



# COLUMBIA SHUSWAP REGIONAL DISTRICT

PO Box 978, 555 Harbourfront Drive NE, Salmon Arm, BC V1E 4P1  
T: 250.832.8194 | F: 250.832.3375 | TF: 1.888.248.2773 | E: [plan@csrd.bc.ca](mailto:plan@csrd.bc.ca) | [www.csrd.bc.ca](http://www.csrd.bc.ca)

## 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:

