**SUBDIVISION APPLICATION FORM**

Corporation of the City of Victoria  
Engineering Department  
Land Development Section

### Purpose:

Please Print

<table>
<thead>
<tr>
<th>PROPERTY</th>
<th>Legal Description:</th>
<th>PID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing Zoning:</td>
<td>Proposed Zoning:</td>
<td>Certify current actual use of existing buildings:</td>
</tr>
<tr>
<td>Single Family</td>
<td>Duplex</td>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OWNER(S)</th>
<th>Name / Address / Postal Code / Phone # / Email:</th>
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<table>
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<tr>
<th>APPLICANT</th>
<th>Name / Address / Postal Code / Phone # / Email:</th>
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**Tree Bylaw Certification:** The undersigned acknowledges that the City has adopted a Tree Preservation Bylaw (No. 105-106) and that the applicant and owner are responsible to comply with the regulations outlined in the bylaw as they apply to the subject property.

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**Submission Requirements:**

**Design Rationale:** A brief description of your proposal for background information to assist in the review of your application.

**Property Information:**
- Copy of certificate of title (within 30 days of application date).
- Copy of easements, restrictive covenants or rights-of-way registered on or appurtenant to subject property.
- Written proof of applicant authorized by owner.
- Proof of property tax payment.

**Application Fees:**

- Application fee.  
  - Preliminary: $150  
  - Final: $250

**Plan Submission:**

**NOTE:** All plan submissions to be in metric, dimensioned and prepared by a BC Land Surveyor.

- Detailed site plan 1:500, 1:250 or 1:200  
  - To include the following information:
  - Existing building and proposed building envelope locations with dimensions.
  - Existing and proposed Parking and Access Plan.
  - Preliminary Site Servicing Plan.
  - Site profile (Waste Management Act).

To the best of your knowledge has this property ever been used for industrial or commercial purposes or activities as set out in schedule 2 of the Contaminated Sites Regulations (attached).  

- Yes
- No

**Signature:**

If you have answered yes then a “Site Profile” must be completed and submitted with this application, unless the property qualifies for an exemption as noted on the attachment.

**If you have any questions contact:**  
Stephen Stern, Land Development Section  
1 Centennial Square, Victoria B.C. V8W 1P6  
Telephone (250) 361-0501  
Fax (250) 361-0311  
email: sstern@victoria.ca  
internet: www.victoria.ca

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*Land development & land development_subdivision application legal form Revised June 2009*