be accepted. You are advised to discuss specific requirements with City of Parksville Planning staff prior to submitting the application. Please place submission items in the order that they appear on this checklist.*

		Required?	Submitted?
1.	A completed application form, duly signed by all owners/authorized corporate signatories, including the completed checklist.	Yes	
2.	The required subdivision fees.	Yes	
3.	A State of Title Certificate (dated within 30 days) <ul style="list-style-type: none"> <li>Copies of encumbrances shown on the title (except those relating to mortgages, rail or mineral rights).</li> <li>Legal interpretation of the potential implications for subdivision resulting from encumbrances may be required.</li> </ul> Where the registered owner(s) is a company, a company search listing the names of officers and directors, dated within 30 days.	Yes	
4.	A copy of the Registered Legal Plan for the parent parcel showing current boundaries and legal description.	Yes	
5.	Proposal summary, indicating type of subdivision (e.g. fee simple or strata), total number of lots proposed, minimum lot sizes, and other supporting material explaining/supporting subdivision.	Yes	
6.	Sustainable Community Builder Checklist.	Yes	
<b>Plans to describe your proposal:</b> <i>Please note, plans are referred to other City departments and provincial agencies for comments on your proposal, therefore you MUST fold your full size plans to ensure they will fit within a legal sized application folder - unfolded plans or plans submitted in a tube are easy to misplace, causing delays. The cost of providing extra copies will be borne by the applicant.</i>			
7.	Provide 5 full-sized sets of plans, <u>collated and folded</u> .	Yes	
8.	1 set of reductions to 8½" x 11".	Yes	
9.	<u>Plus</u> a digital copy of all supporting plans and reports in AutoCAD or dxf format, or .pdf format on diskette or CD or memory stick/flash drive.	Yes	
10.	Site Plan(s) showing the following (in metric), with north arrow and date: <ul style="list-style-type: none"> <li>✓ Boundaries and dimensions of parent parcel, including legal and civic description.</li> <li>✓ <u>All</u> existing buildings and structures, including retaining walls, fencing, driveways, pools, etc.</li> <li>✓ Architect/Designer/BCLS contact information and professional seal/number.</li> <li>✓ Distance from existing and proposed buildings/structures to proposed lot lines.</li> <li>✓ Proposed layout for new lots, including lot numbers, lot areas and dimensions (width, depth, frontage, etc.) for all new lots.</li> <li>✓ If applicable, location of each subdivision phase and number of lots per phase.</li> <li>✓ All roads (existing and proposed) servicing the proposed subdivision, including road width and area, arc measurements and proposed street names and grades.</li> <li>✓ Location and dimension of any covenant areas, easements, statutory rights-of-way registered on the title.</li> <li>✓ Location and dimensions of any proposed park land or trails.</li> <li>✓ Building envelopes for proposed lots indicating sufficient buildable area within current zoning requirements (setbacks, coverage, elevations, etc.).</li> <li>✓ For subdivisions that propose a new neighbourhood or creation of more than 3 new lots: the location and dimensions of proposed roadways, parking areas, access, landscaping and signage, mail boxes, crosswalks, lighting and fire lanes.</li> </ul>	Yes	



