



Development Services
 1435 Water Street
 Kelowna, BC V1Y 1J4
 250 469-8622
 www.kelowna.ca/Subdivision

Subdivision Application Checklist

FILE NUMBER: _____ - _____

CHECKLIST

This checklist outlines the mandatory requirements for a complete submission. Please ensure you have included all required documentation and drawings. One Window Service Centre staff (2nd floor City Hall) are available to provide assistance and information. Incomplete applications are not accepted. Please note further submission materials may be required during the application processing.

This checklist applies to: **PRELIMINARY LAYOUT REVIEW**

NOTE: ALL MEASUREMENTS TO BE PROVIDED IN METRIC AND ALL PLANS MUST BE FOLDED.

	Items submitted	Office Use
Application Form	<input type="checkbox"/>	<input type="checkbox"/>
State of Title including copies of all relevant registered easements, right-of-ways, Section 219 Covenant(s) must be printed within the last 90 days old; available at a BC Land Titles Office (or refer to Land Title searches in the Yellow Pages)	<input type="checkbox"/>	<input type="checkbox"/>
Owner's Authorization (If the applicant is not the registered land owner)	<input type="checkbox"/>	<input type="checkbox"/>
Site Profile Waiver (available at City Hall or kelowna.ca)	<input type="checkbox"/>	<input type="checkbox"/>
Fee - refer to City of Kelowna BYLAW NO. 8034 SCHEDULE 'A' - DEVELOPMENT FEES	<input type="checkbox"/>	<input type="checkbox"/>
Design Rationale explaining how the subdivision has been designed to reduce risks in interface areas of the site if the proposed subdivision is in a designated Wildland Fire area.	<input type="checkbox"/>	<input type="checkbox"/>
Site grading Plan if the proposed subdivision is in a designated Hillside area, a proposed site grading plan showing all anticipated cuts, fills and retaining should be submitted. This must be accompanied by a design rationale explaining how the proposed layout minimizes impacts on the hillside.	<input type="checkbox"/>	<input type="checkbox"/>
Copies of all right-of-ways, easements, and restrictive covenants that are registered against the property.	<input type="checkbox"/>	<input type="checkbox"/>
Road Names - List of proposed road names for any new roads, lanes, or access easements being created.	<input type="checkbox"/>	<input type="checkbox"/>
Pre-application meeting form (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

TYPES OF DRAWINGS TO SUBMIT	Items submitted	Office Use
<p>All Plans must show the following (1:200 scale recommended) in metric units including:</p> <ul style="list-style-type: none"> ▶ North Arrow ▶ Legal description of the subject property or properties being subdivided ▶ Location, dimensions, lot areas and boundaries of existing parcels to be subdivided. The boundary of the subdivision must be outlined in red. ▶ Proposed boundaries, dimensions and lot areas of all lots with a number assigned to each lot. ▶ Location, dimensions, numbers, names or other designations of any subdivision, highway, public roadway, rights-of-way and easements existing on or adjacent to the land being subdivided. ▶ Topographic information (i.e. minimum 2 meter contour interval) must be shown on the proposed plan where the subject property contains slopes of 5% or greater in grade, where applicable. ▶ Present use and locations of all buildings and structures with measurements relative to the property lines. Indicate on the plan which buildings may be demolished or relocated. 	<input type="checkbox"/>	<input type="checkbox"/>

NUMBER OF COPIES REQUIRED

	Total Copies	Full Sized Folded	Office Use	11"x17"	Office Use	8 1/2"x11"	Office Use
Proposed Subdivision Plan	5	3 <input type="checkbox"/> & 1(1:2500)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="checkbox"/>	<input type="checkbox"/>

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Received by: _____

APPLICANT CONFIRMATION

I acknowledge that Development Cost Charges (DCCs) will apply and be payable at time of Building Permit application. Information on applicable DCC rates can be referenced within the Development Cost Charges Bylaw No. 9095 (kelowna.ca/bylaws).

Applicant Signature: _____

Dated: _____