



COLUMBIA SHUSWAP REGIONAL DISTRICT

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SUBDIVISION APPLICATION CHECKLIST

Applicants are advised to consult with Development Services staff before submitting a Subdivision Application to the CSR D. Fees are non-refundable unless otherwise noted. **IMPORTANT: An application is considered incomplete and pending until all required documentation is received; applications are only placed in the queue for processing once all required documentation is received.**

Checklist:

- Completed application form
- Fee paid: As set out in CSR D [Development Services Application Fees Bylaw No. 4000](#)
- Certificate of Title or Title Search - dated within the last 30 days. Obtained through [BC Land Title & Survey](#)
- All documents listed on title (e.g. covenants and easements)
- Professional report(s) if applicable
- Documentation regarding existing groundwater wells (pump tests) or if surface water source is proposed provide copy of licences
- Scalable sketch plan(s) of subdivision showing:
 - Proposed new property lines, dimensions, and property sizes;
 - Location of all existing buildings in relation to new property lines;
 - Location of all existing groundwater wells, septic fields and proposed groundwater well locations;
 - Natural boundary of all watercourses and/or streams;
 - All areas with natural slope exceeding 30%;
 - Location of building areas and location grade and dimension of proposed access driveways.

Sample Sketch Plan:

