



DISTRICT OF PORT HARDY
APPLICATION FOR PRELIMINARY
SUBDIVISION LAYOUT CONSIDERATION

The information requested in this application is required to expedite the review process and assist District staff in preparing a recommendation to the Approving Officer or Council.

This form will only be accepted if it is completed in full and accompanied by all required attachments.

Application Process

- Once the completed application is received, the subdivision application is circulated to District departments and external agencies for review.
- The Approving Officer, or Council where appropriate, either rejects the application or issues a Preliminary Layout Review (PLR) and sends it to the applicant.
- When a PLR has been issued, the applicant must complete all of the outstanding conditions and required items outlined under the PLR and submit the “as-built” engineered construction drawings for works and services to the District of Port Hardy no less than two weeks prior to requesting final approval from the Approving Officer.
- The applicant must pay all outstanding fees and financial requirements before receiving final approval by the Approving Officer.
- Subject to *Land Title Act*, section 83(2), the applicant must provide proof of payment of all taxes and local service taxes owing on the property at the date of approval.
- The Approving Officer reviews the application and gives final approval when all requirements and terms under the PLR have been met by the applicant(s).
- Once the Approving Officer has given final approval for the subdivision plan, the applicant is responsible for registering the subdivision plan and all associated documents, such as covenants, easements and Statutory Rights of Way (SRWs) with the British Columbia Land Title and Survey Authority.

Required Information

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| <ul style="list-style-type: none"><input type="checkbox"/> Complete application package signed by the registered owner(s) of the subject property<input type="checkbox"/> Certificate of State of Title dated no more than ten days prior to the date of application.<input type="checkbox"/> Subdivision Plan completed by a registered BC Land Surveyor detailing location, lot dimensions, highway, public roadways, right of way, location of creeks, water courses and wetlands, pertinent topographic features and current buildings on site including all current and proposed setbacks.<input type="checkbox"/> Application fees. | <ul style="list-style-type: none"><input type="checkbox"/> Completed Schedule 1, Site Profile, as per the Waste Management Act, for the subject property.<input type="checkbox"/> Written statement of intent outlining the proposed use of the subject property and reasons/rationale for the proposal, including how it will benefit the surrounding neighbourhood.<input type="checkbox"/> Copy of covenants registered on the land<input type="checkbox"/> Letter of authorization - if the applicant is not the owner, a letter must be provided from the owner authorizing the applicant to act on his/her behalf. |
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APPLICATION FOR PRELIMINARY
SUBDIVISION LAYOUT CONSIDERATION

TYPE OF APPLICATION

- Subdivision
- Bare Land Strata Subdivision
- Strata conversion of a previously occupied building
- Phased Strata Subdivision
- Boundary Adjustment
- Strata Subdivision

REGISTERED OWNER

First Name _____ Last Name _____

Company Name _____

Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Cell _____

Email _____

AGENT OR CONSULTANT WORKING UNDER THE WRITTEN AUTHORITY OF THE OWNER

Contact First Name _____ Last Name _____

Company Name _____

Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Cell _____

Email _____

PROPERTY INFORMATION

Civic Address _____

Legal Description _____

Size of property _____ Number of current parcels _____

Present Land Use Designation _____ Present Zoning _____

Description of the Existing Use

Services currently existing or readily available to the property (check applicable area)

Road Access Yes No

Water Supply Yes No
 If no, state proposed water supply method _____

Sewage Disposal Yes No
 If yes, state District system or disposal method _____
 If no, state proposed sewage disposal method _____

Hydro Yes No

Telephone Yes No

School Bus Service Yes No

SPECIFICS OF PROPOSAL

Approximate commencement date of proposed project _____

Number of lots proposed	Average Lot Size (in acres)
_____	_____
_____	_____
_____	_____
_____	_____

Description of the Proposed Use (use a separate sheet if necessary)

Proposed Land Use Designation _____ Proposed Zoning _____

OWNER(S) OR AGENT/CONSULTANT AUTHORIZATION (Only complete one)

OWNER(S), IF PERSONALLY APPLYING

I/We, _____
(Name of Owner - please print)

solemnly declare that I/we am/are the registered owner(s) of the real property described as

(Legal description of property)
and that I/we am/are registered as such in the Land Registry Office in Victoria, BC. I/We hereby declare that the foregoing information is true and proper and I/we make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

AGENT OR CONSULTANT, IF APPLYING ON BEHALF OF THE OWNER

I, _____ solemnly declare that I am the authorized agent of
(Name of Agent/Consultant - please print)

(Name of Owner(s) - please print)
who is/are the registered owner(s) of the real property described as

(Legal description of property)

It is understood that, until the District of Port Hardy is advised in writing that I am no longer acting on behalf of the undersigned owner, the District shall deal exclusively with me in respect to all matters pertaining to the proposed application. I hereby declare that the foregoing information is true and proper and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature of Agent: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

District of Port Hardy
PO Box 68, 7360 Columbia Street
Port Hardy, BC V0N 2P0
Telephone: 250 949-6665 Fax: 250 949-7433
www.porthardy.ca

FOR OFFICE USE

Application fee		\$ _____
Mapping		\$ _____
Subdivision - 2 to 10 lots	# of lots _____ x \$ _____ per lot	\$ _____
Amendment to a strata subdivision		\$ _____
Strata conversion of a previously occupied building	# of lots _____ x \$ _____ per lot	\$ _____
Revised application received within 4 weeks of original		\$ _____
Total Due		\$ _____ =====

Payment received

Date _____ Receipt number _____

Application reviewed by _____

Notes:

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