



Community Services Building
 3001 - 32 Ave, Vernon, B.C., V1T 2L8
 Phone: 250-550-3634 | Email: planning@vernon.ca

SUBDIVISION APPLICATION FORM

OFFICE USE ONLY

Application Received Date: _____

Permit / File No: _____

"My City" Access Code: _____

TYPE OF APPLICATION (Check all that apply)

<input type="checkbox"/> Preliminary Layout Review (PLR)	<input type="checkbox"/> Strata Conversion	<input type="checkbox"/> Boundary / Lot Line Adjustment
<input type="checkbox"/> PLR Extension	<input type="checkbox"/> Phased Strata (Form P / Amended Form P)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Document Execution (Covenant / Right-of-Way / Discharge)		

APPLICANT		PROPERTY OWNER(S)	
Applicant Name:		Owner Name:	
Business Name:		Owner Name:	
Mailing Address:		Mailing Address:	
City:	Postal Code:	City:	Postal Code:
Phone:	Cell:	Phone:	Cell:
Email:		Email:	

DEVELOPMENT PROPERTY DESCRIPTION

Civic Address:	PID:
Legal Description:	Zone:
Is the proposed subdivision within 30m of a watercourse (lake or stream)? If YES, please the Riparian Area Protection Regulation may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this application linked to a development application? If YES, please provide the application number: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

PURPOSE OF APPLICATION (Description of proposal)

Current # of Lots:	Proposed # of Lots:
Description of proposal including form of subdivision (ie. fee simple, strata, bare land strata, etc.):	

REQUIRED SUPPORTING DOCUMENTS

This section identifies **minimum** submission requirements based upon the type of application. Refer to the following table of Submission Requirements for a description of the relevant materials required. Applicants should verify submission requirements with City staff in advance of applying through a pre-application meeting as needed.

Application Type	Required	If Applicable
Preliminary Layout Review (PLR)	A, B, C, D, E	F, G, H, I, J, K, L
PLR Extension	A, B, C, D, E	F, G, H, I, J, K, L
Strata Conversion	A, B, C, D, E	F, G, H, I, J, K, L
Phased Strata (Form P / Amended Form P)	A, B, C, D, E	F, G, H, I, J, K, L
Boundary / Lot Line Adjustment	A, B, C, D, E	F, G, H, I, J, K, L
Document Execution	A, B, C, D, E	F, G, H, I, J, K, L

ACKNOWLEDGEMENT AND SIGNATURES

Any information provided on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act, for the purpose of administering relevant planning and land use management processes pursuant to Part 14 of the Local Government Act. Applicants are advised that all planning and land use management processes are public, and any materials submitted become part of the public record. All information submitted may be used for reports to Council, available to the public upon request and distributed on the City’s website. Should you have any questions or concerns about the collection and /or release of your personal information please call Corporate Services at (250) 545-1361.

By signing this application form, the applicant / owner attests that the information provided on this and supplemental application forms for land use permits from the City of Vernon is true and correct to the best of their knowledge. Any material, falsehood or any omission of a material fact made by the applicant / owner with respect to this application may result in an issued permit becoming null and void.

- I, the applicant / owner, certify that this application is being made with the full knowledge and consent of all owners of the property in question.
- I, the applicant / owner am aware that the processing of the permit does not start until payment has been received in full.
- I, the owner, authorize the applicant to act as my / our agent and apply for the applications noted on this application form on my / our behalf and authorize their access to information regarding the subject property.

Property Owner

Signature

Date

Property Owner

Signature

Date

Applicant

Signature

Date

SUBMISSION REQUIREMENTS

This table identifies typical requirements based on location and the type of application. Applicants are strongly encouraged to connect with City staff prior to applying to verify requirements. **Upon review of each submitted application, additional documents or drawings may be required to continue the review process.**

All plans are to be drawn to scale in metric format. Please indicate which of the following documents have been **submitted** alongside your application. Completed applications must be submitted via email to planning@vernon.ca.

