



# APPLICATION FOR SUBDIVISION

(Required for all proposed subdivision or strata plans)

File No.

<b>A. SUBDIVISION TYPE</b>		
<input type="checkbox"/> Fee Simple Subdivision <input type="checkbox"/> Section 946 Local Government Act (Subdivision for a Relative)		
<input type="checkbox"/> Bare Land Strata <input type="checkbox"/> Phased Strata <input type="checkbox"/> Other: _____		
<b>B. APPLICANT</b> Applicant is: <input type="checkbox"/> Owner    or <input type="checkbox"/> Authorized agent of owner (complete Section G)		
Name:		Corporation or partnership:
Mailing Address:		
Tel:	Mobile:	E-Mail:
<b>C. REGISTERED OWNER(S) OF LANDS</b> (List all property owners – attach extra sheets if necessary)		
Name:		Corporation or partnership:
Mailing Address:		
Tel:	Mobile:	E-Mail:
<b>D. PROPERTY INFORMATION</b>		
Civic Address of Property		Legal Description:
*Is the Property in a Development Permit area: <input type="checkbox"/> YES – <i>DP Application must be concurrent with this Application.</i> <input type="checkbox"/> NO – <i>Planning Department must confirm.</i>		*Is the Property in the Agricultural Land Reserve: <input type="checkbox"/> YES <input type="checkbox"/> NO
*Will the proposed subdivision require rezoning:  <input type="checkbox"/> YES <input type="checkbox"/> NO	Current Zoning:	Number of Existing Lots:
		Number of Proposed Lots:
Describe Current Property Status. Check all that apply:		
<input type="checkbox"/> Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Triplex <input type="checkbox"/> Multi-Family <input type="checkbox"/> Other: _____		
Overview/Description of Proposed Subdivision:		
<b>F. SERVICE CONNECTIONS</b>		
List the new service connections which are expected to be required for the proposed development:		

*\*The applicant/owner is advised that additional departmental or agency approvals (Development Permit/Development Variance Permit/Rezoning) may apply to the proposed subdivision. A formal PLR will be withheld pending Council approval of any related DVP's, 3rd reading of any relevant rezoning or conditional approval of any DP's.*

<b>E. APPLICATION CHECKLIST</b>	
<b>Attachment</b>	<b>Details</b>
<input type="checkbox"/> Application Fee	An application fee shall accompany the application as per the CWK Fees and Charges Bylaw.
<input type="checkbox"/> Owner's Declaration & Authorization	Written consent of all property owners appointing an agent for all purposes associated with the application. Refer to the Agent Authorization Form in Section G of this application.
<input type="checkbox"/> <a href="#">Site Disclosure Statement (Schedule 1)</a>	In accordance with the Environmental Management Act (EMA) and Contaminated Sites Regulation (CSR), applicants are required to submit a Site Disclosure Statement for subdivision on properties that are potentially contaminated sites with current or historic industrial or commercial uses listed in <a href="#">Schedule 2</a> of the CSR. Properties without current or historic industrial or commercial uses are still required to submit a Site Disclosure Statement but can identify that no industrial or commercial Schedule 2 uses have occurred.
<input type="checkbox"/> Signed Record of the Pre- Application Meeting – <i>if applicable</i>	Pre-Application form signed off by staff that conducted the meeting.
<input type="checkbox"/> All other information and materials required as noted in Pre-Application Meeting – <i>if applicable</i>	Any documents or materials requested by staff at the Pre-Application meeting attached.  Pre Application Date: _____
<input type="checkbox"/> Proposed Plan of Subdivision	Detailed Drawings of the proposed subdivision in the following format: <input type="checkbox"/> Hard Copy <input type="checkbox"/> PDF
<input type="checkbox"/> Survey Certificate	A Survey Certificate prepared by a British Columbia Land Surveyor (no more than 90 days old), showing location of all buildings and structures with measurements to property lines. Please indicate any buildings to be relocated or demolished. <input type="checkbox"/> Hard Copy <input type="checkbox"/> PDF
<input type="checkbox"/> Land Title Certificate or Search	A copy of the title(s), issued not more than 30 days prior to the application date, for any parcel of land subject to the application. <input type="checkbox"/> Hard Copy <input type="checkbox"/> PDF
<input type="checkbox"/> Title Documents ( <i>restrictive covenants, easements and rights-of-ways, etc.</i> )	Copies of all non-financial charges (i.e. restrictive covenants, easements and rights-of-way, etc.) registered on the subject property(s). A copy of the title(s) and related documents can be obtained directly from the Land Title Office or through a Government Agent's Office, a notary, lawyer or title service company. <input type="checkbox"/> Hard Copy <input type="checkbox"/> PDF
<input type="checkbox"/> Strata Subdivision Requirements – <i>if applicable</i>	For a Phased Strata Lot Subdivision: <input type="checkbox"/> Phased Strata Plan Declaration (Form P) <input type="checkbox"/> Phased Strata Plan with building offsets to property lines & phase boundaries