	<b>A. Preliminary Layout Approval Requirements (Continued):</b>	Required?	Submitted?
11.	<p>Topographical site plan indicating location of environmental and natural hazard features and overall slope/elevation (contours), including, where applicable:</p> <ul style="list-style-type: none"> <li>▪ Watercourses, including top of bank, natural boundary and surrounding slope.</li> <li>▪ Steep slopes, ridges, crests and top of bank.</li> <li>▪ Areas of unstable soil.</li> <li>▪ Areas where fill has been placed or soil has been removed/is proposed to be removed.</li> <li>▪ Floodplains, areas subject to flooding.</li> <li>▪ Development Permit Areas.</li> <li>▪ Other features:</li> </ul>	Yes	
<p><b>Professional Reports to support the proposal:</b>  <i>Supporting materials must be prepared by appropriately qualified professionals, working in their field of expertise, licensed and certified to practice in British Columbia.</i></p>			
12.	Geotechnical Assessment including graphic representations and sketch plans describing the site and supporting recommendations pertaining to subdivision and subsequent development of the lots. Please ensure the professional acknowledges in writing that the report and recommendations may be relied upon by the Approving Officer for subdivision purposes.	Yes	
13.	Environmental Assessment report assessing the potential implications of the subdivision for environmental features on, or in reasonable proximity to, subject property, and including recommendations for mitigation or elimination of potential environmental impacts, and including relevant site plans and photographs.	Yes	
14.	<p>Will the proposed subdivision result in the creation of more than 3 new lots? If not, then please proceed to Item 15.</p> <ul style="list-style-type: none"> <li>• Where more than 3 new lots are proposed and park land dedication is required pursuant to section 510 of the <i>Local Government Act</i>, please provide details of how the requirements will be met (e.g. area of park to be dedicated, cash-in-lieu, combination of both). Section 7.2 of the OCP contains policies for park land acquisition.</li> </ul>	Yes	
15.	Archaeological Assessment, prepared by a qualified professional, assessing the archaeological potential of the site and assessment of implications that subdivision and development of the land may have on archaeological features (required for most waterfront and riparian developments).		
16.	Landscaping plan, including cost estimate to install, list of species and proposed design for irrigation system.		
17.	Tree survey and re-vegetation or retention plan, identifying any protected trees as per the City of Parksville Tree Management Bylaw (>50cm, DBH) and/or provincial legislation (e.g. <i>Wildlife Act</i> ).		
18.	Preliminary Traffic Impact Assessment, prepared by a qualified professional.		
19.	Architectural drawings indicating proposed building styles/design.		
20.	Engineering Pre-Design Submission per the attached checklist.		



**IMPORTANT NOTE:** The Approving Officer may only APPROVE or REJECT an application for Final Approval. This decision must be made within 60 days of your submission date - only complete packages will be accepted and it is important that all items outlined in the PLA are included or the request cannot be approved.

B. Items to be Submitted for <u>Final Approval</u> :		Required (Office Use only)	Submitted
1.	A completed, signed application form including the completed checklist and applicable fees.	Yes	
2.	A current State of Title Certificate (dated within 30 days).	Yes	
3.	Tax Certificate (showing payments are up to date).	Yes	
4.	5 full sized sets of plans, collated and folded and 1 set of reductions to 8½" x 11" plus a digital copy of legal plan(s) in AutoCAD or dxf format, on diskette or CD or memory stick/flash drive.	Yes	
5.	Final signed originals of all required legal documents required in the PLA (e.g. easements, covenants, etc.).	Yes	
6.	Development Permit approval date (if applicable).		
7.	Development Variance approval date (if applicable).		
8.	Information regarding park dedication or cash in lieu (if applicable) - may include professional reports on the areas proposed for park dedication.		
9.	Ministry of Transportation and Infrastructure (MOTI), Ministry of Environment (MOE), and Ministry of Health Services (MOHS) approval, if required.		
10.	Will the subdivision result in the creation of any new lots? <i>If no, please proceed to Item 11. If yes, Development Cost Charges (DCC) payment applies.</i>		
11.	Servicing Agreement for Works and Services, if applicable (complete with any required Administration Fee and Security Deposit).		
12.	Landscaping plan and security/bonding, if applicable.		
13.	Other:		
C. Items to be submitted for PLA Extension/ Lot Consolidation:		Required (Office Use only)	
1.	Completed application form and checklist.	Yes	
2.	State of Title Certificate (dated within 30 days).	Yes	
3.	Approval of all owners on title or corporate officers.	Yes	
4.	Copy of proposed subdivision plan to scale, in metric dimensions.	Yes	



**Engineering Pre-Design Submission Requirements**

The following outlines the requirements for a complete Pre-Design Submission:  
 (As per Section 2.0, Item 5.0.1 of the Engineering Standards and Specifications Manual.  
 The required water and sewer analysis fees are now implicitly covered by the application fees.)

ITEMS TO BE SUBMITTED			
		Yes	No <sup>#</sup>
<b><u>A. Pre-Design Submission Package must include:</u></b>			
1.	Two preliminary key plan drawings, as per Section B below (depicting all existing and required/proposed services*)		
2.	Servicing Report: <ul style="list-style-type: none"> <li>• Assessing the capacity of all services. Current capacity, and capacity of all services with the proposed development, must be determined (water and sewer capacity are also addressed in item 3, below).</li> <li>• Assessing conformance to City bylaws of all existing services along all frontages.</li> <li>• Clearly describing all required services identified through the above assessments, and any other services proposed to be installed with the proposed development.</li> </ul>		
3.	All data required by the City of Parksville to conduct a water and sewer analysis for the project. See Schedule 'A' of the City of Parksville Engineering Standards and Specifications and contact the Engineering Department for further details.		
4.	Storm Water Management/Lot Grading Plan in accordance with City specifications, including Sections D-1 and 2.0. Effects of 10 year and 100 year storms on all pipes adjacent to site and downstream to final outfall required and all necessary upgrades identified.		
<p><i>The above items must be prepared and sealed by a qualified Registered Professional and are based upon an understanding and review of the as-built drawings from the Operations Department, a site visit, preliminary survey, and a comparison of the existing services and conditions to the bylaws (including works along the frontages). As-built drawings and bylaws can be obtained from the Operations Department.</i></p> <p><i>City staff will coordinate the sewer and water analysis testing.</i></p>			
<p>* "<u>services</u>" include, but are not limited to, municipal infrastructure such as water works, sanitary sewerage, storm sewerage and management [including lot grading], road works [sidewalks, landscaped boulevards, etc.], access, traffic control devices, street lighting, and utilities such as electrical, telephone, cable TV, junction/utility/service boxes, connection offsets, and natural gas.</p>			



#--- *appropriate and complete rationale must be provided for required items that are not included, for the City's consideration. Use a separate sheet if necessary.*

**B. Preliminary Key Plan Drawing Standards**

	Yes	No
<ul style="list-style-type: none"> <li>All drawings must be signed and sealed by a qualified Professional Engineer registered in BC.</li> </ul>		
<ul style="list-style-type: none"> <li>Standard sheet size must be A1 metric. If more than one sheet is required, note the westerly or southerly as Key Plan A, with additional plans noting Key Plan B, C etc.</li> </ul>		
<ul style="list-style-type: none"> <li>1:500 scale unless otherwise approved (1:250 is acceptable for small and concentrated projects).</li> </ul>		
<ul style="list-style-type: none"> <li>Standard drafting procedures must be used (e.g. for line types, line densities, symbols, dimensioning, etc.).</li> </ul>		
<ul style="list-style-type: none"> <li>Lettering must be upper case and must have a minimum font size of 2.5 mm.</li> </ul>		
<ul style="list-style-type: none"> <li>All elevations must be shown in metric geodetic datum [mean sea level 0]</li> </ul>		
<ul style="list-style-type: none"> <li>All survey work must be tied into the Integrated Survey Monument System [ISM] and include the monument reference number[s].</li> </ul>		
<ul style="list-style-type: none"> <li>The development site must be outlined in bold.</li> </ul>		
<ul style="list-style-type: none"> <li>Legal descriptions and civic addresses must be noted for subject property and surrounding properties.</li> </ul>		
<ul style="list-style-type: none"> <li>Lot dimensions must be noted.</li> </ul>		
<ul style="list-style-type: none"> <li>All existing and proposed statutory right of ways or easements and their permitted uses must be shown on the drawing (registration numbers must be noted for existing easements).</li> </ul>		
<ul style="list-style-type: none"> <li>All existing services in the area must be depicted and identified (e.g. including service connections and driveways).</li> </ul>		
<ul style="list-style-type: none"> <li>All "new" (i.e. required and/or proposed) services must be depicted and identified (with bold line thickness).</li> </ul>		
<ul style="list-style-type: none"> <li>All other relevant features must be depicted and identified (e.g. structures, retaining walls, etc.)</li> </ul>		
<ul style="list-style-type: none"> <li>Existing relevant on-site features must be depicted and identified [<i>i.e.</i> buildings and structures, wells, water, sewer, septic, storm works, hydro, cable, or underground or overhead servicing].</li> </ul>		
<ul style="list-style-type: none"> <li>All dimensions must be noted on the drawing.</li> </ul>		

**Note** - Incomplete submission packages will be returned to the consultant. For complete information please see City of Parksville Engineering Standards and Specifications.





# SUSTAINABLE COMMUNITY BUILDER CHECKLIST

	<ul style="list-style-type: none"> <li>• Residential</li> <li>• Commercial</li> <li>• Institutional</li> </ul>	<ul style="list-style-type: none"> <li>• Industrial</li> </ul>	

## Environmental Protection and Enhancement

Please explain how the development protects and/or enhances the natural environment.

1.	Conserve, restore, or improve native habitat?			<b>EXPLANATION</b>
2.	Remove invasive species?			
3.	Involve innovative ways to reduce waste, and protect the air quality?			
4.	Include an ecological inventory?			

Please explain how the development contributes to the more efficient use of energy.

5.	Use climate sensitive design features (passive solar, minimize the impact of wind, and rain, etc.)?			<b>EXPLANATION</b>
6.	Provide on-site renewable energy generation such as solar energy or geothermal heating?			
7.	Propose buildings constructed in accordance with LEED, and the accepted green building standards?			

Please explain how the development facilitates good environmentally friendly practices.

8.	Provide on-site composting facilities?			<b>EXPLANATION</b>
9.	Provide an area for a community garden?			
10.	Include a car free zone?			
11.	Include a car share program?			

Please explain how the development contributes to the more efficient use of water.

12.	Use drought tolerant plants?			<b>EXPLANATION</b>
13.	Use rocks and other materials in the landscaping design that are not water dependant?			
14.	Recycle water and wastewater?			

15.	Provide for zero stormwater run-off?			
16.	Utilize natural systems for sewage disposal and storm water?			
17.	Use low flush toilets?			

**Please explain how the development protects, enhances or minimizes its impact on the local natural environment.**

18.	Provide conservation measures for sensitive lands beyond those mandated by legislation?			<b>EXPLANATION</b>
19.	Cluster the housing to save remaining land from development and disturbance?			
20.	Protect groundwater from contamination?			

**Please explain how the development protects a 'dark sky' aesthetic by limiting light pollution and light trespass from outdoor lighting.**

21.	Include <u>only</u> "Shielded" light fixtures, where 100% of the lumens emitted from the light fixture are projected below an imaginary horizontal plane passing through the highest point on the fixture from which light is emitted?			<b>EXPLANATION</b>
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**Please explain how the project will be constructed sustainably.**

22.	Reduce construction waste?			<b>EXPLANATION</b>
23.	Utilize recycled materials?			
24.	Utilize on-site materials / reduce trucking?			
25.	Avoid contamination?			

<b>Environmental Score</b> Total Number of "Yes"		<b>/25</b>	<b>/22</b>	% =
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## Community Character and Design

**Does the development proposal provide for a more "complete community" within designated nodal centres?**

1.	Improve the mix of compatible uses within an area?		<b>EXPLANATION</b>
2.	Provide services, or an amenity in close proximity to a residential area?		
3.	Provide a variety of housing in close proximity to a public amenity, transit, or commercial area?		

