



**TOWN OF LAKE COWICHAN  
APPLICATION FOR FINAL SUBDIVISION APPROVAL**

Date		File No.	
Fee(s)		Receipt No.	
<b>OWNER INFORMATION</b>			
Schedule 'A' must be completed where there are more than two registered owners or where the applicant is not the registered owner.			
Name of applicant			
Address			
City		Phone	
Province		Fax	
Postal Code		Email	
<b>PROPERTY INFORMATION</b>			
Civic Address of Property			
Legal Description of Property			
Current Zoning			
Purpose of Subdivision			
<b>SIGNATURE(S)</b>			
This application is made with the owner's full knowledge and consent.			
Owner or Agent Name	Signature	Date	
Owner or Agent Name	Signature	Date	

All FINAL subdivision applications must include completed checklist as part of the submission.

<b>Checklist for Final Subdivision Approval</b>	
<b>Items Required with all Applications</b>	
	Application Fee(s) of \$500 per lot
	Completed Application Form & Checklist
	Payment of all taxes and accounts receivables on property being subdivided.
	Payment of all Development Cost Charges.
	Payment of 5% cash-in-lieu for parkland dedication.
	Deposit of Maintenance Agreement and security to guarantee completion and performance of works and services.
	Proof of payment of minimum of \$15,000 or 5% of construction costs which is refundable on satisfactory completion of Works or Charges may apply.

	<b>Additional Items that shall or may be Required</b>	Submitted
	Electronic plan submission (three (3) copies) of subdivision, prepared by BCLS.	
	Plan Survey Certificate to confirm location of existing buildings.	
	Electronic submission of any reference plans for right-of-ways, easements and covenants (three (3) copies)	
	Submission of digital plans, as per Town requirements.	
	Land title forms requiring signatures	
	Two (2) electronic copies of any signed original private or utility easements.	
	Declaration of Contaminated Site Exemption	
	Geotechnical Report	
	Tree Management Plan/ Boulevard Tree Plan/ Tree Removal Permit	
	Slope Analysis Plan	
	Drainage Study	
	Integrated Rainwater Management Plan	
	Servicing Report	
	Traffic Study/ Pedestrian Study	
	Grading Plan	
	Environmental Impact Assessment	
	Fire Interface Assessment	

## Schedule 'A' Authorization and Appointment of Agent Form

*Please Note:* In cases where the parcels being developed are owned by more than one person, or where the applicant is someone other than the Owner, the Agent must obtain written authorization of all Owners in order to submit an application to the Town of Lake Cowichan.

Name(s)	
Company	
Address	
Phone	
E-mail	

To act as the Agent for the subject property:

Civic Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Company Search Required?    Yes                          No   

This is to confirm that the undersigned Owner(s) authorize the applicant to act on behalf of all the registered owners.

The Agent is authorized to:

- Tender this application for Final Approval of the subdivision.
- Negotiate with the Town of Lake Cowichan on behalf of the Owner.
- Provide any information deemed necessary by the Town to review the application.

Registered Owner's Name (1)	Registered Owner's Name (2)
Signature	Signature
Address	Address
Date	Date
Registered Owners Name (3)	Registered Owners Name (4)
Signature	Signature
Address	Address