



DISTRICT OF  
**100 Mile House**

#1-385 Birch Avenue, PO Box  
340 100 Mile House, BC, V0K  
2E0  
250-395-2434  
district@100milehouse.com

## APPLICATION

Fee Simple Subdivision - Bare Land Strata - Conversion of Existing Building into Strata Units

**Applicants are advised to consult with the District of 100 Mile House Planning staff before submitting an application and consult the Subdivision Application & Development Guide.**

**\*This application must be complete and all required fee(s) and plans are attached.**

<b>APPLICATION TYPE</b>	
Check appropriate box(s)	
<input type="checkbox"/> Fee Simple Subdivision -----	Fee \$ _____
<input type="checkbox"/> Bare Land Strata -----	Fee \$ _____
<input type="checkbox"/> Conversion of Existing Building into Strata Units -----	Fee \$ _____
<b>Total Fee \$ _____</b>	

### PROPERTY INFORMATION

Legal Description of Property(s): \_\_\_\_\_

Civic Address of Property(s): \_\_\_\_\_

Size of Property(s): \_\_\_\_\_ BC Assessment Roll No.: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Current OCP Designation: \_\_\_\_\_

Development Permit Area (if applicable): \_\_\_\_\_

Current Number of Lots: \_\_\_\_\_ Proposed Number of Lots: \_\_\_\_\_

Intended Use: \_\_\_\_\_ Is Property in the ALR? \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
Application Fee Paid: \$ _____	Receipt Number: _____
Received By _____	Date: _____

**INFORMATION FORM**

APPLICANT/AGENT	OWNER(S)
Name: _____	Name: _____
Mailing Address _____ _____	Mailing Address: _____ _____
Postal Code: _____	Postal Code: _____
Phone Numbers: (Bus): _____	Phone Numbers: (Bus): _____
(Home): _____	(Home): _____
(Fax): _____	(Fax): _____
E-mail: _____	E-mail: _____

**NOTICE OF COLLECTION OF PERSONAL INFORMATION**

All information you provide is collected under the authority of the Freedom of Information and Protection of Privacy Act and will only be used for District of 100 Mile House purposes. Any questions regarding the collection of personal information should be directed to the Director of Corporate Administration – 1-385 Birch Avenue, Po Box 340, 100 Mile House, BC, V0K 2E0, 250-395-2434 or by email [district@100milehouse.com](mailto:district@100milehouse.com)

**OWNER AUTHORIZATION**

As owner(s) of the land described in this application, I/we hereby authorize \_\_\_\_\_

\_\_\_\_\_ to act as applicant/agent regarding this application.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Attach additional pages if necessary)

**DECLARATION**

I have attached the required documentation as noted on the Application Submission Checklist, along with the required application fee and hereby agree to submit further information deemed necessary for processing this application.

I acknowledge that any fees paid are non-refundable except as noted on the fee schedule, if applicable.

I confirm that the information contained herein is correct to the best of my knowledge and belief.



**SERVICES CURRENTLY EXISTING OR READILY AVAILABLE TO THE PROPERTY**

Services	Currently Existing		Readily Available*	
	YES	NO	YES	NO
Road Access	___	___	___	___
Water Supply	___	___	___	___
Sewage Disposal	___	___	___	___
Hydro	___	___	___	___
Telephone	___	___	___	___
School Bus Service	___	___	___	___

\*Readily available means existing services can be easily extended to the subject property.

**PROPOSED WATER SUPPLY METHOD**

\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED SEWAGE DISPOSAL METHOD**

\_\_\_\_\_  
\_\_\_\_\_

**APPROXIMATE COMMENCEMENT DATE OF PROPOSED PROJECT**

\_\_\_\_\_

**REASONS IN SUPPORT OF APPLICATION** (use separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MAPS AND DRAWINGS**

The following maps and drawings must accompany the application:

1. A dimensional Sketch Plan drawn to scale showing the parcel(s) and the location of existing buildings, structures and uses.

Minimum size required: 11 x 17 (ledger size)

2. A dimensional Site Plan drawn to scale showing the proposed use, buildings and structures, elevations, highway access etc.

Minimum size required: 11 x 17 (ledger size)

3. A Contour Map (Plan) drawn to scale with contour interval of up to no more than 10 metres, if warranted by the topographic condition (of the subject site).

Required: Yes \_\_\_\_\_ No \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> Application Form Complete	<input type="checkbox"/> Dimensioned Sketch Plan Submitted
<input type="checkbox"/> Application Fee Received	<input type="checkbox"/> Dimensioned Site Development Plan Submitted
<input type="checkbox"/> Certificate of Title Received	<input type="checkbox"/> Contour Map Submitted
<input type="checkbox"/> Authorization of Owner Submitted	<input type="checkbox"/> Other studies/reports Submitted (if applicable)
<input type="checkbox"/> Contaminated Site Declaration Form	<input type="checkbox"/> Site Disclosure Statement (if applicable)

**DEVELOPMENT APPLICATION  
SUBMISSION CHECKLIST**

DEVELOPMENT APPLICATION TYPE	REQUIRED ATTACHMENTS*
Subdivision Application	A, B, C, D, E, I, J
Bare Land Strata Application	A, B, C, D, E, I, J
Conversion of Existing Building into Strata Units	A, B, C, D, E, F, H, I

\*Required attachments as described in the following Development Application Attachment Information Table that forms part of this application form

**NOTE:** All applications may be subject to 'G'

**DEVELOPMENT APPLICATION  
ATTACHMENT INFORMATION**

ATTACHMENT	DETAILS
<b>A. STATE TITLE OF CERTIFICATE</b>	<p>A copy of the title, issued not more than 30 days prior to the application date, for any parcel of land subject to the application;</p> <p>Copies of all non-financial charges (i.e. restrictive covenants, easements and rights-of-way, etc.) registered on the subject property(s).</p> <p>A copy of the title and the related documents can be obtained from a registry agent (<a href="http://www.bcapra.org">www.bcapra.org</a>), real property lawyer, notary public, land surveyor, or by signing up for a myLTSA account at <a href="http://www.ltsa.ca">www.ltsa.ca</a>.</p>
<b>B. AGENT AUTHORIZATION</b>	<p>Written consent of <b>all</b> property owners, with one or more owners appointing an applicant to act as agent for all purposes associated with the application.</p> <p>For applications submitted under a company name, proof of the principle(s) of the company is required.</p>
<b>C. APPLICATION FEE</b>	<p>An application fee as set out in Schedule H Land Use and Development Fees and Charges Bylaw No. 1303 shall accompany the application.</p>

<p><b>D. SITE PLAN</b></p>	<p>Site plan of the proposed development drawn to scale and showing dimensions. The site plan must include:</p> <ul style="list-style-type: none"> <li>○ The civic address and full legal description of the property;</li> <li>○ Lot dimensions;</li> <li>○ Existing or required rights-of-way or easements;</li> <li>○ The name and extent of roads and lanes adjacent to the property, showing the traveled portion of the roads and lanes scaled from the property line to the edge of pavement;</li> <li>○ Location and dimensions (including setbacks) of existing and proposed buildings and structures on the site (a recent survey plan is preferable);</li> <li>○ Location of existing wells or other water sources on property;</li> <li>○ Location of any existing or proposed septic fields;</li> <li>○ Location of any watercourses, steep banks or slopes on or adjacent to the property;</li> <li>○ Location of any existing community services of sanitary sewer, water, storm drainage and rights-of-way on the site or adjacent to the site;</li> <li>○ Location of ditches, fire hydrants, fire department connections, gas lines, kiosks, hydro and telecommunications poles.</li> </ul> <p>Submission must include one small scale (8/12" X 11") copy of the proposed site plan.</p>
<p><b>E. DEVELOPMENT PLANS</b></p>	<ul style="list-style-type: none"> <li>○ Detailed drawings of the proposed development, including building sections, elevations and floor plans proposed for the site. Development Permit applications must include information regarding building form and character (i.e. exterior finish);</li> <li>○ A project summary sheet outlining gross site area, density and number of dwelling units, site coverage, heights, setbacks, off-street parking (required and actual), off-street loading (required and actual) and other relevant data;</li> <li>○ Location and width of existing or proposed access(es) to the property, driveways, maneuvering aisles and parking layout.</li> </ul>