ITEM	SUBMITTED	DOCUMENT TYPE	DETAILS
A	REQ	Application Form	Development Application Form and Checklist completed.
B	REQ	Application Fee	As specified in the Fees and Charges Bylaw .
C	REQ	Title Search	Property Title and any applicable covenants or charges registered on the property (must be current within 30 days). As applicable / upon staff request, additional title documents may be required, such as a written charge summary describing each charge on title (except financial charges) and advising whether the charges are affected by the proposal.
D	REQ	Owners Undertaking	Owners undertaking form (see Schedule 1).
E	REQ	Digital Site Plans Hardcopy only upon request. NOTE: Any proposed retaining walls exceeding 1.2 m in height require a variance unless required as part of subdivision.	Digital Site Plans in PDF format showing the existing and proposed development should contain the following: <ul style="list-style-type: none"> • Civic address, full legal description, and north arrow. • Adjacent subdivisions, streets, rights-of-way, or easements. • Location, dimensions, area, and boundaries of the property to be subdivided (outlined in red). • Location, dimensions, area, and boundaries of all proposed lots with a lot number for each. • Present use and location of all existing buildings and structures to remain, demolish, or relocate.
F	<input type="checkbox"/>	RAPR Report	A RAPR Report is required if the proposed works are within a Riparian Assessment Area and an exemption does not apply (see Section 26 of the OCP for more information). The RAPR Report must be prepared by a Qualified Environmental Professional in accordance with the Riparian Areas Protections Regulation (RAPR) and have been submitted to the Province before applying.
G	<input type="checkbox"/>	Environmental Impact Assessment (EIA) or Habitat Assessment	An EIA or Habitat Assessment is required if the proposed works are within areas having medium or high conservation value and an exemption does not apply (see Section 26 of the OCP for more information). EIA and Habitat Assessment report standards are outlined in the Environmental Management Areas Strategy within the OCP.

ITEM	SUBMITTED	DOCUMENT TYPE	DETAILS
H	<input type="checkbox"/>	Hillside Studies	<p>Hillside Studies are required for development proposed where $\geq 10\%$ of the land is $\geq 12\%$ in slope and an exemption does not apply (see Section 26 of the OCP for more information).</p> <p>Hillside Studies must comply with the Hillside Guidelines and should include:</p> <ul style="list-style-type: none"> • Site Survey. • Slope Analysis showing slope intervals of 0-12%, >12-20%, >20-30%, and >30%. • Geotechnical Evaluation and Report signed and Stamped by a Professional Engineer. • Current and proposed Grading Plan with cross-sections. • Drainage Management Plan. • Retaining wall(s) with cross-sections. <p>Other Hillside Studies may be required including a Tree and Vegetation Plan, Erosion Control Plan, or Visual Quality Plan.</p>
I	<input type="checkbox"/>	Wildfire Plan or Wildfire Covenant	<p>A Wildfire Plan or Covenant is required for proposed development within Fire Interface Areas 2 and 3 when an exemption does not apply (see Section 26 of the OCP for more information).</p> <p>Development proposals within these areas must be designed to comply with FireSmart BC Guidelines and the Community Wildfire Protection Plan, as amended.</p>
J	<input type="checkbox"/>	Site Disclosure Statement	<p>Has the site been used for any industrial or commercial purposes or activities described in Schedule 2 of the Contaminated Sites Regulation:</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The BC Contaminated Sites Regulation (CSR) requires submission of a Site Disclosure Statement under certain conditions. If the site has been used for any Schedule 2 activities, a complete Site Disclosure Statement must be submitted to the province along with a \$100 review fee.</p>
K	<input type="checkbox"/>	Flood Construction Level Confirmation	<p>A site-specific Flood Assessment Report submitted by a Qualified Professional as per Section 9.0 of the Floodplain Management Bylaw.</p>
L	<input type="checkbox"/>	Additional Studies, Plans or Documents	<p>Depending on the type and complexity of the proposed development, the following supporting documentation may be required:</p> <ul style="list-style-type: none"> • Preliminary Lot Grading Plan showing contours, areas of fill > 0.5 metres, and main floor elevations, stamped by a Professional Engineer. • Other related studies to support the application: <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>