



DISTRICT OF NORTH SAANICH SUBDIVISION PROCESS

While each subdivision application is unique, the following information will assist in the preparation of an application:

The proposed subdivision must conform to the District of North Saanich Subdivision and Zoning Bylaws.

Applicant to supply in person the following:

- Application Form
- If a company is the property owner – a signature from an Authorized Signing Officer is required.
- Owner's Authorization (if the owner is not the applicant)
- Certificate of Title (within 5 days)
- Copies of all documents registered on the Certificate of Title (except mortgages)
- BCLS Site Plan
- Septic field report (if the property is not in a sewer area)
- Application Fee

Once an application has been accepted, the Approving Officer has 60 days to issue a Preliminary Layout Acceptance (PLA) letter which will set out the conditions for final subdivision approval. These conditions must be met before a subdivision will be approved by the Approving Officer.

Conditions may include, but are not limited to the following*:

- Road dedication
- Development Permit Area requirements
- Park dedication or cash in lieu
- Storm Water Management
- Servicing upgrades
- Engineering design
- Site profile
- Technical reports/studies for Environment, Archaeological, Slope Stability, Traffic Analysis

***Please note this is not an exhaustive list.**

Once a PLA is issued, the applicant has 6 months to complete the requirements. If requested prior to the expiration of the PLA, an extension of up to nine months may be considered.

Once all the conditions of approval are complete the applicant must supply the following*:

- A current title search (no more than 5 days old)
- The certification of the legal plan registered
- Any documents to be registered with the plans
- Any documents registered since application
- A letter from a lawyer stating their undertaking to register the documents
- Confirmation that all taxes and fees owed to the District are paid
- Pay the final subdivision fee
- Provide documentation that the plans and legal documents are filed with LTSA

***Please note this is not an exhaustive list.**

Note there are no refunds for applications which are withdrawn, cancelled or expired.

Contact District staff at admin@northsaanich.ca for further information.



**DISTRICT OF NORTH SAANICH
Subdivision Application**

Date: _____

Vadim Application No: _____

DNS Staff Contact: _____

Property Address: _____

Applicant: _____ Telephone: _____

Address: _____

Registered Owner(s): _____

Name

Address

Address

Telephone Number

Legal Description

Lot: _____ Block: _____ Section: _____

Range: _____ Plan: _____ PID: _____

Existing Zoning: _____

within Specified Water Area

Yes/No

within Specified Sewer Area

Yes/No

Description of Proposed Subdivision

No. of Existing Lots _____ No. of Proposed Lots _____ New Lots Created _____

Total Acreage _____

No. of Existing Homes _____

Typical Lot Size _____

Proposed use or uses _____

Comments:

Subdivision Application Fee

Boundary Lot Adjustment (3 or less lots, no new lots created)	\$1000	
Subdivision Application (creating 1 or more new lots)		
Basic Application Fee	\$1500	
Plus \$250 for Each New Lot Created	\$ _____	
TOTAL	\$ _____	Receipt # _____

Additional fee payment is required before final approval.

I/We, the parties holding interests in the above described property are aware of this application and it is made with my/our full consent and approval. I/we also certify that the owners of adjoining properties, including the owners of those properties with boundaries common with the property being subdivided have been notified of my/our intention to subdivide and have been advised that objections may be heard by the Approving officer, and that I/we have read and are aware of the regulations and procedures herewith.

Date

Signatures of Registered Owners

Note:

PRELIMINARY ACCEPTANCE IS ONLY VALID FOR SIX MONTHS.

BUILDING PERMITS ARE NOT ISSUED until essential services (water, sewer, storm drainage, road base, electrical and telecommunications).