



SUBDIVISION APPROVAL SUBMISSION REQUIREMENTS CHECKLIST

- APPLICATION FORM AND SITE PROFILE - completed and signed by the applicant.
- MYLAR SURVEY PLAN – date of completion within the last 3 months (or inspection endorsement made within the last 3 months). The survey plan must have an endorsement for any rights-of-way or covenants that may be required to be registered concurrently in the Land Title Office and show the street name for any new roads created.
- Fourteen (14) paper prints of the survey plan **FOLDED** to legal or letter size.
- If the Ministry of Transportation & Highways is required to sign the plan, three (3) additional paper prints are required.
- Two (2) copies of the approved site grading plan.
- A Surveyors Certificate for all properties affected by the proposed subdivision where there are existing buildings or structures to be retained.
- Original and two (2) copies of the pertinent right-of-way agreement(s) in favour of the City of Kelowna and executed by the subject property owner and three (3) paper prints of the right-of-way plans.
- Original and two (2) copies of the pertinent covenant(s) in favour of the City of Kelowna and executed by the subject property owner.
- Three (3) copies of all: Right-of-Way Agreements and/or Covenants in favour of other agencies (not executed by the City of Kelowna), and easement agreements and plans.
- Original and two (2) copies of the Servicing Agreement between the subject property owner and the City of Kelowna and executed by the subject property owner together with the required security (\$_____).
- City of Kelowna Tax certificates or receipts confirming that current property taxes on all properties affected by the proposed subdivision have been paid (available from the City of Kelowna Tax Counter).
- Written confirmation from Utilicorp Network Corporation that their requirements have been met for subdivision approval and all necessary fees have been paid.
- Written confirmation from the appropriate Irrigation District that their requirements have been met for subdivision approval and all necessary fees and taxes have been paid.
- Application fee – refer to current fee schedule \$_____. Cheques are to be made payable to the City of Kelowna.
- Development Cost Charges (DCC's) \$_____. Payable to the City of Kelowna by **certified cheque** or bank draft.
- Fire Protection Levy of \$250.00 per lot created \$_____.
- Survey Monument Fee of \$50.00 per lot \$_____.
- Street Name and Traffic Control Signs \$_____.
- Administration Fee \$_____.
- Other \$_____.

APPLICATIONS WILL NOT BE ACCEPTED UNLESS CHECKED COMPLETE

- OFFICE USE ONLY -

APPLICATION COMPLETE – Date: _____ Staff Signature: _____

COMMENTS: _____