<b>OFFICE USE ONLY</b>	
<b>(to be completed by the Supervisor or File Manager as assigned)</b>	
Date Received:	<b>Confirmation of Ownership, Address and Legal Description (via GIS):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Received By:	<b>Confirmation that the submission constitutes a 'complete' application:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Authorized By:</b> _____	<b>Date</b> _____

**G. Applicant Authorization – If the applicant is not the registered owner, please attach a Letter of Authorization from all registered property owners or have all registered owners sign the Agent Authorization Form below.**

As owner(s) of the land described in this application, I/we authorize [redacted] to act as my/our Agent in regard to this development application. By completing this authorization form, I/we understand that:

1. This authorization allows the above noted Agent to make all necessary arrangements with the City of West Kelowna to perform all matters and to take all necessary proceedings with respect to the application contained herein;
2. The City of West Kelowna shall deal exclusively with the above noted agent with respect to all matters pertaining to this development application and is under no obligation to communicate with the owner(s) of the land or any other person;
3. It is my responsibility, as the owner(s) of the land, to review the application package and understand all City of West Kelowna bylaws, requirements of the application as well as the general process and timelines associated with this subdivision application;
4. This application and all studies submitted in support of this application may be made available for public review pursuant to the provisions of the *Freedom of Information and Protection of Privacy Act*;
5. Any agreements or encumbrances that apply to the subject lands have been fully disclosed;
6. There may be additional (supplemental) approvals (i.e. building permit, development permit, etc) affecting the proposed subdivision development;
7. At time of final subdivision approval, there may be additional fees and charges (i.e. final subdivision fees, parkland dedication fees, DCC's, offsite/onsite works, school site acquisition charges);
8. Additional supporting information may be required to assist the Approving Officer in assessing the application; the Approving Officer may not be able to process the application unless the additional supporting information is submitted;
9. Projects requiring subdivision approval cannot obtain any building permit until final subdivision approval has been granted by the Approving Officer;
10. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting surveys and tests that may be necessary for the evaluation of this application.

[redacted]

Owner Name (please print)

[redacted]

Date

[redacted]

Owner Signature

[redacted]

Owner Name (please print)

[redacted]

Date

[redacted]

Owner Signature

**NOTE:** For properties with more than two registered owners, please attach a separate Letter of Authorization.

**Please Complete If the Owner is A Company:**

[redacted]

Company Name

[redacted]

Limited No.

[redacted]

Name of Signing Officer (please print)

[redacted]

Date

[redacted]

Signing Officer Signature

**Completed by Agent:**

As agent, I/we, [redacted], understand the above information and acknowledge that it is my/our responsibility to act as the primary contact for all communications with the City of West Kelowna. Further, I/we understand it is my/our duty to co-ordinate and communicate with any and/or all sub-consultants, and the owner(s) of the land described in this application.

[redacted]

Agent Name (please print)

[redacted]

Date

[redacted]

Agent Signature



## SCHEDULE 1 SITE DISCLOSURE STATEMENT

Has the site been used for any industrial or commercial purposes or activities described in [SCHEDULE 2](#) of the Contaminated Sites Regulation?

Yes       No

Exemptions (See the Contaminated Sites Regulation, Division 3 of Part 2):

Does the application qualify for an exemption from submitting a site disclosure statement?

