



SUBDIVISION APPLICATION

1. Property Information

Street Address	Folio
Legal Description	Current Zoning
	Current OCP

2. Applicant Information

Contact Person		
Company		
Mailing Address		
City	Province	Postal Code
Phone	Email	
Signature of Contact Person		Date

3. Owner Information

Does the Applicant own this property? <input type="checkbox"/> Yes (skip to Section 4) <input type="checkbox"/> No (complete the following) If Applicant does not own the property, Owner must complete and sign application or submit letter of consent.		
Registered Owner		
Mailing Address		
City	Province	Postal Code
Signature of Owner		Date

4. Subdivision Information

<input type="checkbox"/> Fee Simple	Total Number of Existing Parcels:	Total Number of Additional Parcels:
<input type="checkbox"/> Lot Line Adjustment	Total Number of Parcels adjusted:	
<input type="checkbox"/> Bare Land Strata	Total Number of Existing Parcels:	Total Number of Additional Parcels:
<input type="checkbox"/> Phased Strata	Total Number of Phases:	

<p>Describe the extent and nature of your proposed development.</p>
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***Note:** The personal information on this form is collected under the authority of the Local Government Act/Community Charter for the purpose of processing this application, and is subject to the Freedom of Information and Protection of Privacy Act. Any questions regarding this collection should be directed to the Corporate Services Department, Town of Oliver, 250-485-6200.*

5. Application Checklist

The following list outlines all of the required information to be provided by the applicant in order to process the application in a timely matter. We are unable to accept applications that do not have all of the required items.	
<input type="checkbox"/>	Complete Application Form
<input type="checkbox"/>	Owner Authorization
<input type="checkbox"/>	Current Title Search for Each Property (within 30 days)
<input type="checkbox"/>	Included
<input type="checkbox"/>	Town to pull title (\$25)
<input type="checkbox"/>	Copy of Charges on Title
<input type="checkbox"/>	Included
<input type="checkbox"/>	Town to pull required documents (Actual Cost)
<input type="checkbox"/>	Subdivision Sketch Plan (Prepared by a BC Land Surveyor) <i>*Hand drawn plans will not be accepted.</i>
<input type="checkbox"/>	Paper Copy
<input type="checkbox"/>	Digital Copy (email to planning@oliver.ca)
Please Initial	Site Disclosure Statement (BC's New Contaminated Site investigation requirements)
<input type="checkbox"/>	Attached (If Schedule 2 Uses have occurred on the property in the past)
<input type="checkbox"/>	N/A (If Schedule 2 Uses have not occurred on the property in the past)
<input type="checkbox"/>	Exempt (Lot Line Adjustment)
<input type="checkbox"/>	Initial fee as calculated by municipal staff

Please feel free to contact the Development Services Department at 250-485-6250 or email planning@oliver.ca with any questions regarding the application.

Subdivision Application Fees (as per Fees and Charges Bylaw 1383.07)

9.1	Application Fee	\$1,000.00
	xvi) For each additional parcel proposed	\$100.00
	xvii) For each parcel line to be adjusted	\$50.00
9.2	Servicing Agreement	\$500.00
9.3	Phased Strata – Phasing Approval Fee	\$500.00
9.4	Phased Strata – Form P Approval Fee	\$150.00
9.5	Preliminary Statement of Conditions (PSC) Renewal or Amendment	\$200.00

Schedule 13 Legal Documents - Land Title Documents

1.1	State of Title Certificate where a current Certificate (within 30 days) is not submitted with a permit application	\$25
1.2	Copy of each easement, covenant, right-of-way or other document required to process a permit application, whereas copy of the document is not submitted with permit application	Actual Cost
1.3	Removal of Section 57 Legal Notice from Land Title	\$500.00

Office Use Only

Initial fee received \$	Receipt #
Collector signature	Date