



**PRELIMINARY LAYOUT ASSESSMENT APPLICATION**

Applicant File Number		District of Highlands File Number			
<b>A. PROPOSAL</b> – This is an application for preliminary layout assessment for all properties involved					
Subdivision Type		<input type="checkbox"/> Fee Simple <input type="checkbox"/> Sec. 946. <i>Local Government Act</i> <input type="checkbox"/> Bare Land Strata <input type="checkbox"/> Other (specify)			
Full Legal Description as per State of Title Certificate(s)					
Full Civic Address					
Property Location	Kilometers	North	South	East	From
	West				
	Access Road				Property Zoning
	Existing Land Use				Intended Land Use
Surrounding Land Use					
	North	South	East	West	
Proposed Sewage Disposal	Septic Tank	Community System	Other (specify)	Number of Lots	
Proposed Water Supply	Individual Well	Community System	Other (specify)		
Water Licenses (attach)					

**B. APPLICATION INFORMATION**

All of the following information is required in order to begin processing your application:

1. I have enclosed:
  - a current State of Title Certificate for each property;
  - copies of all charges indicated on the title (restrictive covenants, easements, etc);
  - a current BC Assessment Authority Notice showing property tax classification;

Ten copies of a sketch plan drawn to scale and showing the following information:

- all proposed lots, remainders and roads in relation to adjacent properties, extending at least beyond the far edge of each adjacent property
- all pertinent dimensions, existing road names, north arrow and perimeter of the proposed subdivision
- the accurate location and outline of all existing buildings and indicate which will remain after subdivision
- the nature, location and dimensions of any restrictive covenant, easement or right-of-way affecting the proposed subdivision
- the accurate locations of wells, sewage disposal facilities, percolation test holes and soil inspection holes, water lines, sewage lines, hydro/telephone lines, driveways
- the accurate location of all lakes, river, ponds and drainage courses that shows the natural boundary of each
- a contour plan of the subdivision area if any of the terrain slopes more than 10% (do not use average slope to determine if a contour plan must be supplied)

2. Under section 26.1 of the *Waste Management Act*, a person who knows or reasonably should know that a site has been used or is used for industrial or commercial purposes or activities must in certain circumstances provide a site profile (site profile attached).

Schedule 2 of the Contaminated Site Regulations sets out the types of industrial or commercial purposes or activities to which site profile requirements apply. (Schedule 2 attached).

- 3. I have flagged the corners of the property, the proposed lot lines, the proposed roads and the percolation test holes.
- 4. Is the property location within the Agricultural Land Reserve? YES NO
- 5. Is the property located within the Forest Land Reserve? YES NO
- 6. I have indicated in Section C:
  - if the property is subject to any natural hazards (i.e. land slide, rock fall, erosion, flooding, avalanche);
  - if the subdivision is for a relative (i.e. Section 946 *Local Government Act*).

**C. FURTHER INFORMATION AND COMMENTS** (*attach a separate sheet if more space is required*)

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**D. OWNER(S) / APPLICANT INFORMATION**

Property Owner(s) Full Name(s)	Home Telephone
Address	Business Telephone
	Fax
Agent Full Name	Home Telephone
Address	Business Telephone
	Fax

I certify that all the information above and on all plans and other attachments is true, correct and complete. I understand that this submission constitutes a preliminary application only.

Owner/Authorizing Agent Signature	Date	Applicant/Agent Signature	Date
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The personal information on this form is collected under the authority of the *Land Title Act*. The information collected will be used to process your preliminary layout assessment application. If you have any questions about the collection, use and disclose of this information, contact the District of Highlands.

**Incomplete applications will not be processed. All further correspondence regarding this application must quote the legal description of the lot or the file number**

DEVELOPMENT APPLICATION SIGNS

To ensure that land owners and developers involve Highlands’s residents in decisions at an early stage in the preparation of development designs and applications, a proponent of a rezoning application and subdivision application will be required to post a sign on the land that is the subject of the application, to advertise the proposed development or subdivision. The applicant will erect a sign on each street frontage which is subject to the application.

- The sign shall be posted not less than five days prior to consideration by the Advisory Planning Commission, Select Committee, Committee of the Whole, or Council, as the case may be.
- In the case of subdivision application, the applicant will be asked to post the sign within one week of the subdivision approving officer receiving the application.
- The sign shall remain posted until:
  - i. in case of rezoning application, after the public hearing; and
  - ii. in case of subdivision application, after final approval of subdivision.
- Signs are to be easily visible from a vehicle and posted on the shoulder of each road fronting the property that is subject to the application.
- The applicant shall deposit with the District a deposit of \$50.00 for each sign, of which \$30.00 shall be returned to the applicant upon return of the sign in good condition. The applicant shall maintain the sign(s) in good order and will undertake to return them to the District upon completion of the application.

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File No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

Type of application:  
 \_\_\_\_\_ rezoning  
 \_\_\_\_\_ subdivision

This Declaration confirms that I have received \_\_\_\_\_ sign (s) giving notice of this application.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

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Date Returned: \_\_\_\_\_

Eligible Refund: \$ \_\_\_\_\_

Purchase Order: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Official)