



**District of Clearwater**

PO Box 157

132 Clearwater Station Road

Clearwater, BC V0E 1N0

Telephone: (250) 674-2257, Fax: (250) 674-2173

Email: [admin@districtofclearwater.com](mailto:admin@districtofclearwater.com)

Website: [www.districtofclearwater.com](http://www.districtofclearwater.com)

**Development Services Guide**

**SUB-DIVISION APPLICATION FORM**

Initial subdivision applications should include:

- Letter / completed application form describing proposal
- Subdivision processing fee [as per Bylaw No. 74]
- Suitable drawings showing what is proposed with North arrow, measurements, topographic features, existing dwellings and utilities identified
- Client authorization letter [if not registered owner]
- Site profile or site profile waiver request [if no prior commercial or industrial use]
- Current property title and copies of any registered charges [covenants, easements].

Date of Application: \_\_\_\_\_ DOC File No: \_\_\_\_\_

Applicant File No: \_\_\_\_\_

Type of Application:  Fee Simple  Bare Land Strata  Section 946 LGA

**Applicant Information**

Applicant: Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 \_\_\_\_\_ Cell: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_  
 Post Code: \_\_\_\_\_

Registered Owner Name: Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 \_\_\_\_\_ Cell: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_  
 Post Code: \_\_\_\_\_



### Property Information

Civic Address: \_\_\_\_\_  
Legal Description: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_

No. of Existing Land Lots: \_\_\_\_\_ No of Proposed Lots: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_ Surrounding Land Use: \_\_\_\_\_

North \_\_\_\_\_  
South \_\_\_\_\_  
East \_\_\_\_\_  
West \_\_\_\_\_

## A

## PROPOSED LAND USE

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## B

## APPLICATION CHECKLIST

### Required items include:

- The subdivision Application form.
- One copy of a current State of Title Certificate (<30 days old).
- Copies of any covenants, easements, rights-of-way or other charges registered against the property title.
- The Preliminary Layout Review fee. See Fee Schedule. Please make cheques payable to the District of Clearwater.
- An authorisation letter from the owner if someone else, such as an agent, is applying on the owner's behalf.
- Original plus seven copies of a scalable sketch plan of proposed layout. The sketch should contain:
  - The date it was drawn
  - The scale
  - North arrow
  - Legal description of the property being sub-divided, and its adjacent properties
  - Outline of the subdivision in red or heavy black line
  - All proposed lots, remainders, parks, rights-of-way, easements and roads showing dimensions and areas
  - Any existing property lines or roads proposed to be removed, closed or relocated
  - All steep banks or slopes exceeding 2m in height and all slopes of 25% or greater, within or adjacent to the property
  - Location of existing buildings and structures on the property and adjacent properties within 30m of property boundaries
  - Approximate location of all existing and proposed utility services
  - All water bodies or courses on or adjacent to the property
  - Location of existing/proposed sewage disposal systems on or within 30m of the property boundaries
- A copy of the Contaminated Site Profile form or Contaminated Sites declarations statement duly completed and signed.