Yes       No

If yes, indicate which exemption applies \_\_\_\_\_

### I. CONTACT INFORMATION

A: SITE OWNER(s) or OPERATOR(s)			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	

B: PERSON COMPLETING SITE DISCLOSURE STATEMENT (Leave blank if same as above)	
<input type="checkbox"/> Agent authorized to complete form on behalf of the owner or operator	
LAST NAME	FIRST NAME(s)
COMPANY (if applicable)	

C: PERSON TO CONTACT REGARDING THE SITE DISCLOSURE STATEMENT			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	

## II. SITE INFORMATION

Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude			Longitude		
DEGREES	MINUTES	SECONDS	DEGREES	MINUTES	SECONDS

Attach a map of appropriate scale showing the location and boundaries of the site.

### For Legally Titled, Registered Property

SITE ADDRESS (or nearest street name/intersection if no address assigned)	
CITY	POSTAL CODE

PID	Land Description	Add	Delete
		+	-

### For Untitled Crown Land

PIN numbers and associated Land Description (if applicable)

PIN	Land Description	Add	Delete
		+	-

And if available

Crown Land File Numbers	Add	Delete
	+	-

## III. INDUSTRIAL OR COMMERCIAL PURPOSES OR ACTIVITIES

In the format of the example provided, which of the industrial or commercial purposes or activities have occurred or are occurring on this site.

### EXAMPLE

Schedule 2 Reference	Description
E1	appliance, equipment or engine maintenance, repair, reconditioning, cleaning or salvage
F10	solvent manufacturing, bulk storage, shipping or handling

Schedule 2 Reference	Description	Add	Delete
		+	-

## IV. ADDITIONAL INFORMATION

1. Provide a brief summary of the planned activity and proposed land use at the site.

2. Indicate the information used to complete this site disclosure statement including a list of record searches completed.

3. List any past or present government orders, permits, approvals, certificates or notifications pertaining to the environmental condition of the site. (Attach extra pages, if necessary):

## V. DECLARATIONS

Where a municipal approval is not required, please indicate the reason for submission directly to the registrar:

- Under Order       Foreclosure       CCAA Proceedings       BIA Proceedings  
 Decommissioning       Ceasing Operations

By signing below, I confirm that the information in this form is complete and accurate to the best of my knowledge:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE SIGNED (YYYY-MM-DD)

## APPROVING AUTHORITY CONTACT INFORMATION

NAME	AGENCY
ADDRESS	
PHONE	E-MAIL

Reason for submission (Please check one or more of the following):

- Building Permit       Subdivision       Zoning       Development Permit

\_\_\_\_\_  
DATE RECEIVED (YYYY-MM-DD)

\_\_\_\_\_  
DATE SUBMITTED TO REGISTRAR (YYYY-MM-DD)



## Site identification

### Identifying contaminated sites

The site identification process is a series of legal provisions in the [Environmental Management Act \(EMA\) and Contaminated Sites Regulation](#) (CSR) that work together with municipal legislation (such as the Local Government Act) to:

- identify potentially contaminated sites
- ensure contaminated sites are cleaned up before they are redeveloped for a new use
- provide basic site information to the public through the Site Registry

Only properties with a history of specified industrial and commercial uses are affected by this process.

### Specified industrial and commercial uses

[Schedule 2](#) of the CSR provides a list of regulated industrial and commercial uses, organized by category, that have the potential to cause contamination at a property.

Use this Schedule to determine if a site disclosure statement is required at certain trigger points.

### Site disclosure statements

A site disclosure statement is a form that requires readily available information about the past and present Schedule 2 uses of a site, as well as basic land descriptions. The site owner, operator or agent can fill out the form, but only the site owner or operator can sign the form.

Submit a completed site disclosure statement to the appropriate recipient if a specified Schedule 2 use has occurred, one or more of the triggers for site identification applies to the site, and there are no applicable exemptions.

