



# SUBDIVISION (Preliminary Layout Acceptance) Application

## REGISTERED OWNER: (please print)

Name(s):

Address:

City:

Postal Code:

Phone:

Cell:

Fax

Email:

## APPLICANT: (if different from above)

Name(s):

Address:

Phone:

Cell:

Fax

Email:

## SUBJECT PROPERTY: (please see Note below)

Civic Address:

City:

Postal Code:

Legal Description:

Lot

Section

Range

District

Plan

Parcel Identifier No:

Folio No:

**Note:** Please attach a current land title search and copies of all charges, covenants, easements, etc. on Title for this property. If more than one property is concerned with this proposal, please attach a list including all details as listed above.

## DEVELOPMENT DETAILS: (please check all that apply)

Fee Simple

Bare Land Strata

Strata Conversion

Lot Line Adjustment

Final Approval

How many lots do you proposed to create?

Property Size (m<sup>2</sup> or ha):

Existing Use:

## Project Description:

Please provide a Rationale Letter with your application describing your project in detail. The letter must reference relevant policies within the Official Community Plan and within the Development Permit Area Guidelines and describe how your project meets these goals, policies, and regulations. Please refer to the Guide to Subdivision Applications for other technical information and drawings required for your application. The City of Duncan reserves the right to reject or postpone the review of an incomplete application. The information in this application will only be used for the purpose for which it was obtained.

## Authorization:

I/We declare that all of the above statements and information contained in the material submitted in support of this application are, to the best of my/our knowledge, true and correct in all respects. Where the applicant is **not the REGISTERED OWNER**, the application **must be signed by the REGISTERED OWNER** acknowledging this application.

**Applicant's Signature:**

**Registered Owner(s) Signature:**

Date:

Date:

## OFFICE USE ONLY:

Date Received:

Fees Paid:

File No.:

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: [duncan@duncan.ca](mailto:duncan@duncan.ca) or phone: 250-746-6126.