



VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8
TELEPHONE 604-937-4100 FAX 604-939-5034
belcarra@belcarra.ca • www.belcarra.ca



SUBDIVISION APPLICATION

Mail to above address or email to belcarra@belcarra.ca

Office Use Only	Office Use Only for Referral	
File Number: _____	<input type="checkbox"/> Building Services	<input type="checkbox"/> Fee Simple
Fees: _____	<input type="checkbox"/> Municipal Planner	<input type="checkbox"/> Bare Land Strata
Receipt Number: _____	<input type="checkbox"/> Municipal Engineer	<input type="checkbox"/> Strata Conversion
Received By: _____	<input type="checkbox"/> Engineering & Public Works	<input type="checkbox"/> Phased Strata
Associated Files: _____	<input type="checkbox"/> Sasamat Volunteer Fire Department	<input type="checkbox"/> Road Closure
	<input type="checkbox"/> School District No. 43	<input type="checkbox"/> Extension

Fees are not refundable except as outlined in the Fees and Charges Bylaw and do not guarantee approval of application in any way.

APPLICANT INFORMATION

Name: _____

Contact Name
(If applying under
Business Name): _____

Address: _____

Phone Number: _____

Email: _____

OWNER(S) OF PROPERTY

Owner	Address and Postal Code	Phone	E-Mail
_____	_____	_____	_____
_____	_____	_____	_____

PROPERTY DESCRIPTION

Property Address: _____

Property Identification
Number(s): _____

Legal Description: _____

Number of Existing Lots _____

Existing Zone(s) _____

Are there any easements or restrictive covenants affecting the property? ____ Yes ____ No
If yes, please provide copies with the current title search for all properties.

PROPOSAL

Describe the proposed subdivision (add description on supplemental sheets as necessary):

Proposed Lots (add supplemental sheets as necessary):

Lot number(s)*	Proposed use(s) of lot	Lot area

* The lot number should be used in identifying the lot on the preliminary plan.

Other applications being submitted concurrently:

Type (e.g. Development Variance Permit, Rezoning, OCP Amendment)	Application Number (completed by staff)
1.	
2.	
3.	

APPLICANT ACKNOWLEDGEMENT

By signing this application form, the applicant / owner attests that the information provided on this and supplemental application forms for land use permits from the Village of Belcarra is true and correct to the best of their knowledge. Any material falsehood or any omission of a material fact made by the applicant / owner with respect to this application may result in an issued permit becoming null and void.

I, the applicant / owner, certify that this application is being made with the full knowledge and consent of all owners of the property in question.

Applicant or Authorized Representative Signature Date

AUTHORIZATION OF APPLICANT

I, hereby designate _____ to act as my agent in matters related to this application.

Owner's Name (printed): _____ Owner's Signature: _____

Note: A letter of applicant authorization with the signatures of all owners will also be accepted.

The Village of Belcarra is collecting personal information in accordance with Section 26 (c) of the Freedom of Information and Protection of Privacy Act. The personal information collected on this form is collected as part of the subdivision application process and for administration and enforcement. Questions about the collection, use and disclosure of this information can be directed to the Village's Privacy Officer at the Village of Belcarra, 4084 Bedwell Bay Road, Belcarra, BC V3H 4P8. Phone 604-937-4100 or email fo@belcarra.ca

DEVELOPMENT APPLICATION REQUIREMENTS AND CHECKLIST

Note: Items listed are required at the time of submission of application. This checklist must be followed and submitted with your application form. If any of the required documents are not included the Village will not accept the application. Please note, all drawings need to also be provided to the Village of Belcarra in pdf format on disk.

Project Address: _____

	APPLICATION TYPE	REQUIRED ITEMS	Copies Required	Attached
1	Subdivision	A, B, C, D, E, F, G, H, I, J, K		
A.	Completed Subdivision Application form Including signatures of authorisation of all property owners		4	
B.	State of Title Certificate or Title Search For each parcel affected in the application, including copies of any right-of-ways, restrictive covenants, easements, etc. that are registered on title. Title Search to be not older than 30 days from application date.		1	
C.	Application Fee Based on the current Fees and Charges Bylaw			
D.	Water Supply If the lots are not proposed to be serviced by the municipal water system then proof of a secure sub-surface water source from A Professional Engineer must be provided confirming that each lot is able to obtain potable water and meet the requirements of Schedule L of the Village of Belcarra Building and Plumbing Code Regulation Bylaw.		4	
E.	Preliminary Sewerage System Design and Report Prepared by a Professional Engineer with experience in sewerage disposal. The report shall identify building envelopes and shall confirm that a sewerage system meriting the requirements of the Village of Belcarra Subdivision and Development Bylaw may be constructed on the lot.		4	
F.	Preliminary Subdivision Plan Plan showing all lot dimensions, zoning requirements, and building envelopes prepared by a B.C.L.S. (24 x 36 and 11 x 17)		1	
G.	Letter of Intent Detailing the proposal.		4	
H.	Site Plan Prepared by a Professional Engineer illustrating a North Arrow, PID, legal description of every existing and proposed parcel, bearings and dimensions and setback of all existing buildings and structures to be retained on site, sources of domestic water on the site and all adjacent domestic water sources within 30m of the proposed site, sewerage systems with their offset distance from the lot lines, building envelopes indicating all Zoning Bylaw setbacks, the location and dimensions of all streets, property accesses, registered easements, covenants, encroachments and right-of-ways, existing and proposed street names, location of the natural boundary of any existing watercourse(s) including the elevation of the crest and toe if slope at regular intervals, approximate location of all existing and proposed utility services, approximate extent of area available for sewerage disposal surrounding the test holes, locations of any on-site water sources to be developed, locations of sewage-disposal systems on adjacent properties within 30m of any external lot line of the proposed. (24 x 36 and 11 x 17)		1	
I.	Tree and Topographic Survey Conducted by a B.C.L.S. and identifies the overall health and quality of the trees (over 1.0m) on or adjacent to the subject site, all natural or man-made features such as ponds, bridges, traverse lines with hub numbers, etc. Also, identifies the site elevations including grades at each corner of the lot(s) and contours at one metre intervals. (24 x 36 and 11 x 17)		1	
J.	Site Photos Colour photos of the site. Illustrating key features such as site access points, watercourses, slopes, trees, etc.		4	
K.	Preliminary Geotechnical Report A preliminary geotechnical report shall be submitted which confirms the suitability of the lands for the intended purposes. The report shall be sealed by a Professional Engineer licensed to practice in BC.		4	

I certify that the attached submission is complete and accurate and includes all of the above items.

Applicant Signature: _____ Date: _____