



Lands Department
2460 Falcon Way
Tsawwassen, BC V4M 4G4
Phone: 604-948-0694
www.tsawwassenfirstnation.com

SUBDIVISION APPLICATION FORM

Subdivision Type

This is a:

- ☐ Fee Simple Subdivision
Existing No. of Lots: _____
Proposed No. of Lots: _____
- ☐ Bare Land Strata Subdivision
- ☐ Phased Strata Subdivision

Purpose (short description of Proposal): _____

Property Information

Property Address: _____ PID: _____

Legal Description: _____

Title search and any title restrictions, e.g., covenants, easements, and statutory rights-of-way:

Title Number: _____

Charge Number: _____ Purpose: _____

Charge Number: _____ Purpose: _____

Charge Number: _____ Purpose: _____

(Insert additional sheet if space is not enough)

Owner Information (to be completed by head tenant where applicable if TFN is the owner)

Name of Registered Owner (or Head Tenant): _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Cell: _____ Email: _____

This application is made with my full knowledge and consent:

Signature of Registered Owner: _____ Date: _____

(Or attach an owner's authorization letter if owner's signature is not provided on this form)

Applicant Information (to be completed if applicant is not the owner)

Name of Applicant: _____

Company Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Cell: _____ Email: _____

Business License No.: _____

Contractors/design professionals/consultant MUST have a valid Business License to do work on Tsawwassen Lands. Apply to the Lands Department for a business license if you do not have one.

This application is made with full knowledge that I am the sole agent for the owner(s) and will be the only contact with Tsawwassen First Nation Lands Department.

Signature of Applicant/Authorized Agent: _____ Date: _____

Submission General Requirements

Submitted		
	An electronic copy of full application package	On a USB key or via email to planningpermits@tsawwassenfirstnation.com ; file names to be formatted as follows: Document Title-Version Number-Date (YYYY MM DD). All drawings and reports should be prepared, signed and sealed by qualified professionals.
	Fees	<p>Application fee and other fees as required in the Consolidated Planning and Development Application Fees Regulation may be paid by cash or cheque. Application fee is due at the time of submission.</p> <p>The Consolidated Planning and Development Application Fees Regulation may be amended from time to time. Please refer to the current Consolidated Planning and Development Application Fees Regulation posted on TFN's website (http://tsawwassenfirstnation.com/portfolio/planning-and-development/) for detailed fee amounts.</p>
	Documents/ Reports	Two hard copies are required for all documents and reports except for the Application Form one hard copy is required
	Drawings	One full size hard copy and two 11 x 17 hard copies

Submission Checklist

Submitted N/A		
1		Complete Application Form with all required signatures
2		Copy of recent title search (no older than 30 days) and charges on title that will affect or be affected by the proposed subdivision
3		<p>Written statement:</p> <ul style="list-style-type: none"> Describing the intended use of the subdivided lands; Demonstrating conformance with the Land Use Plan.
4		<p>Subdivision Plan at an appropriate metric scale, including but not limited to the following:</p> <ul style="list-style-type: none"> north arrow and scale bar; measurements labelled in metric; exterior boundaries of the proposed subdivision area boldly outlined; the location, dimensions, parcel areas, boundaries and legal descriptions of both the existing parcels and proposed parcels, and all parcels surrounding the proposed parcels; top of bank and 15m and 30m setbacks for all bodies of water and/or watercourses; present and proposed zoning designation; accurate location of all existing buildings and structures within proposed subdivision; all building and/or structure removal or relocation clearly indicated; existing street and road names; the location, dimensions and centerline radius of any highway, public access, road, lane, walkway, trail or existing park existing on or reasonably adjacent to the parcels included in the proposed subdivision; provision for access to parcels lying beyond and/or adjacent to the parcel(s); the location, dimensions and plan numbers of any registered rights-of-way or easements existing on or adjacent to the lands being subdivided; the location of any significant natural features, environmentally sensitive areas, floodplain, unstable soils, high water table areas and Development Permit areas; date upon which the plan was prepared, and any revision dates.

Note: This document does not replace the *Land Use Planning and Development Act* or its regulations.
Subdivision Application Requirements (revised Nov 2020)

Submission Checklist			
Submitted		N/A	
5			Topographical Survey of the parcel(s) to be included in the proposed subdivision, with the contours at one (1) metre intervals. The topographical survey shall accurately delineate any spot and break elevations, existing structures on the subject property and on adjoining properties at common property line, and any watercourses on the parcel(s).
6			Site Profile
7			Geotechnical Report stating that the subject site is safe for the use intended. The geotechnical report must address slop stability, retaining structures, and stability of the soil structure or the intended use.
8			Grading Plan showing existing and proposed final grades of the subject site
9			Servicing Plans & Servicing Design Report as to the availability and adequacy of major infrastructure components (e.g., portable water supply, sanitary sewer and storm water management). All plans shall comply with the requirements of the current Master Municipal Construction Design (MMCD) Guidelines, the Integrated Rainwater Management Plan (IRMP), and any supplemental Design Criteria and regulations of TFN.
10			Landscape Plans of any proposed park, trail and open space, and boulevard landscaping
11			If the proposed development involves cycling paths, a Wayfinding Signage Plan demonstrating conformance with TransLink's Wayfinding Guidelines for Utility Cycling in Metro Vancouver.
12			<p>If the land is, or could reasonably be expected to be, subject to flooding, erosion, land slip, or subsidence:</p> <ul style="list-style-type: none"> a. A report certified by a Professional Engineer that the land may be used safely for the use intended; b. A covenant in favour of TFN, entered into by the Parcel Holder as covenantor, in respect of any of the Parcels to be created by the subdivision, which the covenant may be of a kind described by Section 219 of the <i>Land Title Act</i> (British Columbia), and that contains a promise by the covenantor that the land will not be subdivided, built on, or used except in accordance with the covenant.
13			Traffic Study if required by the Approving Officer
14			<p>If the application does not constitute an entire Development Precinct, a Precinct Plan that demonstrates:</p> <ul style="list-style-type: none"> • conformance with the policies, requirements and schedules of the TFN Neighbourhood Plan; • road circulation layout, proposed dwelling unit types and densities (FSR); • how the subject site connects to infrastructure and utilities on adjacent land parcels.
15			Amenity Area Tracking Form