- [Site Disclosure Statement \(new online format\)](#)
- [Site Disclosure Statement \(PDF, 143KB\)](#)

Expand All | Collapse All

#### **Triggers for submitting a site disclosure statement**

Complete a site disclosure statement when any of the following actions related to a property with a history of specified Schedule 2 uses:

- decommissioning or ceasing operations
- applying for municipal approvals such as zoning, subdivision, and development or building permits (excluding for demolition) where soil disturbance is likely to occur

- an owner is subject to insolvency proceedings
- selling a property
- ordered by a director

## **Exemptions**

Exemptions from the requirement to submit a site disclosure statement are provided in Section 4 of the CSR. They are applied after a triggering action has occurred and it is confirmed that the site has a history of specified Schedule 2 uses. The use of an exemption is not approved by the ministry; it is up to the applicant to demonstrate to the applicable authority that an exemption applies. The municipality or approving officer may request additional information to confirm an exemption applies.

Even if a site disclosure statement is not otherwise required under EMA, a municipality may request a person applying for municipal approval to provide the information required by a site disclosure statement. In this case, the information is not forwarded to the ministry.

## **How to complete a site disclosure statement**

Use the most current version of the form, and all parts of the form must be filled in. The ministry will not accept an incomplete site disclosure statement, which may delay approval of municipal applications.

### **Section I – Contact Information**

- 'Person Completing Site Profile' can be the site owner, operator or someone authorized by the owner or operator to submit the site disclosure statement on their behalf. The form should be completed to the best of their knowledge.
- 'Person to Contact Regarding the Site Disclosure Statement' is typically the person completing the form and should be able to answer questions about the history of the site.

### **Section II – Site Information**

Only one site disclosure statement should be completed for a site made up of more than one titled or untitled parcel, but individual parcels must be identified. Note that only parcels where a specified Schedule 2 use occurred should be included on the form.

#### Coordinates

- Must be accurate to 0.5 of a second of the centre of the site. Latitude and longitude coordinates for a site can be found using online mapping programs such as Google Earth, iMapBC, ParcelMap BC or those available on many municipal websites.

#### Site Map

- Electronically produced maps of appropriate scale must show the location and boundaries of the site. Identifying site features is not required but encouraged. Acceptable maps can be easily created with any online mapping program such as Google Earth, iMapBC, ParcelMap BC or those available on many municipal websites. Legal site survey maps can also be provided.

### Site Address

- Include the full street address or nearest street name or intersection if no address has been assigned. Find postal codes on the [Canada Post](#) website.

### Parcel Identifier (PID)

- A PID is a nine-digit number (format ###-###-###) assigned to a legally surveyed, titled, and registered parcel of land. PIDs and their associated legal descriptions must be provided for each parcel **where a specified Schedule 2 use has occurred**. PIDs can be found on BC Assessment or municipal property tax statements, or through the [BC Land Title and Survey \(LTSA\)](#) website.

Many municipalities have online mapping systems where site information including address, location coordinates, maps and parcel identifiers can be found. Other resources include Google Earth and the LTSA website.

For untitled Crown land (no PID assigned):

- The appropriate PINs (**P**arcel **I**dentification **N**umbers) for each parcel, with their associated land description, should be supplied if available. Access information on Crown lands using the [Government Access Tool for Online Retrieval \(GATOR\)](#)

## Section III – Industrial or Commercial Uses

Review the list of industrial and commercial uses prescribed in [Schedule 2](#) of the CSR. To the best of your knowledge, decide if one or more of the uses listed have occurred on your Site either now or in the past.

Enter both the reference number (for example, E7) and the related written description (for example, road salt or brine storage) for each user that has occurred. If none of the listed uses has occurred at the site, enter 'none' in the space provided.

Complete one or more of the following activities if the site history is unknown:

- a search of the [Site Registry](#)
- contact previous owners and the local municipality for their records on the parcel
- one or more site visits to visually inspect buildings, property, equipment, land, surface water, and vegetation for indicators or presence of contamination
- review [historical aerial photos](#) and [land title records](#)

There may be a cost to obtain information from these data sources. A site owner or operator may wish to hire a qualified professional to complete and interpret the results of these searches.

## Section IV – Additional Information

This section requires more detailed information regarding the activity that triggered the submission of the site disclosure statement and the future use of the site. You must also state what searches were completed to determine historical site use.

