

SCHEDULE "B"
DISTRICT OF FORT ST. JAMES
APPLICATION FOR SUBDIVISION

Applicant Information

Full Name: _____
Mailing Address: _____ Postal Code: _____
Phone: _____ Alternate Phone: _____ Email: _____

Property Owner(s) Information *(If different from above)*

Full Name(s): _____
Mailing Address: _____ Postal Code: _____
Phone: _____ Alternate Phone: _____ Email: _____

Property Information

Address: _____
Legal Description: _____
Property Identification Number (PID): _____
Current Zoning: _____
Lot Size (m sq/ha/acre): _____

Lot Information

Existing Number of Lots: _____ Proposed Number of Lots: _____

Is the land vacant? Y N Are there existing buildings or structures? Y N

Describe:

Describe the proposed changes *(attach additional pages if required)*:

Approximate Commencement Date of Project: _____

Attached is Application Fee (as listed in Schedule “G”)

Application Acknowledgment

Personal Information provided on this form is collected under the authority of the Community Charter/Local Government Act and will be used only for purposes related to your application. Your name will be treated as public information. Home address and telephone number will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of personal information may be referred the District office at 250-996-8233.

Should there be any change in ownership or legal description of the property, I undertake to notify the District of Fort St. James immediately to avoid any unnecessary delay in processing the application.

I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is certified as complete. To be considered complete, the application must include this completed form, required fees, and supporting plans, relevant property title charges, documents and/or drawings as required.

Applicant or Authorized representative (print)	Signature	Date
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Authorization of Applicant

By signing this application, I authorize the above applicant to apply for this permit, receive and submit information regarding this property and this application, and otherwise act on behalf of the property owner(s) regarding this application.

Owner’s Name (Print)	Signature	Date
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Owner’s Name (Print)	Signature	Date
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Please complete the checklist and submit with your application form. If the application is incomplete it will affect the processing time of the pending application. Please complete by initialing in the box labeled "Copies attached". District Staff will review the checklist and application package. Only complete applications will be accepted and reviewed.

Document	Number of Copies	Details	Notes	Copies attached (Initial)	Accepted (Staff)
Application Form	1	Must be signed at the time of submission.			
Current land title search	1	Documentation of current ownership, including relevant property title charges (Including covenant), if applicable.	Title search must have been completed within 30 days of submission		
Subdivision Plan	4	Max size: 11"x17" or .pdf	See below for details for required site plan		

Subdivision Plan details:

- Location, dimensions, lot areas and boundaries of existing parcels to be subdivided.
- 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 metre contour interval) must be shown on the proposed plan where the subject property contains slopes of 5% or greater in grade.
- 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.
- Location and size of sewage disposal fields, where applicable.
- Location of wells within 30 metres of subject property if an on-site sewage disposal system is

proposed.

- Location of creeks, watercourses, swamps, ravines, and other pertinent topographical features, including all trees or grouping of trees, where applicable.
- Location of existing drainage facilities (storm sewers, tile drains, culverts, etc.) whether in use or not, where applicable.