

Request for Preliminary Layout Review Checklist

Application Number(s)

This checklist outlines the requirements for submitting an application for Preliminary Layout Review of a proposed subdivision. All items listed are necessary to evaluate and provide a timely response to your application.

Please note that further information may be requested during the processing of your application
Only complete applications will be accepted

APPLICATION REQUIREMENTS

Office Use Only	Submitted by Applicant	NOTE: ALL ITEMS MUST BE SUBMITTED FOR THE APPLICATION TO BE DEEMED COMPLETE
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form and Checklist
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee - See Fee Schedule
<input type="checkbox"/>	<input type="checkbox"/>	Current State of Title - Printed within the last 30 days
<input type="checkbox"/>	<input type="checkbox"/>	Copies of Registered Non-Financial Charges - i.e., Easements, Right-of-ways and Covenants
<input type="checkbox"/>	<input type="checkbox"/>	Owner's Authorization Form - If the applicant/agent is not the registered land owner
<input type="checkbox"/>	<input type="checkbox"/>	Owner/Consulting Engineer Confirmation Letter
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Understanding - For costs of reviewing a development proposal (6 or more lots/units)
<input type="checkbox"/>	<input type="checkbox"/>	Site Profile or Site Profile Waiver
<input type="checkbox"/>	<input type="checkbox"/>	Zoning Analysis Table
<input type="checkbox"/>	<input type="checkbox"/>	Colour Photographs of the site and surrounding context
<input type="checkbox"/>	<input type="checkbox"/>	Proposed Road Names - for any new roads, lanes, or access easements being created (Review Council Policy DEV-190 Street Naming)
<input type="checkbox"/>	<input type="checkbox"/>	Project Description - including rationale explaining the project's conformity with OCP policies.

PLAN SET REQUIREMENTS

All Subdivision Plans must:

- 1) Contain a title block with the following information:
 - a) Address and legal description of the property
 - b) Project name, applicant name and contact information
 - c) Scale in metric units, a north arrow, drawing number and revision date
- 2) Be sorted into sets.
- 3) Be clear of any previous approval stamps / notations.

Office Use Only	Submitted by Applicant	NOTE: ALL ITEMS MUST BE SUBMITTED FOR THE APPLICATION TO BE DEEMED COMPLETE
Sketch Plan 1 (1:2500 Scale)		
<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of the lot(s) to be subdivided or eliminated with the boundaries outlined in red
<input type="checkbox"/>	<input type="checkbox"/>	All existing and proposed streets, with their widths and/or internal access routes (Strata)
<input type="checkbox"/>	<input type="checkbox"/>	Existing buildings and/or structures with dimensions and distances to existing and proposed lot lines (Note buildings to be demolished)
<input type="checkbox"/>	<input type="checkbox"/>	The approximate dimensions and area of each proposed lot complete with lot numbers

