



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

**for Subdivision**

|  |  |             |  |
|--|--|-------------|--|
| Date   |  | File No.    |  |
| Fee(s)   |  | Receipt No. |  |
| <b>OWNER INFORMATION</b>   |  |             |  |
| 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         |  |

|                               |  |
|-------------------------------|--|
| <b>PROPERTY INFORMATION</b>   |  |
| Civic Address of Property     |  |
| Legal Description of Property |  |
| Current Zoning                |  |
| Purpose of Subdivision        |  |

|   |           |      |
|---|-----------|------|
| <b>SIGNATURE(S)</b>   |           |      |
| 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                               |
|--|--|
|  | Application Fee(s) or Re-application \$350 per lot                 |
|  | Completed Application Form & Checklist                             |
|  | Site profile or Declaration of Exemption (Schedule B)              |
|  | Certificate of Title <b>*must include legal review of charges*</b> |
|  | Digital Copies of Proposed Lot Layout (.dwg format)                |
|  | Form P (for Phased Strata developments) - \$500                    |

| Additional Items that may be Required  | Submitted |
|--|-----------|
| Geotechnical Report  |           |
| Supporting Plans and Studies   |           |
| Tree Management Plan/Tree Removal Permit   |           |
| Slope Analysis Plan  |           |
| Drainage Study   |           |
| Stormwater Management Plan   |           |
| Servicing Report   |           |
| Grading Plan   |           |
| Access Evaluation Report   |           |
| Traffic Study/ Pedestrian Study  |           |
| Environmental Impact Assessment  |           |
| Fire Interface Assessment  |           |
| Provide construction cost estimates by BC professional engineer  |           |
| Deposit of a minimum of \$15,000 or 5% of estimated construction costs refundable on satisfactory completion of works or charges may be applied. |           |

## 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](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)

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

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

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
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](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