



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

Subdivision Approval Checklist

FILE NUMBER: _____ - _____

This checklist outlines the requirements for a complete submission. Please ensure you have included all required documentation and plans. If you were issued a Preliminary Layout Review letter, please refer to the requirements outlined in that letter. 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

Note: All measurements to be provided in metric.	Item Submitted	Office Use Only
Application Form including any necessary authorizations	<input type="checkbox"/>	<input type="checkbox"/>
Owner's Authorization if the applicant is not the registered land owner	<input type="checkbox"/>	<input type="checkbox"/>
State of Title printed within 30 days of submission for subdivision approval	<input type="checkbox"/>	<input type="checkbox"/>
Itemized List of all documents in the application package	<input type="checkbox"/>	<input type="checkbox"/>
Property Tax Certificate confirming all property taxes have been paid (available from City Hall or online at kelowna.ca)	<input type="checkbox"/>	<input type="checkbox"/>
Application to Deposit Plan(s) with accurate legal description, for signing by the Subdivision Approving Officer, and corresponding to the electronic plans	<input type="checkbox"/>	<input type="checkbox"/>
Email from the Legal Agent as they are filing by electronic system, sent to planninginfo@kelowna.ca	<input type="checkbox"/>	<input type="checkbox"/>
Additional Plans if the Ministry of Transportation and Infrastructure or Provincial Approving Officer is required to sign – three (3) additional originals of the plan	<input type="checkbox"/>	<input type="checkbox"/>
Surveyor's Certificate showing the location of existing structures in relation to the new property lines	<input type="checkbox"/>	<input type="checkbox"/>
Statutory Right-of-Ways in favour of the City of Kelowna and executed by the subject property owner – two (2) originals of the agreement(s) and two (2) originals of the plan(s)	<input type="checkbox"/>	<input type="checkbox"/>
Covenants in favour of the City of Kelowna and executed by the subject property owner – two (2) originals of the covenant(s) and two (2) originals of the plan(s)	<input type="checkbox"/>	<input type="checkbox"/>
Easements, Right-of-Ways and Covenants in favour of other individuals or agencies – two (2) originals of the agreement(s) and two (2) originals of the plan(s)	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation from Development Engineering that requirements for subdivision approval have been met and any fees have been paid	<input type="checkbox"/>	<input type="checkbox"/>
Professional Reports required as per the Preliminary Layout Review letter	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation from Utilities that requirements for subdivision approval have been met and any fees have been paid	<input type="checkbox"/>	<input type="checkbox"/>
Development Cost Charges and School Site Acquisition Fee , payable to the City of Kelowna by Certified Cheque or Bank Draft	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee as per the current fee schedule, payable to the City of Kelowna	<input type="checkbox"/>	<input type="checkbox"/>