

Subdivision Application Form

Village of Salmo

423 Davies Avenue, PO Box 1000, Salmo B.C., V0G 1Z0

Telephone: (250) 357-9433 Fax: (250) 357-9633

Email: planning@salmo.ca Website: www.salmo.ca



PLEASE NOTE: A pre-development meeting with Village of Salmo Staff is required to complete the checklist and prior to submitting your application. Please contact the Village at (250) 357-9433 or planning@salmo.ca to arrange a project information / pre-development meeting.

PART 1. NATURE OF APPLICATION			
Application Type <i>Check all that apply</i>			
☐ Subdivision- Preliminary Layout Review (PLR)		☐ Subdivision – Phased Strata (# of lots _____)	
☐ Subdivision- PLR Extension		☐ Subdivision- Approval (# of lots _____)	
PART 2. SUBDIVISION INFORMATION			
Project Name or Owner			Permit Number
Civic Address of Proposal			Date of Application
Legal Description:	Roll #	Current Zoning:	PID Number
Description of Subdivision			
Description of the proposed subdivision:			
Official Community Plan Designation:			
Slopes Greater than 30% on Property? <i>(If answered YES, geotechnical assessment may be required)</i>			
Is Property Affected by Floodplain? <i>(If answered YES, site plan will be required to show elevations of side & setback from water body)</i>			
Number of Proposed Lots:			
PART 3. APPLICANT AND PARTICIPATING PARTIES			
Owner: Last Name		First Name	Phone Number
Email Address		Mailing Address	
Applicant/Agent: Last Name		First Name	Phone Number
Email Address		Mailing Address	

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Architect/Designer: Last Name	First Name	Phone Number
Email Address	Mailing Address	

PART 4. SIGNATURES

As the applicant or authorized agent, I declare that the information and supportive documentation submitted in support of this application are, to the best of my knowledge, true and correct.

I accept that further information may be required by the Village in accordance with Development Applications Procedures Bylaw No. 753, 2024 and accept responsibility for processing delays that are caused by insufficient application materials.

I understand that all fees charged in connection with this application are in accordance with Fees and Charges Bylaw, as amended from time to time, and that further charges may be required including Amenity Cost Charges, Development Cost Charges, Utility Connection fees, and/or Security Deposits.

Name of Agent/Owner

Signature of Agent/Owner

PART 5. AGENT AUTHORIZATION

I, _____ (name of agent) solemnly declare that I am the Authorized Agent for _____ (owner(s) of property), who is the registered owner(s) of the real property legally described as: _____

Name of Agent

Signature of Agent

Name of All Registered Owners

Signature of All Registered Owners

PART 6. FEE SCHEDULE BY APPLICATION TYPE (provided for convenience only)

Fees and charges are refundable under these circumstances:

1. Application fees for a Development Permit shall be refunded 50% of the application fee if the application is withdrawn prior to proceeding to Council.

Fees Due: \$

The personal information collected on this form is collected for the purposes of the development approval of the Village of Salmo as authorized by Section 26 of the Freedom of Information and Protection of Privacy Act. All information collected with this form shall be disclosed to the public upon request. Copies of any associated documentation submitted as part of this application become part of the local government's records and therefore subject to the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of information, please contact the Village Office at (250) 357-9433.

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FOR OFFICE USE ONLY	
Current Zoning Designation	Current OCP Designation
Proposed Zoning Designation	Proposed OCP Designation
Development Permit Yes No	DP Number
Development Variance Yes No	DVP Number
Application Fee \$	

Total Fees \$ _____

Additional Notes:

Declaration
I, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of facts related to this application. Signature of Owner or Authorized Agent: _____ Print Name of Owner or Authorized Agent: _____ Date: _____

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PART 7. SUBMISSION CHECKLIST KEY

Use this key to locate the details for the required submission documents in Part 8, Submission Document Details.

Application Type	Submission Requirements	As Requested
Official Community Plan Amendment, Zoning Bylaw Amendment, Joint OCP and Zoning Amendment, Development Permit (Minor or Major), Development Variance Permit (Minor or Major), Temporary Use Permit.	A, B, C, D, G, H	E, F, I

PART 8. SUBMISSION CHECKLIST DETAILS

This checklist provides the basic requirements to complete an application. Depending on the nature and complexity of the application, additional requirements may be requested following internal review.

