

SUBMISSION CHECKLIST

Subdivision (Approval)

This checklist outlines the requirements for a complete submission. Please ensure you have included all required documentation and drawings. One Window Service Centre staff are available to provide assistance and information. Incomplete applications are not accepted. Please note further submission materials may be required during application processing.

NOTE: ALL MEASUREMENTS TO BE PROVIDED IN METRIC.

- Application Form - completed and signed by the applicant.
- Mylar Survey Plan - date of completion within last 3 months (or inspection endorsement made within last 3 months). The survey plan must have an endorsement for any rights-of-way or covenants that may be required to be registered concurrently in the Land Title Office and show the street name for any new roads created.
- Four (4) paper prints of the survey plan(1 paper print to be 1:2500 scale) FOLDED to legal or letter size.
- One (1) paper print of the survey plan - 8 ½" x 11"
- If the Ministry of Transportation is require to sign the plan, three (3) additional paper prints are required.
- A Surveyors Certificate for all properties affected by the proposed subdivision where there are existing buildings or structures to be retained.
- Three (3) originals of the pertinent right-of-way agreement(s) in favour of the City of Kelowna and executed by the subject property owner and three (3) paper prints of the right-of-way plans.
- Three (3) originals of the pertinent covenant(s) in favour of the City of Kelowna and executed by the subject property owner.
- Three (3) originals of all: right-of-way agreement and/ or covenants in favour of other agencies (not executed by the City of Kelowna), and easement agreements and plans.
- City of Kelowna Tax certificate or receipt confirming that current property taxes on all properties affected by the proposed subdivision have been paid (available from City of Kelowna Tax Counter).
- Written confirmation from all applicable utilities that their requirements have been met for subdivision approval and all necessary fees have been paid.
- Documentation confirming that requirements of the Development Services Division of the City of Kelowna have been addressed.
- Application fee - refer to current fee schedule. Cheques are to be made payable to the City of Kelowna.
- Development Cost Charges (DCC's) are payable to the City of Kelowna by Certified Cheque or Bank Draft.
- Survey Monument Fee of \$50.00 per lot.