



COLUMBIA SHUSWAP REGIONAL DISTRICT

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SUBDIVISION APPLICATION FORM

Applicants are advised to consult with Development Services staff before submitting a Development 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 and fees are received.**

Owner Information (All registered owner(s) information required). Additional page(s) attached (i.e Notice of Article/Company Summary when owner is a company)

Full Name(s)/Company Name:

Mailing Address (House Number, Street Name, City, Province, Postal Code):

Phone: _____ E-mail: _____

Applicant Information (If the applicant is not the owner(s) or if one registered owner is assigned to act as agent on behalf of all registered owners, complete this and the agent authorization section).

Full Name:

Mailing Address (House Number, Street Name, City, Province, Postal Code):

Phone: _____ E-mail: _____

NOTE: In order to use an **agent** to work on the owners' behalf, **all registered owners** on title must sign to grant authorization. If the property is owned by a corporation, a designated person with signing authority for the company must sign the form and provide documentation of signing authority. Attach a separate page with additional signatures if necessary.

Authorization of Agent (Complete only if the applicant is not the owner(s) or if one registered owner is assigned to act as agent on behalf of **all** registered owners). Additional page(s) attached.

As owner(s) of the land described in this application, I/we hereby authorize _____ to act as agent in regard to this land development application and understand that the Agent will be the point of contact with the CSR D.

Print name of Owner

Signature of Owner

Date (mm/dd/yy)

Print name of Owner

Signature of Owner

Date (mm/dd/yy)

Property Information (Complete all property information of land(s) under application, if available). Additional page(s) attached.

Legal Description (Lot, Block, Section, Township, Range, District Lot, Land District, Plan):

Civic Address (House Number, Street Name, City, Province, Postal Code):

Parcel Identifier (PID):	Size of property (Hectares):	Zone or Land Use Designation:	OCP Designation:

Existing Land Use (Number of existing dwellings, number of outbuildings, home businesses, etc.)

Description of Proposal (Please attach separate pages if necessary). Additional page(s) attached.

The proposed subdivision will create _____ parcels (Including remainder).

Proposed Parcel Sizes: Smallest Lot

Largest Lot

Intended Land Use (Number of existing dwellings, number of outbuildings, home businesses, etc.)

Subdivision Type (Check all that apply):

- Conventional (fee simple)
- Bare Land Strata
- Boundary Adjustment
- Application under Section 514 of the Local Government Act (Subdividing for a family member)

Property within the Agricultural Land Reserve (If yes, please provide information regarding Agricultural Land Commission (ALC) resolution for approval or approving officer documentation that exempts requirement for ALC subdivision process)

Specify more information here:

Is any part of the land within 30 metres of a watercourse or water body? Yes No Unknown

If yes or partially, name of watercourse or water body:

Source of water supply (Attach documentation supporting water supply):

Groundwater (Well):

Shallow Well: Water License

Community System

Water License

License #

License # _____

Other: If other, please provide details:

Sewage Disposal:

Septic Tank: Type: 1 2 3

Community Sewer System:

Other:

If other, please provide details (i.e well numbers):

Copy of Certificate of Title attached: Yes No
(dated within 30 days)

Copy of Sketch Plan of Subdivision in letter (8.5 X 11) or ledger/tabloid (11 x 17) attached: Yes No

Declaration (If no agent has been authorized as the applicant, all registered owners must sign declaration. If more than two individual owners, attach a separate page with additional signatures). Additional page(s) attached.

I, the undersigned, hereby certify that the attached information, provided with respect to this application is full and complete and a true statement of facts, and hereby agree to submit further information as may be deemed necessary for processing the application.

Print name of Owner/ Agent

Signature of Owner/ Agent

Date (mm/dd/yy)

Print name of Owner/ Agent

Signature of Owner/ Agent

Date (mm/dd/yy)

SUBDIVISION APPLICATION CHECKLIST

IMPORTANT: An application is considered incomplete and pending until all required documentation in the checklist is received; applications are only placed in the queue for processing once all required documentation and fees are received.

Please contact Development Services staff if you have any questions.

Email: plan@csrd.bc.ca Phone: 250-833-5904

Checklist: Completed by Applicant/Agent

- Completed application form
- Fee paid: As set out in CSRD [Development Services Application Fees Bylaw No. 4000](#)
- Certificate of Title - **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
- If surface water source is proposed provide copy of licenses
- Scalable sketch plan(s) of subdivision showing:
 1. Proposed new property lines, dimensions, and property sizes;
 2. Location of all existing buildings in relation to new property lines;
 3. Location of all existing groundwater wells, septic fields and proposed groundwater well locations;
 4. Natural boundary of all watercourses and/or streams;
 5. All areas with natural slope exceeding 30%;
 6. Location of building areas and location grade and dimension of proposed access driveways.

Sample Sketch Plan:

