

This form is for the approval of subdivision or strata applications. Complete the form and submit it to engineering@campbellriver.ca. If you have any questions, reach out by email, or call 250-286-5725.

Section 1: Project Information

Civic Address:

City File Number:

Section 2: Applicant or Agent

Company Name (If Applicable):

Primary Contact Name:

Additional Contact Name(s) (If Applicable):

Phone #:

Email:

Section 3: Satisfaction Of Preliminary Subdivision Review Conditions

All conditions within the Preliminary Subdivision Review letter must be satisfied. Confirm requirements and submit any required information along with this form.

☐ I confirm all PSR conditions are satisfied.*

*aside from payment of final fees.

Section 4: Engineering Submission

☐ Works and Services Acceptance Request Submitted Date: _____

Section 5: Legal Submission

- ☐ Application to Deposit Plan
- ☐ Subdivision Plan
- ☐ Legal documents are finalized (SRW's, Easements, Covenants, etc.)*

*If required legal documents are required to be drafted, contact Development Engineering to begin the process which may include a deposit for legal fees. The City's solicitor drafts the documents for the applicants review.

Signature for Subdivision Application for Final

I / we hereby declare that the above information and materials submitted in support of this application are, to the best of my knowledge, true and correct in all aspects. Please accept this application as a request for Final Subdivision Approval.

Signature of Applicant

Date

City Staff will review this application. Once acceptable, the City will provide the applicant with a fee slip for payments. Once payment is received, the Approving Officer will sign off on the Application to Deposit Plan and provide it to the applicants for registration at Land Title Office.

Payment of any Development Cost Charges, Parkland Provision and/or Works & Services securities (125% of any deficiencies, 5% of the value of the total construction of City works) will be required prior to the applicant obtaining final approval.

The City of Campbell River is collecting this personal information pursuant to s. 26 of the *Freedom of Information and Protection of Privacy Act*, for the following purpose:

26(c) - the information relates directly to and is necessary for a program or activity of the public body.

If you have any questions about this collection of personal information, please contact the City's Privacy Head at foipppa@campbellriver.ca or 250-286-5700.