Documentation	Details	Required	Received
A. Pre-Development Meeting	Have you had your pre-development meeting? If not, contact Village Staff at 250-357-9433 or planning@salmo.ca to arrange a meeting before proceeding. Staff will assist in completion of Section I of this form. In planning your project, it is suggested you review RDCK sustainability checklists: Residential Sustainability Checklist or Commercial Sustainability Checklist	☐	☐
B. Completed Application Form	All forms must be submitted in person or electronically to planning@salmo.ca . Incomplete applications will delay review of your application.	☐	☐
C. Application Fee	Application fees are set out in the Village's Fees and Charges Bylaw as amended from time to time. Applicable fees to be paid at the time of application.	☐	☐
D. State of Title Certificate and Charges on Title	Must be printed within the last 30 days of application date. Titles and related documents can be obtained from ltsa.ca or through a lawyer, notary, or search company. Titles may also be provided by the Village for an additional fee. All development is subject to comply with any rights of way, easements, covenants or other charges on Title.	☐	☐
E. Agent Authorization	Written consent of all property owners, with one or more owners appointing an applicant to act as an agent for all purposes of the application. (if applicable)	☐	☐
F. Provincial Site Profile	Required for any development proposal on lands that may have been contaminated during past or current commercial or industrial activity. (See BC Contaminated Sites Regulation)	☐	☐
G. Proposal Summary	An outline of the proposed development or land use, including an explanation of conformance to current land use regulations or rationale for a proposed variance. If applicable, the number of lots, units or gross floor area of the development and an explanation of benefits and impacts to surrounding properties or the character of the neighborhood in which the development is proposed.	☐	☐
H. Site Plans	Site Plans must be based on the registered legal Lot Plan (LTSA) and must contain: north arrow, correct scale and scale bar; property lines; name and extent of adjacent laneways or roadways; existing right of ways or easements; location, area, and dimensions including setbacks of existing and proposed structures; location and grade of accesses; location of any steep slopes, watercourses or other natural features on or adjacent to the property; location of existing wells or water sources, location of existing or proposed septic fields, location of any existing utilities. (2 copies full size printed and one electronic set)	☐	☐

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Instructions for this page: Village of Salmo Staff, at your pre-development meeting, will determine and advise which documents are requested and required to complete this application. Please contact the Village at (250) 357-9433 or planning@salmo.ca to arrange a pre-development meeting.

Documentation	Details	Required	Received
I. Additional Documentation as Requested PLEASE NOTE: All reports must be completed by a qualified professional, or a professional approved by the CAO or their designate.	a. Architectural building drawings of exterior elevations, floor plans, and cross sections	☐	☐
	b. Details regarding colors and exterior finishes for form and character development permits.	☐	☐
	c. Design rationale: written explanation of how the project conforms to relevant development permit guidelines regarding architectural design, landscaping, parking, signage, access and integration with surrounding developments.	☐	☐
	d. Parking plan: to include all off-street parking spaces to scale with dimensions.	☐	☐
	e. Traffic impact assessment report: to include, but not limited to, impacts to area traffic patterns, additional loads on local and major intersections, proposed improvements to area street systems, and a rationale for vehicle access points.	☐	☐
	f. Geotechnical assessment: report to assess the suitability of the site if land stability problems are suspected.	☐	☐
	g. Environmental or riparian assessment: report to include, but not limited to, watercourse, wildlife and bird habitat, discharges to air and water, land disturbance and clearing, and proposed mitigation.	☐	☐
	h. Wildfire interface assessment: a report identifying potential hazards and mitigation measures.	☐	☐
	i. Tree removal and management plan: report to show general location and type of vegetation, description of trees and tree groupings, listing species, size of trees, and identifying any significant trees.	☐	☐
	j. Storm water management plan prepared by a qualified professional showing proposed servicing locations.	☐	☐
	k. Servicing and drainage concept plan, and for Aquifer Protection, a report prepared by a qualified professional that outlines: an estimate of volumes of surface drainage water; geotechnical assessment; assurance that no foreign materials enter any ground or surface water course; mitigation of potential environmental impacts or development hazards; and post construction revegetation plan to preserve disturbed soils, prevent erosion and sloughing and restore native flora.	☐	☐
	l. Landscape plan prepared by a qualified professional drawn to scale showing existing and proposed screening, plantings, garbage enclosures, walkways and amenities.	☐	☐
	m. Streetscape: a drawing or photomontage prepared by a qualified professional showing how the proposed development fits in the street relative to the built environment.	☐	☐
	n. Other	☐	☐

Additional Notes:

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Development Permit Area ☐ Yes ☐ No	DP Number
Development Variance ☐ Yes ☐ No	DVP Number
Application Fee \$	Security Deposit \$
Applicable Development Cost Charges Sewer \$ Water \$ Drainage \$ Road \$ Open Space \$	Security Hold Back \$ Notes:
	Date Security Deposit Received: Receipt Number:
	Date Security Deposit Refunded: Receipt Number:

Total Fees \$ _____

Additional Notes: