



**TOWN OF LAKE COWICHAN  
APPLICATION FOR FINAL SUBDIVISION APPROVAL**

Date:	File No.
Fee(s):	Receipt No.

**OWNER INFORMATION**

Schedule 'A' must be completed where there are more than two registered owners or where the applicant is not the registered owner.

Name of applicant:

Address:

City:

Phone:

Province:

Fax:

Postal Code:

Email:

**PROPERTY INFORMATION**

Civic Address of Property:

Legal Description of Property:

Current Zoning:

Purpose of Subdivision:

**SIGNATURE(S)**

This application is made with the owner's full knowledge and consent.

Owner or Agent Name	Signature	Date
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Owner or Agent Name	Signature	Date
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## Checklist for Final Subdivision Approval

### Items Required with all Applications

<input type="checkbox"/> Application Fee(s) of \$250 per lot
<input type="checkbox"/> Completed Application Form & Checklist
<input type="checkbox"/> Payment of all taxes and accounts receivables on property being subdivided.
<input type="checkbox"/> Payment of all Development Cost Charges.
<input type="checkbox"/> Payment of 5% cash-in-lieu for parkland dedication.
<input type="checkbox"/> Deposit of Maintenance Agreement and security to guarantee completion and performance of works and services.
<input type="checkbox"/> Proof of payment of minimum of \$10,000 or 5% of construction costs which is refundable on satisfactory completion of Works or Charges may apply.

Additional Items that shall or may be Required	Submitted
<input type="checkbox"/> Electronic plan submission (three (3) copies) of subdivision, prepared by BCLS.	<input type="checkbox"/>
<input type="checkbox"/> Plan Survey Certificate to confirm location of existing buildings.	<input type="checkbox"/>
<input type="checkbox"/> Electronic submission of any reference plans for right-of-ways, easements and covenants (three (3) copies)	<input type="checkbox"/>
<input type="checkbox"/> Submission of digital plans, as per Town requirements.	<input type="checkbox"/>
<input type="checkbox"/> Land title forms requiring signatures	<input type="checkbox"/>
<input type="checkbox"/> Two (2) electronic copies of any signed original private or utility easements.	<input type="checkbox"/>
<input type="checkbox"/> Declaration of Contaminated Site Exemption	<input type="checkbox"/>
<input type="checkbox"/> Geotechnical Report	<input type="checkbox"/>
<input type="checkbox"/> Tree Management Plan/ Boulevard Tree Plan/ Tree Removal Permit	<input type="checkbox"/>
<input type="checkbox"/> Slope Analysis Plan	<input type="checkbox"/>
<input type="checkbox"/> Drainage Study	<input type="checkbox"/>
<input type="checkbox"/> Integrated Rainwater Management Plan	<input type="checkbox"/>
<input type="checkbox"/> Servicing Report	<input type="checkbox"/>
<input type="checkbox"/> Traffic Study/ Pedestrian Study	<input type="checkbox"/>
<input type="checkbox"/> Grading Plan	<input type="checkbox"/>
<input type="checkbox"/> Environmental Impact Assessment	<input type="checkbox"/>
<input type="checkbox"/> Fire Interface Assessment	<input type="checkbox"/>

## Schedule 'A' Authorization and Appointment of Agent Form

Please Note: In cases where the parcels being developed are owned by more than one person, or where the applicant is someone other than the Owner, the Agent must obtain written authorization of all Owners in order to submit an application to the Town of Lake Cowichan.

Name(s): \_\_\_\_\_

Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

To act as the Agent for the subject property:

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

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

Company Search Required?    Yes                          No   

This is to confirm that the undersigned Owner(s) authorize the applicant to act on behalf of all the registered owners.

The Agent is authorized to

- Tender this application for Final Approval of the subdivision.
- Negotiate with the Town of Lake Cowichan on behalf of the Owner.
- Provide any information deemed necessary by the Town to review the application.

\_\_\_\_\_  
Registered Owner's Name and Signature (1)

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
Registered Owner's Name and Signature (2)

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
Registered Owner Name and Signature (3)

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
Registered Owner Name and Signature (4)

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
Date