<p><b>F. LANDSCAPE PLAN</b></p>	<ul style="list-style-type: none"> <li>○ Site plan drawn to scale and showing dimensions, including any existing or proposed screening, landscaping and fencing;</li> <li>○ Cost estimate prepared by a Landscape Architect or other persons approved by the Planning Department including a breakdown of plant cost, site preparation, material and labour costs;</li> </ul>
<p><b>G. ADDITIONAL INFORMATION THAT MAY BE REQUIRED</b></p>	<ul style="list-style-type: none"> <li>○ Contour plan showing land contours before and after lot grading for the subject property and the adjacent properties;</li> <li>○ Geotechnical analysis;</li> <li>○ Survey certificate to identify the location of existing buildings/structures or watercourses, top of banks of other physical features;</li> <li>○ Location of existing or proposed refuse enclosures, refuse and recycling bins;</li> <li>○ Architectural rendering drawing which depicts the design, finish and colour of proposed buildings, landscaping detail and signage location. Renderings must not be embellished with unrelated details such as vehicles, wildlife, mountain, etc.;</li> <li>○ Signage plans for freestanding and fascia, canopy or projecting signs, including the location, dimensions, height, materials and total sign area for each sign;</li> <li>○ Preliminary traffic assessment;</li> <li>○ Archeological survey;</li> <li>○ Agricultural Land Commission approval;</li> <li>○ Environmental report.</li> </ul>
<p><b>H. CONVERSION OF EXISTING BUILDINGS INTO STRATA UNITS</b></p>	<ul style="list-style-type: none"> <li>○ Site plan showing building footprint, dimensions from the closest building face to all property lines, location of sidewalks, on-site parking stalls (including dimensions), driveways, dumpster location, recreational vehicle storage (if applicable), existing landscaping and any exterior amenity spaces;</li> <li>○ Small-scale developments – the initial plan submission may be hand-drawn if the plan is legible, drawn with a straight edge and drawn to scale. The second submission will be a survey certificate produced by a registered surveyor.</li> </ul>



	<ul style="list-style-type: none"> <li>○ Large-scale development – site plans shall be drafted by a professional surveyor or engineering firm.</li> </ul> <p>Submission must include one small scale (8/12" X 11") copy of the proposed site plan.</p> <ul style="list-style-type: none"> <li>○ Proposal for Tenant Relocation – a written statement of how the applicant intends to comply with the Residential Tenancy Act and any other information that is relevant on the matter;</li> <li>○ Building Report – a written report by a Professional Engineer or Architect that provides a BC Code review that specifically addresses: fire separation, soundproofing, structural integrity, and mechanical review. The report should also include information on the building's state of repair, general workmanship, life expectancy, projected major increases in maintenance costs due to the condition of the building(s), and assessments of the condition of the roof and exterior and interior surfaces and details of the building;</li> <li>○ Evidence of notification to tenants;</li> <li>○ Caretaker's Declaration (if applicable).</li> </ul>
<p><b>I. CONTAMINATED SITE DECLARATION</b></p>	<ul style="list-style-type: none"> <li>○ Completed Contaminated Sites Declaration Form;</li> <li>○ Upon review, staff will inform applicant if a Site Disclosure Statement* is required. If so, a fee of \$100 must accompany the Site Disclosure Statement.</li> </ul> <p>*As per the Environmental Management Act 2003, as amended and effective as of February 1, 2021.</p>
<p><b>J. PARKLAND OR MONEY FOR PARKLAND</b></p>	<ul style="list-style-type: none"> <li>○ Pursuant to the Local Government Act and the District of 100 Mile House Subdivision and Development Servicing Bylaw, the subdivider is required to provide to the District without compensation, parkland or money for parkland not exceeding 5% of the land or the land value being subdivided.</li> </ul>



## CONTAMINATED SITE DECLARATION FORM

I, \_\_\_\_\_, hereby acknowledge that the  
*Environmental Management Act, 2003*, as amended, is effective as of February 1, 2021.

Legal Description(s):

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Select **one** of the following:

- Based on my personal knowledge of the property in question, I do not believe that it is or has been used for any of the industrial or commercial purposes and activities specified in [Schedule 2](#) of the regulations. Accordingly, I elect not to complete and submit a 'site disclosure statement', as outlined in Section 40.(1) of the Act.
  
- I have read [Schedule 2](#) and one or more of the identified purposes or activities is or has occurred on the land(s) legally described above.  
\*Please contact staff to submit a "site disclosure statement".

I further acknowledge that this election does not remove any liability, which may otherwise be applicable under the legislation.

\_\_\_\_\_  
Owner/Agent

\_\_\_/\_\_\_/\_\_\_  
dd mm yy

\_\_\_\_\_  
Owner/Agent

\_\_\_/\_\_\_/\_\_\_  
dd mm yy