



# Development Application - Subdivision

Planning Department-Development Services Division

171 Main St. | Penticton B.C. | V2A 5A9

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|   |                    |                               |  |
|---|--------------------|-------------------------------|--|
| Application#  |                    |                               |  |
| Master Project #  |                    | Date Received:                |  |
|   | Detail:            | Fees (Refer to Fee Schedule): |  |
| <input type="checkbox"/> Subdivision – Fee Simple   | Total # of Lots:   | \$                            |  |
| <input type="checkbox"/> Subdivision – Bareland Strata  | Total # of Lots:   | \$                            |  |
| <input type="checkbox"/> Subdivision – Phased Strata  | Total # of Phases: | \$                            |  |
| <input type="checkbox"/> Other (i.e. Title Search Fee, MOE Referral Fee, Form P Approval Fee)                         |                    | \$                            |  |
|   | Total Fees         | \$                            |  |
| Applicant Information (Property Owner or Agent**) **See Agency Agreement  |                    |                               |  |
| Name(s):  |                    | Phone:                        |  |
| Company:  |                    | Cell:                         |  |
| Mailing Address:  |                    | Email:                        |  |
| Property Owner(s) Information (From Current Title)  |                    |                               |  |
| Name(s):  |                    | Phone:                        |  |
| Company:  |                    | Cell:                         |  |
| Address:  |                    | Email:                        |  |
| Property Information (Please submit a separate page if more than two properties are being developed)                  |                    |                               |  |
| Civic Address and Legal Description/PID:  |                    |                               |  |
| Civic Address and Legal Description/PID:  |                    |                               |  |
| Please describe the desired end result of this application. (Please submit a separate page if more space is desired.) |                    |                               |  |
|   |                    |                               |  |
|   |                    |                               |  |

**Coordinating Professionals (Optional)**

List professionals such as BC Land Surveyor, Engineer etc. Use additional sheet if necessary.

Name(s):

Phone:

Company:

Cell:

Address:

Email:

**Application Checklist:**

The following list outlines all of the information necessary to provide a timely decision on your application. All items on the list must be provided with the application. We are unable to accept applications that do not have all of the required items

| Applicant<br><input checked="" type="checkbox"/> |  | Staff<br><input checked="" type="checkbox"/> |
|--|--|--|
| <input type="checkbox"/>                         | Completed Application Form   | <input type="checkbox"/>                     |
| <input type="checkbox"/>                         | Agency Agreement (If the 'Applicant' is not the registered owner.)   | <input type="checkbox"/>                     |
| <input type="checkbox"/>                         | Current Title (Required for each property) <ul style="list-style-type: none"> <li>Searched within 30 days.</li> <li>Include current copies of any restrictive covenants, easements or utility rights-of way</li> </ul>   | <input type="checkbox"/>                     |
| <input type="checkbox"/>                         | City to pull current title(s)  | <input type="checkbox"/>                     |
| <input type="checkbox"/>                         | Site Disclosure Statement or Site Disclosure Waiver<br>\$100 MOE referral fee is required if <a href="#">Schedule 2</a> uses are identified.   | <input type="checkbox"/>                     |
| <input type="checkbox"/>                         | Subdivision Sketch Plan (Prepared by a BC Land Surveyor) <ul style="list-style-type: none"> <li>Digital Copy (Email <a href="mailto:planning@penticton.ca">planning@penticton.ca</a>)</li> <li>Include the civic address and Type of Application in the subject line.</li> </ul> | <input type="checkbox"/>                     |
| <input type="checkbox"/>                         | Payment <ul style="list-style-type: none"> <li>The application will proceed through our review process AFTER payment is made.</li> </ul>   | <input type="checkbox"/>                     |
| _____<br>Initial                                 |  | _____<br>Initial                             |

**Applicant/Agent Confirmation**

As **Applicant**, I confirm that I have attached to this application the required plans and specifications of the proposed development in accordance with the application checklist. I accept responsibility for processing delays caused by incorrect or insufficient submission materials. I understand that this application form is a public document and that any and all information contained in it, excluding personal information as that term is defined in the *Freedom of Information and Protection of Privacy Act*, is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to Council or for purposes of a public hearing. And, I understand that approval is subject to Staff and Council deliberation and assessment.

*If all registered owners of the property are the 'Applicant', all must sign below. If only one registered owner is the 'Applicant', the remaining registered owner(s) must provide an Agency Agreement. Please submit a separate page if more signatures are required.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date