## Section V – Declarations

Review the exemptions prescribed in Section 4 of the CSR. If any exemptions apply, the site disclosure statement does not need to be submitted to the registrar, but the municipality or approving officer may keep the completed form for their records. The site owner or operator must date and sign this section. Whoever

signs the site disclosure statement is responsible for the accuracy of the answers.

## Approving Authority Contact Information

Do not complete this part. It will be completed by the municipality or approving officer before forwarding the site disclosure statement to the ministry.

## Submit a site disclosure statement

Submit a completed site disclosure statement to the appropriate recipient noted in the table below if a specified Schedule 2 use has occurred at the site, one or more of the triggers for site identification applies, and there are no applicable exemptions.

### Site disclosure submission

Trigger	Submit To:
Subdivision	Approving officer  Note: the approving officer will forward the site disclosure statement to the ministry (registrar) at <a href="mailto:siteID@gov.bc.ca">siteID@gov.bc.ca</a>
Zoning, development or building permit	Municipality  Note: the municipality will forward the site disclosure statement to the ministry (registrar) at <a href="mailto:siteID@gov.bc.ca">siteID@gov.bc.ca</a>
Decommissioning or ceasing operations  Insolvency proceedings  Order	Ministry (registrar)  <a href="mailto:SiteID@gov.bc.ca">SiteID@gov.bc.ca</a>
Sale of property	Prospective purchaser

## Site investigations and reporting

In most cases, submission of a site disclosure statement triggers requirements in EMA and the CSR to complete site investigations. The CSR also specifies timelines for completing site investigations; prescribes when reports must be submitted to the ministry; and allows for exemptions from the site investigation requirements when there are overlapping requirements in other parts of EMA or other legislation.

[Protocol 12, Site Risk Classification, Reclassification, and Reporting \(PDF, 500KB\)](#) requires the submission of a site risk classification report at various points in the site identification process. For more information on site investigation and reporting requirements for site identification, see Section 6 of the CSR and Protocol 12.

## Restrictions on municipal application approvals

When a site disclosure statement is submitted to the registrar, **an approving officer for subdivision or municipality for zoning, development or building permit applications cannot approve any of these applications.** Restrictions can be lifted when an applicant submits to the approving authority a Determination that the site is not contaminated, an Approval in Principle of a remediation plan, a Certificate of Compliance or a Voluntary Remediation Agreement; or obtains a release notice from the ministry. The municipality may require additional information to confirm that a Certificate of Compliance or Approval in Principle is valid and subsisting, and appropriate for the proposed land use.

These requirements are described in the following local government statutes: [Islands Trust Act \(section 34.1\)](#), [Land Title Act \(section 85.1\)](#), [Local Government Act \(section 557\)](#), and the [Vancouver Charter \(section 571B\)](#).

When determining which type of document is most appropriate to remove the restrictions on municipal approvals (ministry certification or release notice), property owners and environmental professionals should consider both the short and long term needs of the property owner and the implications of obtaining each type of document.

## Release notices

An applicant can request a release notice from the ministry that will remove restrictions on municipal application approvals. These notices may be useful in a wide variety of situations, including but not limited to:

- Where a municipal approval is needed but there is no change in land use
- Providing property owners and developers with more flexibility for completing remediation during the redevelopment process

Requests will not be accepted until the municipality or approving officer forwards a satisfactorily completed site disclosure statement.

Guidance for [requesting a release notice](#) for common scenarios is provided.

## Fees

Municipalities and approving officers may charge an applicant up to \$100 per site disclosure statement submitted to offset their administration costs.

The ministry will charge fees for reviewing reports in relation to release notices according to Table 3 of CSR Schedule 3.

The information on this webpage does not replace the legislative requirements in the Environmental Management Act or its regulations. It does not list all provisions for contaminated site services. If there are differences between this information and the Act, Regulation, or Protocols, the Act, Regulation and Protocols apply.

## Contact Information

\* For more information on-site identification, please direct enquiries to the Site Identification Officer at [sitelD@gov.bc.ca](mailto:sitelD@gov.bc.ca).

\* For other enquiries please visit the Land Remediation [Contact us](#) webpage.