



**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			
Address			
City			
Postal Code			
Phone			
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	
Owner or Agent Name	Signature	Date	

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

Checklist for Final Subdivision Approval

Items Required with all Applications

	Application Fee(s) of \$550 per lot
	Completed Application Form & Checklist
	Payment of all taxes and accounts receivables on property being subdivided.
	Payment of all Development Cost Charges.
	Payment of 5% cash-in-lieu for parkland dedication.
	Plan examination fees based on number of lots: up to 4 lots - \$500; 5 to 10 lots - \$800, over 10 lots - \$1,500
	Deposit of Maintenance Agreement and security to guarantee completion and performance of works and services.
	Proof of payment deposit of 5% of estimated construction costs or \$15,000, whichever is greater.

Additional Items that shall or may be Required

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

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 (1)	Registered Owner's Name (2)
Signature	Signature
Address	Address
Date	Date
Registered Owners Name (3)	Registered Owners Name (4)
Signature	Signature
Address	Address
Date	Date