



**TOWN OF LAKE COWICHAN
APPLICATION FOR PRELIMINARY LAYOUT ACCEPTANCE**

for Subdivisions

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	Province
Postal Code	Phone
Email	Fax

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
_____	_____	_____
Owner or Agent Name	Signature	Date

All Preliminary subdivision applications must include completed checklist as part of the submission.

Preliminary Layout Acceptance (PLA) Subdivision Application Checklist

Items Required with all Applications
<input type="checkbox"/> Application Fee(s) or Re-application \$100 per lot
<input type="checkbox"/> Completed Application Form & Checklist
<input type="checkbox"/> Site profile or Declaration of Exemption (Schedule B)
<input type="checkbox"/> Certificate of Title *must include legal review of charges*
<input type="checkbox"/> Digital Copies of Proposed Lot Layout (.dwg format)
<input type="checkbox"/> Form P (for Phased Strata developments) - \$250

Additional Items that may be Required	Submitted
Geotechnical Report	<input type="checkbox"/>
Supporting Plans and Studies	<input type="checkbox"/>
Tree Management Plan/Tree Removal Permit	<input type="checkbox"/>
Slope Analysis Plan	<input type="checkbox"/>
Drainage Study	<input type="checkbox"/>
Stormwater Management Plan	<input type="checkbox"/>
Servicing Report	<input type="checkbox"/>
Grading Plan	<input type="checkbox"/>
Access Evaluation Report	<input type="checkbox"/>
Traffic Study/ Pedestrian Study	<input type="checkbox"/>
Environmental Impact Assessment	<input type="checkbox"/>
Fire Interface Assessment	<input type="checkbox"/>
Provide construction cost estimates by BC professional engineer	<input type="checkbox"/>
Deposit of a minimum of \$10,000 or 5% of construction costs refundable on satisfactory completion of works or charges may be applied.	<input type="checkbox"/>

Items Required with all PLA Applications

Site Profile

Completed Site Profile as required under the Environmental Management Act or Declaration regarding site (see Schedule 'B') Site Profile Forms and information are available at:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/375_96_04

Title Search and Lawyers Review of Charges

Title search and lawyers review of charges on title to determine relevance to the subdivision process, complete with recommendations as to disposition of charges at Final Approval of the subdivision.

Paper Prints of Proposed Lot Layout

Three (3) paper prints of the proposed lot layout, 24"x36", where appropriate, and three (3) reduced copies.

All plans must be folded.

The Subdivision Plan Should identify:

- Metric scale (1/250, 1/500, 1/1000) and North arrow;
- Legal description of the property(ies);
- Heavy or bold outline of the parcel included in your application;
- The present use and location of all existing/proposed buildings and structures on the property(ies) showing measurements to the existing and proposed lot lines;
- The location, dimensions, area and boundaries of both the existing parcels and proposed parcels;
- A number assigned to each proposed lot;
- Existing street and road names;
- The location, dimensions and centreline radius of any highway, public access, road lane, walkway, trail, or existing park existing on or reasonably adjacent to the parcels included in the subdivision application;
- Plan of any proposed park, trail, and open space;
- The location and names of any bodies of water;
- The location, dimensions and plan numbers of any registered rights-of-way or easements existing on or adjacent to the lands being subdivision;
- Plan must show the location of the top of bank, leave strip and watercourse locations, if watercourse is present;
- Plan must show the location of any significant natural features, environmentally sensitive areas, floodplain, unstable soils, high water table areas and Development permit areas;
- Plan must show the location of any hazard areas, steep slopes and any areas subject to flooding;
- Topographic plan with 2-metre contour intervals; and
- Contour plan at 1-metre intervals where grade is greater than 10%;

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 Require? 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 Preliminary Layout Acceptance.
- 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 Name and Signature (3)

Address

Registered Owner's Name and Signature (2)

Address

Registered Owner Name and Signature (4)

Address

Date

Schedule 'B'

Declaration Regarding Contaminated Site Exemption

Provision for contaminated sites in the *Environmental Management Act's* Contaminated Sites Regulation creates a system to screen for potentially contaminated sites, using site profiles. You may be exempted from the duty to submit a site profile, if you state in writing that the site has been used exclusively for residential use, and that none of the activities listed in the Schedule of the Contaminated Sites Regulation has occurred.

This is to confirm that the Owner:

Name(s): _____

Of the property located in the Town of Lake Cowichan

At the Address: _____

Hereby declares that the subject property has been used exclusively for residential use, and that none of the activities listed in Schedule 2 (http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/375_96_04) of the *Environmental Management Act's* Contaminated Sites Regulation has occurred on this property.

Date

Registered Owner's Signature

Please Print Name