

PRELIMINARY APPLICATION TO SUBDIVIDE

PART 1: APPLICATION OVERVIEW, FEES & SUBMISSION INSTRUCTIONS

This application (the “Preliminary Application”) is for preliminary review of the proposed subdivision of properties including creating new lots, adjusting lot lines, creating airspace parcels, bare land strata, or phased strata developments.

A preliminary application is required in order to provide the City with an overview of your proposed subdivision. Your Preliminary Application must be submitted in accordance with all requirements listed in Part 5: Application Submission Checklist below.

Preliminary Application Fees:

The following fees payable for this Preliminary Application are as follows:

Type of Subdivision	Fee	Fee Type
Realignment of Lot Line	\$600.00	Per Application
Creating New Lots, Air Space Subdivision, and Bare Land Strata	\$1000.00	Per Application
	\$100.00	For First Lot Created
	\$50.00	For Each Additional Lot Created
Phased Strata Plan	\$1000.00	Per Application

Fee Calculation Example: If you were proposing to split a single lot into two, the fees would be: *\$1000 processing fee + \$100 for the first lot created + \$50 for the second lot created = \$1,150.00.*

Payment: Fees can be paid by cheque made payable to the City of North Vancouver.

Note: Additional fees and deposits are required for final subdivision approval. These fees will be calculated by City Staff after your Preliminary Application has been reviewed and are based on bylaw fees and the actual cost to service the proposed lot configuration. The *Subdivision and Development Control Bylaw No. 8014 (Consolidated)* is located on the City’s website.

Application Submission Instructions

All Preliminary Applications must be submitted electronically and in paper (hard copy).

- Electronic Submission: Please email your complete application to subdivision@cnv.org.
- Hard Copy Submissions: Please drop off or mail your application to North Vancouver City Hall (141 West 14th Street, North Vancouver, BC V7M 1H9) Attention: Engineering Development Services. Please also include the cheque with your hard copy submission.

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PART 2: APPLICANT INFORMATION

Applicant

Name: _____

Company: _____

Address and Postal Code: _____

Email Address: _____ Day Phone: _____

Property Owner (if different from applicant)

Name: _____

Company: _____

Address and Postal Code: _____

Email Address: _____ Day Phone: _____

*Fees Paid By (if different from applicant)

Name: _____

Company: _____

Address and Postal Code: _____

Email Address: _____ Day Phone: _____

*Note: any fee refunds will be issued to the party who paid the fees.



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PART 3: EXISTING SITE INFORMATION

Full Legal Description(s) per Title Search or State of Title Description(s):

PID: _____ Legal Description: _____

Full Civic Address: _____

Existing Zoning: _____

Existing Land Use: _____

Is this Application Related to a Rezoning? Include Application Number: _____

PART 4: SUBDIVISION INFORMATION

Subdivision Type:

Land Subdivision

Air Space Subdivision

Other: _____

Bare Land Strata

Phased Strata Plan

Description of Proposal:

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PART 5: APPLICATION SUBMISSION CHECKLIST

All Preliminary Applications must include the following:

1. Completed Preliminary Application to Subdivide Form;
2. Letter stating that the Applicant is the registered owner or authorized representative of the owner acting with the consent of the owner;
3. Sketch, along with a letter describing how the Applicant intends to subdivide the property or properties.
Note: If existing buildings are involved, a more detailed sketch should be provided indicating locations of the proposed lot(s);
4. Confirmation of site history with regard to Schedule 2 uses as defined in the Environmental Management Act and Contaminated Sites Regulation as follows:
 - a) If the site has past or current Schedule 2 uses, a site disclosure statement, signed by the owner, must be submitted, or
 - b) If the site has no history of Schedule 2 uses, a letter confirming no known history of Schedule 2 uses, signed by the owner, must be submitted;

Final Fees: The final fees will be calculated when the Preliminary Application is reviewed by the City. An overview of the fees can be found in Schedule D of Subdivision and Development Control Bylaw No. 8014 Consolidated as well as the Water Utility and Sewer and Drainage Utility Bylaws.

These fees will be collected when site servicing costs are paid and prior to final subdivision approval.

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PART 6: AUTHORIZATIONS:

Owner's Authorization:

I authorize _____ as the Applicant listed in Part 2 of this form to act on my behalf in all matters related to this Preliminary Application and to receive all correspondence relating to this application. I further acknowledge that the Applicant will be the primary contact with the City for the application process.

I authorize the City and its employees, contractors, and agents to access the site for review purposes.

Signature of Owner	Date
Signature of Owner	Date
Signature of Owner	Date

(All owners on title must sign. Attach extra signature pages as applicable)

Applicant's Declaration

I certify that the information provided is true, correct, and complete.
 I understand this submission constitutes a preliminary application only and no approvals are implied.

Signature of Applicant	Date
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The City is collecting your personal information in accordance with Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The City collects your information for the purposes of administering City programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Coordinator at 141 West 14th Street, North Vancouver, BC V7M 1H9 or FOIPrivacy@cnv.org or 604-985-7761