**Please explain how the development increased the mix of housing types and options in the community.**



4.	Provide a housing type other than single family dwellings?			<b>EXPLANATION</b>
5.	Include rental housing?			
6.	Include seniors housing?			
7.	Include cooperative housing?			
<b>Please explain how the development addresses the need for attainable housing in Parksville.</b>				
8.	Include the provisioning of Affordable Housing units?			<b>EXPLANATION</b>
<b>Please explain how the development makes for a safe place to live.</b>				
9.	Have fire protection, or include fire prevention measures such as removal of dead fall, on-site pumps, etc?			<b>EXPLANATION</b>
10.	Help prevent crime through the site design?			
11.	Slow traffic through the design of the road?			
<b>Please explain how the development facilitates and promotes pedestrian movement.</b>				
12.	Create green spaces or strong connections to adjacent natural features, parks and open spaces?			<b>EXPLANATION</b>
13.	Promote, or improve trails and pedestrian amenities?			
14.	Link to amenities such as school, beach & trails, grocery store, public transit, etc.? (provide distance & type)			
<b>Please explain how the development facilitates community social interaction and promotes community values.</b>				
15.	Incorporate community social gathering places? (village square, halls, youth and senior facilities, bulletin board, wharf, or pier)			<b>EXPLANATION</b>
16.	Use colour and public art to add vibrancy and promote community values?			
17.	Preserve heritage features?			
<b>Community Character Score</b> Total Number of "Yes"		<i>17</i>	<i>17</i>	% =

## Economic Development

Does the development proposal infill an existing developed area, as opposed to opening up a new area to development?

1.	Fill in pre-existing vacant parcels of land?			<b>EXPLANATION</b>
2.	Utilize pre-existing roads and services?			
3.	Revitalize a previously contaminated area?			

Please explain how the development strengthens the local economy.

4.	Create permanent employment opportunities?			<b>EXPLANATION</b>
5.	Promote diversification of the local economy via business type and size appropriate for the area?			
6.	Increase community opportunities for training, education, entertainment, or recreation?			
7.	Use local materials?			
8.	Use local labour?			
9.	Improve opportunities for new and existing businesses?			

**Economic Development Score**  
Total Number of "Yes"

/9 /9

% =

<b>TOTAL</b>	/51	/38	<b>Disclaimer:</b> Please note that Staff is relying on the information provided by the applicant to complete the sustainability checklist analysis. The City of Parksville does not guarantee that development will occur in this matter.
<b>% TOTAL</b>			

Other sustainable features?

## DEVELOPMENT APPLICATION FEES OCTOBER 2017

APPLICATION TYPES	FEES
<b>Boundary Expansion Application Fee</b>	\$ 5,000.00
<b>Comfort Letter</b>	\$ 150.00
<b>Development Permit</b>	
a) Single family residential purpose	\$ 500.00
b) Subdivision	\$ 500.00
c) Multi-unit residential, commercial, industrial, or institutional	\$ 750.00
<b>Development Variance Permit</b>	
a) Minor variance application – where required notification radius is less than 50 metres	\$ 200.00
b) Variance application – where required notification radius is 50 metres or greater	\$ 2,000.00
<b>Official Community Plan Amendment</b>	\$ 3,000.00 plus the cost of consultant fees where required by City policy
<b>Zoning Bylaw Amendment</b>	
a) Application fee	\$ 3,500.00
b) Second or subsequent public hearing fee	\$ 1,500.00 (each)
<b>Road Dedication</b>	\$ 500.00/application
<b>Road Closure</b>	\$ 1,000.00/application
<b>Strata Title Conversion</b>	\$ 1,000.00
<b>Sign Permit fees</b>	
a) First sign	\$ 50.00
b) Each additional sign	\$ 25.00
<b>Subdivision Fee Simple/Bareland</b>	
a) First 2 lots	\$ 2,500.00 plus
b) Next 3 lots	\$ 1,500.00 plus
c) Next 20 lots	\$ 500.00 per lot plus
d) Over 25 lots	\$ 400.00 per lot
e) Lot consolidation or lot line adjustment	\$ 500.00 per application
<b>Strata Phase Approval</b>	\$ 100.00 per strata lot
<b>Tree cutting/pruning permit application fee</b>	
a) First 5 trees	\$ 75.00 per tree plus
b) Next 5 trees	\$ 50.00 per tree plus
c) More than 10 trees	\$ 25.00 per tree

**The above noted fees are an excerpt only and not a complete list of all fees and charges. For a complete list of fees please refer to the City's "Fees and Charges Bylaw, 2015, No. 1515".**