



Community Planning &  
Real Estate  
1435 Water Street  
Kelowna, BC V1Y 1J4  
250-469-8626  
kelowna.ca

# Subdivision Application Checklist (PLR)

FILE NUMBER: \_\_\_\_\_ - \_\_\_\_\_

This checklist outlines the requirements for a complete submission. Please ensure you have included all required documentation and plans. One Window Service Centre staff are available to provide assistance and information.

**Only complete submissions will be accepted.** Please note further items may be required during application processing.

## APPLICATION REQUIREMENTS

|   | Item Submitted           | Office Use Only          |
|---|--------------------------|--------------------------|
| <b>Application Form</b> including any necessary authorizations  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Owner's Authorization</b> if the applicant is not the registered land owner  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>State of Title</b> printed within 90 days of application, including copies of all relevant title charges (e.g., registered easements, right-of-ways, covenants) (available at a BC Land Title Office or refer to online land title search options) | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Application Fee</b> as per the current fee schedule, payable to the City of Kelowna  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Plan Description and Rationale</b> explaining how the subdivision has been designed to meet applicable policies and guidelines   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Relevant Plans and Drawings</b> showing proposed subdivision layout, site grading, lot drainage, access, etc.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Proposed Road Names</b> for any new roads, lanes or access easements being created   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Pre-Application Meeting Form</b> from previous meetings with staff (if applicable)   | <input type="checkbox"/> | <input type="checkbox"/> |

## PLAN REQUIREMENTS

| All plans must show the items noted below. <b>Note: All measurements to be provided in metric.</b>   | Included in Plans        | Office Use Only          |
|--|--------------------------|--------------------------|
| North arrow and scale (1:200 scale recommended)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Legal description of the subject property or properties  | <input type="checkbox"/> | <input type="checkbox"/> |
| Location, dimensions, lot areas and boundaries of existing properties to be subdivided, with the boundary of the proposed subdivision outlined in red                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Location, dimensions, lot areas and boundaries of all proposed lots with a number assigned to each lot   | <input type="checkbox"/> | <input type="checkbox"/> |
| Location, dimensions, numbers, names or other designations of any subdivision, highway, public roadway, right-of-ways and easements on or adjacent to the proposed subdivision | <input type="checkbox"/> | <input type="checkbox"/> |
| Topographic information (minimum 2 m contour interval) where the subject property contains slopes with a grade of 5% or more   | <input type="checkbox"/> | <input type="checkbox"/> |
| Present use and location of all buildings and structures with measurements relative to property lines, and indicate any buildings that may be demolished or relocated          | <input type="checkbox"/> | <input type="checkbox"/> |

## NUMBER OF COPIES REQUIRED

Please submit hard copies of the proposed plan set as per the table below, and one (1) USB stick or CD with a digital version of the complete application package. **Note: All plans to be folded to 8 ½" x 11".**

| 8 ½" x 11"               | 11" x 17"                | Full Size (major applications) | Digital                  | Office Use Only          |
|--------------------------|--------------------------|--------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/> |