



PRELIMINARY LAYOUT REVIEW SUBMISSION REQUIREMENTS CHECKLIST

- REQUEST FORM AND SITE PROFILE FORM - completed and signed by the applicant.
- FEE – refer to current fee schedule.
- PROPOSED SUBDIVISION PLAN – **ALL MEASUREMENTS SHOWN ON THE PLAN MUST BE IN METRIC AND ALL PLANS SUBMITTED MUST BE FOLDED.**
 - 20 copies of the proposed subdivision plan to an appropriate metric scale. Plans submitted must be folded to a letter or legal size. One (1) reduced copy at either a letter or a legal size format must be provided if plans submitted are larger than legal size. All plans must show the following:
 - North Arrow.
 - Legal description of the subject property or properties being subdivided.
 - Location, dimensions, lot areas and boundaries of existing parcels to be subdivided. The boundary of the subdivision must be outlined in red.
 - 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, where applicable.
 - 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 re-located.
 - 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, where applicable.
 - Location of creeks, water-courses, swamps, ravines, and other pertinent topographic features, including all trees or grouping of trees.
 - Location of existing drainage facilities (storm sewers, tile drains, culverts, etc.) whether in use or not, where applicable.
- LETTER OF AUTHORIZATION – if applicant is not the owner, a letter must be provided from the owner authorizing the applicant to act on his/her behalf.
- STATE OF TITLE CERTIFICATE - provision of a State of Title Certificate three (3) months current, with copies of all rights-of-way, easements, and restrictive covenants that are registered against the property.

APPLICATIONS WILL NOT BE ACCEPTED UNLESS CHECKED COMPLETE

- OFFICE USE ONLY -

APPLICATION COMPLETE – Date: _____ Staff Signature: _____

COMMENTS: _____

The Personal Information on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. Any questions regarding this collection should be directed to Bob Shaughnessy, Subdivision Approving Officer, Planning & Development Services, 1435 Water Street, Kelowna, BC V1Y 1J4 (862-3339, local 439).