



# Development Application - Subdivision

Planning Department-Development Services Division

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

P: (250) 490-2501 | E: [planning@pentiction.ca](mailto:planning@pentiction.ca)

[pentiction.ca](http://pentiction.ca)

January 1, 2026

Application#			
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:	
Mailing 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:			
Civic Address and Legal Description/PID:			

## 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

Information collected on this form is done so under the authority of section 26 (c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information, please contact the Legislative Services Department at 250-490-2400.



# Subdivision Application-Checklist

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The following list outlines all information necessary to provide a timely decision on your application.

*All items on the list must be provided with the application and emailed to [planning@penticton.ca](mailto:planning@penticton.ca)  
Incomplete applications will not be accepted.*

**\*\* The application will proceed through our review process AFTER payment is made. \*\***

Applicant <input checked="" type="checkbox"/>		Staff <input checked="" type="checkbox"/>
<input type="checkbox"/>	<b>Agency Agreement</b> <ul style="list-style-type: none"><li><i>This form is required if the owner(s) is not the applicant.</i></li></ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Current Title (Required for each property)</b> <ul style="list-style-type: none"><li><i>Searched within 30 days.</i></li><li><i>Include current copies of any restrictive covenants, easements or utility rights-of way.</i></li></ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>City to pull Current Title(s)</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Site Disclosure Statement: Identifying and Disclosing Sites That May be Contaminated</b> <ul style="list-style-type: none"><li><b><i>Zoning amendments, Development Permit, Subdivision and Building Permits</i></b> (where soil disturbance is likely to occur) are triggers for a Site Disclosure Statement, if the property is used, or has been used, for commercial or industrial purposes or activities (Schedule 2).</li><li><i>\$100 Ministry of Environment referral fee is required if Schedule 2 uses are identified.</i></li></ul> <p><i>For further information, the Site Disclosure Form, list of Schedule 2 Uses, and the online Site Disclosure Statement, please go to: <a href="#">Identifying and disclosing sites that may be contaminated - Province of British Columbia</a></i></p> <ul style="list-style-type: none"><li><i>Refer to the section 'If you're applying to a municipality or approving officer' for helpful information.</i></li><li><i>In order for the Planning Dept. to receive notification of the Site Disclosure Statement, please use <a href="mailto:planning@penticton.ca">planning@penticton.ca</a>.</i></li></ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Site Disclosure Waiver</b> <ul style="list-style-type: none"><li><i>The City of Penticton requires applicants <b>who are not</b> submitting a Site Disclosure Statement under the Environmental Management Act to submit a "Site Disclosure Waiver".</i></li></ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Subdivision Sketch Plan (pdf format)</b> <ul style="list-style-type: none"><li><i>Prepared by a BC Land Surveyor</i></li></ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Application Fee</b> <p><i>The application will proceed through our review process AFTER payment is received.</i></p>	<input type="checkbox"/>

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# Subdivision Fee Schedule

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Subdivision - Fee Simple & Bareland Strata	Fee	<input checked="" type="checkbox"/>
<i>Preliminary Layout Approval Review (Fees based on total number of lots being registered at Land Titles)</i>		
1-2 Lots	\$1,355.00	<input type="checkbox"/>
3-10 Lots	\$1,355.00 + \$395.00 per lot in excess of 2 lots	<input type="checkbox"/>
11-20 Lots	\$4,515.00 + \$285.00 per lot in excess of 10 lots	<input type="checkbox"/>
21-30 Lots	\$7,350.00 + \$260.00 per lot in excess of 20 lots	<input type="checkbox"/>
31-40 Lots	\$9,940.00 + \$240.00 per lot in excess of 30 lots	<input type="checkbox"/>
41 Lots or Greater	\$12,360.00 + \$150.00 per lot in excess of 40 lots	<input type="checkbox"/>
Preliminary Layout Approval (PLA): Renewal or Amendment	\$301.00	<input type="checkbox"/>
Legal Plan Approval Fee	\$70.35 (incl. GST)	<input type="checkbox"/>
<b>Subdivision - Phased Strata</b>		
Phasing Approval Fee	\$807.00	<input type="checkbox"/>
Form P Approval	\$138.60 (incl. GST)	<input type="checkbox"/>
Preliminary Layout Approval (PLA): Renewal or Amendment	\$301.00	<input type="checkbox"/>
Legal Plan Approval Fee	\$70.35 (incl. GST)	<input type="checkbox"/>
<b>Other Administrative Fees</b>		
Ministry of Environment-Site Profile Referral	\$100.00	<input type="checkbox"/>
Land Title Search (per property)	\$24.15 (incl. GST)	<input type="checkbox"/>