PLR PLAN SET REQUIREMENTS CONTINUED

Office Use Only	Submitted by Applicant	NOTE: ALL ITEMS MUST BE SUBMITTED FOR THE APPLICATION TO BE DEEMED COMPLETE
Sketch Plan 2 (1:200 Scale)		
<input type="checkbox"/>	<input type="checkbox"/>	Civic address and legal description of the lot(s) to be subdivided
<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of the lot(s) to be subdivided or eliminated with the boundaries outlined in red
<input type="checkbox"/>	<input type="checkbox"/>	All existing and proposed streets, with their widths and/or internal access routes for strata developments
<input type="checkbox"/>	<input type="checkbox"/>	The approximate dimensions and area of each proposed lot complete with lot numbers
<input type="checkbox"/>	<input type="checkbox"/>	The existing and proposed use(s) of the lot(s) to be subdivided
<input type="checkbox"/>	<input type="checkbox"/>	Existing buildings and/or structures with dimensions and distances to existing and proposed lot lines
<input type="checkbox"/>	<input type="checkbox"/>	The approximate location of any buildings to be demolished to facilitate subdivision
<input type="checkbox"/>	<input type="checkbox"/>	All existing and proposed works and services (water lines, sewers and other utilities), existing rights-of-way and proposed extensions, identified with dimensions
<input type="checkbox"/>	<input type="checkbox"/>	The location of existing septic tanks and drainage fields (where applicable)
<input type="checkbox"/>	<input type="checkbox"/>	The location of any wells within 30 meters of the lot(s) to be subdivided if the proposed lot(s) are to be served by septic systems
<input type="checkbox"/>	<input type="checkbox"/>	The location of any existing drainage facilities, such as storm sewers, ditches, tile drains or culverts, whether in use or not
<input type="checkbox"/>	<input type="checkbox"/>	A scale, North arrow and any other relevant plan identification
Grading Plan		
<input type="checkbox"/>	<input type="checkbox"/>	Existing topography based on true datum with contour lines at no greater than one (1) meter intervals
<input type="checkbox"/>	<input type="checkbox"/>	Location of existing creeks, watercourses, natural drainage channels and other pertinent topographic features, including all large or desirable trees on or near proposed roadways
Pre-Design Report & Conceptual Design Drawings		
<input type="checkbox"/>	<input type="checkbox"/>	Description of existing or readily available services
<input type="checkbox"/>	<input type="checkbox"/>	Proposed water supply method
<input type="checkbox"/>	<input type="checkbox"/>	Proposed sewage disposal method
<input type="checkbox"/>	<input type="checkbox"/>	Proposed storm drainage method
Additional Information (may be required by the Approving Officer)		
<input type="checkbox"/>	<input type="checkbox"/>	Any elevations, cross-sections or detail drawings which may be relevant
<input type="checkbox"/>	<input type="checkbox"/>	Copies of any previous studies or reports made on the subject property relating to its present condition and suitability for the proposed use/development e.g., geotechnical reports
<input type="checkbox"/>	<input type="checkbox"/>	A development servicing and phasing analysis
<input type="checkbox"/>	<input type="checkbox"/>	A Stormwater Management Plan (for any development > 0.4 ha (0.98 ac) in size)

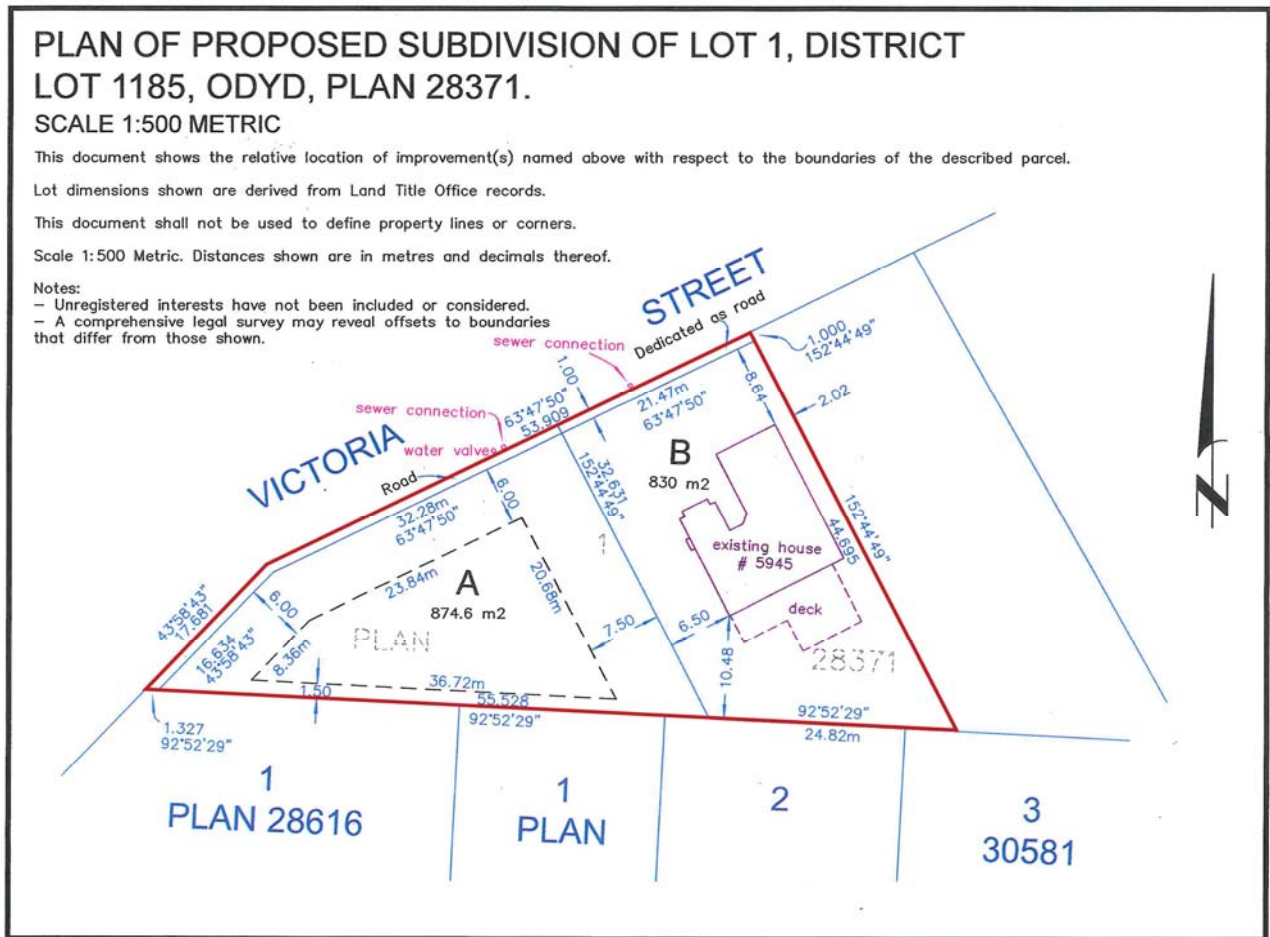
NUMBER OF COPIES REQUIRED

If submitting more than one type of application for a development (e.g., Zoning Amendment and a Development Permit), you are only required to submit one (1) full set of copies of the proposed plan set and one (1) USB stick or CD containing a digital version of the complete application package.

Note: All plans are to be folded to 8.5" x 11".

Full Size	11" x 17"	8.5" x 11"	USB Stick or CD
<input type="checkbox"/> 1 of Each Sketch	<input type="checkbox"/> 1 of Each Sketch	<input type="checkbox"/> 1 of Each Sketch	<input type="checkbox"/> 1 Containing All Sketches

EXAMPLE PLAN



APPLICANT CONFIRMATION

I confirm that all the required information has been provided and is correct.

Applicant or Agent Signature: _____ Date _____ day / month / year

Screened By: _____ Date _____ day / month / year

Request for Preliminary Layout Review

The information requested in this form is required to expedite a proposed application for Preliminary Layout Review and assist the staff in preparing a recommendation to the Approving Officer. The personal information is collected under the authority of the *Local Government Act* and the District's bylaws and is subject to the *Freedom of Information and Protection of Privacy Act*. This form must be completed in full and submitted with all required information, Application Fee and State of Title Certificate for the subject property.

I/We as registered owner(s) of the property described as:

Civic Address:					
Legal Description:					
Lot:		Block:		District Lot:	
Plan:			Parcel Identifier (PID):		
Additional Information :					

hereby apply for a Preliminary Layout Review of the proposed subdivision of the above property into _____ parcels.

The required application fee of \$ _____ and the documents required under Section _____ of the Subdivision and Development Servicing Bylaw, as well as the completed Development Application (if applicable) is attached.

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT

Print Name

Applicant's Signature

Date (dd/mm/yyyy)

Print Name

Registered Owner/Authorized Signatory's Signature

Date (dd/mm/yyyy)

Print Name

Registered Owner/Authorized Signatory's Signature

Date (dd/mm/yyyy)

PLANNING DEPARTMENT USE ONLY

DATE RECEIVED

Application Fee	
Receipt Number	
Cross-Reference	

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Freedom of Information and Protection of Privacy Act* and the District of Peachland's bylaws. Questions about this may be directed to the Director of Corporate Services, District of Peachland, 5806 Beach Avenue, Peachland, BC V0H 1X7 (250) 767-2647



Owner Agent Declaration

Application Number(s)

The District of Peachland
 5806 Beach Avenue
 Peachland, B.C. V0H 1X7
 Telephone: (250) 767-2647
 Fax: (250) 767-3433
 www.peachland.ca

PROPERTY INFORMATION

Civic Address:					
Legal Description:					
Lot:		Block:		District Lot:	
Plan Number:			Parcel Identifier (PID):		
Additional Information:					

OWNER / AGENT INFORMATION

Registered Owner(s)		Agent	
Full Legal Name(s):		Agent Name:	
Corporate Owner (if applicable):		Agent Company:	
Mailing Address:		Mailing Address:	
City:	Province:	City:	Province:
Postal Code:	Contact Number:	Postal Code:	Contact Number:
Email:		Email:	

I am the registered owner of the subject property and as such hereby authorize: *(Clearly Print Agent's Name)*

To act as my agent to submit a Development Application (Land Use Bylaw Amendment, Development Permit, Development Variance Permit or Subdivision) to the District of Peachland, and to act as primary contact with respect to attending to all matters related therein.

- I will comply with or cause those whom I employ to comply with all bylaws of the municipality and other statutes and regulations in force in the municipality relating to the development, work, undertaking or permission in respect of which this application is made.
- I hereby agree to release, indemnify and save harmless the municipality, its Council members, employees and agents from and against all claims, liability, judgments, costs and expenses of every kind including negligence which I or any other person, partnership or corporation or our respective heirs, successors, administrators or as signs may have or incur in consequence of or incidental to this application.

 Print Name of Owner(s)

 Signature of Owner(s) / Authorized Signatory



District of Peachland

Sample Owner-Consulting Engineer or Contractor Agreement Confirmation Letter

To be completed on company/consultant's letterhead

Date: _____
Our File: _____
District File: _____

District of Peachland
5806 Beach Avenue
Peachland, BC V0H 1X0

Attention: Approving Officer

Dear Sir/Madam:

Re: Project: _____ (the "Project")
Location: _____
Owner/Agent: _____ (the "Owner")

I/We confirm that _____ (Consulting Firm) has been retained by _____ to carry out construction survey, design, construction inspection, field coordination, preparation and certification of record [as-constructed] drawings for the above noted project. Services will be provided as required and in compliance with the District of Peachland Subdivision and Development Servicing Bylaw and the "Duties and Responsibilities of The Professional Engineer – Land Development Projects" prepared by the District of Peachland and attached hereto as Schedule "A" to the "Letter of Responsibility".

Owner's Signature

(Print Name)

We confirm that the above noted Owner has retained _____ (Consulting Firm) to carry out the above services, and I, the undersigned, will be the Engineer-of-Record for this project.

I wish to designate _____ as my on-site representative during construction. He/she will be responsible for carrying out the above duties on my behalf and under my direct supervision. I understand that delegation of any authority to other individuals will not affect my responsibility and accountability to this project.

I further confirm that I will formally advise you in writing should my (contract) agreement with the above Owner be terminated or amended such that I am unable to comply with the above provisions, and that I will retain a competent Professional Engineer to act on my behalf as Engineer-of-Record, should I be unavailable during the construction stage of this project.

Yours truly,

PRINT NAME, P.ENG.





Letter of Understanding Subdivision Review

Application Number(s)

The District of Peachland
5806 Beach Avenue
Peachland, B.C. V0H 1X7
Telephone: (250) 767-2647
Fax: (250) 767-3433
www.peachland.ca

Full Legal Name:		Full Legal Name:	
Mailing Address:		Mailing Address:	
City:	Province:	City:	Province:
Postal Code:	Contact Number:	Postal Code:	Contact Number:

In conformance with the *Land Titles Act*, Section 86(1) (a) which states, "In considering an application before him for subdivision approval, the Approving Officer may, at the cost to the applicant, personally examine or have an examination and report made on the subdivision".

I/We hereby confirm our understanding that the District will be reimbursed for preliminary engineering and planning services incurred in reviewing our application for subdivision. In the event that additional project review services are required, further work will not be conducted unless mutually agreed to in writing by both parties.

The preliminary development review services to be carried out by the District are intended to advise the owner/agent of the feasibility of the proposed project, the general conditions, and criteria under which development may proceed. It is acknowledged that these review services will not entail, and are in no way related to, conceptual planning/design, detailed design or construction supervision.

This objective review of the subdivision proposal in no way guarantees the District's approval of the development. These costs will be billed regardless of whether the subdivision is approved.

I/We hereby acknowledge and agree to the terms and conditions of this Letter of Understanding.

Print Name

Registered Owner/Authorized
Signatory's Signature

Date (dd/mm/yyyy)

Print Name

Registered Owner/Authorized
Signatory's Signature

Date (dd/mm/yyyy)



Contaminated Site Profile Waiver

To be completed by the applicant

Application Number(s)

The District of Peachland
 5806 Beach Avenue
 Peachland, B.C. V0H 1X7
 Telephone: (250) 767-2647
 Fax: (250) 767-3433
 www.peachland.ca

The *Environmental Management Act's* Contaminated Sites Regulation creates a system to screen for potentially contaminated sites using site profiles. Site profiles are required when making an application to local government for zoning amendments, subdivision of lands, development permits, development variance permits, soil removal, or demolition. You may be exempted from the duty to submit a site profile, if you state in writing that the site has been used exclusively for residential use, and that none of the activities listed in Schedule 2 of the Contaminated Sites Regulation has occurred.

THIS IS TO CONFIRM THAT THE OWNER(S):

Full Legal Name:		Full Legal Name:	
Corporate Owner (if applicable):		Corporate Owner (if applicable):	
Mailing Address:		Mailing Address:	
City:	Province:	City:	Province:
Postal Code:	Contact Number:	Postal Code:	Contact Number:
Email:		Email:	

OF THE PROPERTY LOCATED IN THE DISTRICT OF PEACHLAND DESCRIBED AS

Civic Address:					
Legal Description:					
Lot:		Block:		District Lot:	
Plan Number:		Parcel Identifier (PID):			
Additional Information:					

HEREBY DECLARE THAT THE SUBJECT PROPERTY HAS BEEN USED EXCLUSIVELY FOR RESIDENTIAL USE, AND NONE OF THE ACTIVITIES LISTED IN SCHEDULE 2 OF THE ENVIRONMENTAL MANAGEMENT ACT'S CONTAMINATED SITES REGULATION HAS OCCURRED ON THIS PROPERTY.

 Print Name

 Registered Owner/Authorized
 Signatory's Signature

 Date (dd/mm/yyyy)

 Print Name

 Registered Owner/Authorized
 Signatory's Signature

 Date (dd/mm/yyyy)



Zoning Analysis Table

To be completed by the applicant

Application Number(s)

The District of Peachland
 5806 Beach Avenue
 Peachland, B.C. V0H 1X7
 Telephone: (250) 767-2647
 Fax: (250) 767-3433
 www.peachland.ca

The Zoning Analysis Table applies to all Official Community Plan (OCP) Amendments, Zoning Amendments, Development Permit, Development Variance Permit, and Subdivision applications.

The Zoning Analysis Table provides the applicant an opportunity to demonstrate how the proposal meets or differs from the regulations of the District of Peachland's Zoning Bylaw 2100, 2014. Please refer to Zoning Bylaw 2100, 2014 online at www.peachland.ca/zoning. Please ensure that all Bylaw provisions for all structures on the lot have been addressed.

ALL MEASUREMENTS ARE TO BE PROVIDED IN METRIC

Land Use Designations:	Bylaw/Zone Requirements	Proposed	Comments
OCP Designation (Select)			
Zoning (Select)			
Development Permit Area(s) (Select)			
Use (Select)			
Number of Buildings			

Site Details:	Bylaw/Zone Requirements	Proposed	Comments
Site Area (m ²)			
Site Width (m)			
Site Depth (m)			
Site Coverage of Buildings (%)			
Site Coverage of Buildings, Driveways, and Parking (%)			

Development Regulations:	Bylaw/Zone Requirements	Proposed	Comments
Total Number of Units (Density)			
Gross Floor Area (m ²)			
Net Floor Area (m ²)			
Floor Area Ratio (FAR)			
Principle Building Setbacks (m)			
Front			
Rear			
Side 1 (Interior / Exterior)			
Side 2 (Interior / Exterior)			
Building Height (m)			

Development Regulations:	<i>Bylaw/Zone Requirements</i>	<i>Proposed</i>	<i>Comments</i>
Accessory Building Setbacks (m)			
Number of Accessory Buildings			
Area (m ²)			
Front			
Rear			
Side 1 (Interior / Exterior)			
Side 2 (Interior / Exterior)			
Building Height (m)			
Parking			
Total Number of Spaces			
Disabled Parking			
Visitor Parking			
Loading Spaces			
Bicycle, Scooter, & Motorcycle			
Maneuvering Aisle Width(s) (m)			
Amenities			
Amenity Space (m ²)			
Private Open Space (m ²)			

Subdivision Information

Services	Currently Existing		Readily Available*	
	Yes	No	Yes	No
Road Access				
Water Supply				
Sewage Disposal				
Electricity				
Cable Television				
Telephone				
Natural Gas				
School Bus Service				
Transit Service				
Canada Post Service				

* Readily available means existing services can be easily extended to the subject property and additional lots

Proposed Water Supply Method
Proposed Sewage Disposal Method
Proposed Drainage Method
Roads on or near subject property and proposed access
Watercourses on or adjacent to subject property
Description of trees on subject property
Features described in the "Natural or Hazardous Condition Maps" contained in Peachland's OCP
Approximate commencement date of proposed project

Applicant Confirmation Preliminary Layout Review

As applicant or approved agent, I confirm that I have read all relevant District of Peachland Bylaws and policies and that this application is in conformance (unless a bylaw amendment forms part of this application).

I have attached to this application the required plans and specifications of the proposed development in accordance with the application checklist. I accept responsibility for processing delays caused by an incorrect or insufficient Submission.

I understand that this application form is a public document and that any and all information contained in it, including personal information as that term is defined in the *Freedom of Information and Protection of Privacy Act* of B.C., is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to Council or for purposes of a public hearing.

I understand that I am responsible for obtaining development authorizations and permissions from Telus, FortisBC, BC Hydro, Shaw Cable and any other utilities as may be applicable, as well as provide the File Manager with copies of the responses from these utilities.

I further acknowledge that Development Cost Charges (DCC`s) may be payable at the time of subdivision or Building Permit for the construction of new dwelling units, commercial, institutional or industrial development.

Should there be any change in ownership or legal description of the property, I undertake to notify the Planning and Development Services Department immediately to avoid any unnecessary delay in processing the application.

**A LETTER OF PRELIMINARY LAYOUT REVIEW ISSUED SUBSEQUENT TO APPROVAL OF THIS APPLICATION IS
VALID FOR SIX (6) MONTHS FROM THE DATE OF APPROVAL.**

**I ACCEPT RESPONSIBILITY FOR PROCESSING DELAYS CAUSED BY INCORRECT OR INSUFFICIENT
INFORMATION**

Applicant or Agent Signature _____

Date / /

For Planning Department Use:

Folio Number

Application Number(s)