CITY OF KAMLOOPS
DEVELOPMENT AND ENGINEERING SERVICES DEPARTMENT
Phone: 250-828-3561 Fax: 250-828-7848
Email: develop@kamloops.ca
www.kamloops.ca

STRATA SUBDIVISION APPLICATION

Municipal Contact:_____ Application No.:_____ Date Received:_____

Applicant: _____ Email: _____

Address: Postal Code: _____ Fax: _____

Phone: _____ Cell: _____

Registered Owner: _____ Email: _____

Address: (if not applicant) Postal Code: _____ Fax: _____

Phone: _____ Cell: _____

SUBJECT PROPERTY

Legal Description: _____

Address: _____ Current Parcel Size _____

Current Land Use/Zoning: Choose a Zone

PROPOSED SUBDIVISION

Proposed Use of Lots Created: _____

Current Number of Lots (Units): _____ Proposed Number of Lots (Units): _____

Application for: ☐ Preliminary Layout Approval (PLA) ☐ Final Subdivision Approval

☐ Extension/Amendment to PLA ☐ Final Subdivision Re-approval

REQUIRED SUBMISSIONS

The following information is required to initiate a Subdivision Application:

☐ Application Fee $_____

- Phased strata application fee: *$250 for each phase, plus $100 each per new lot*; final approval $50***
- Bare land strata application fee: *$500 for each phase, plus $100 each per new lot*; final approval $50***
- Strata conversion application fee: *$500, plus $100 per new lot*; final approval $50***
- PLA extension/amendment: *$250*
- Approval/Re-approval of final plans *$50*
- Form P Signing approval fee *$100*

☐ Certificate of Title (or $25 search fee) ☐ Site Plan***

☐ Covenants/Rights-of-Way Registered on Title ☐ Site Profile (provincial form)

☐ Owner Authorization ☐ Report on Building Condition (for previously occupied building conversion only)

☐ Engineering Drawings ☐ Other _____

******The per lot application fee will be payable at the time of initial subdivision application.*

*******The final plan review fee is payable on submission of final subdivision plans.*

********All submitted plans and drawings shall be to a standard metric scale, shall include four full-size drawings, one set of 8½" x 11" sized drawings that can be reproduced by photocopier, one set of colour elevations, and one digital copy (PDF format).*

I/We _____
(Print Applicant's Name)

make application under the provisions of City of Kamloops Subdivision Control By-law No. 4-23 to subdivide land or buildings. I agree to allow the agents of the City of Kamloops to enter onto the subject property to inspect the land and buildings. I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand **that this application, including any plans submitted, is public information**. I authorize reproduction of any plans/reports for purposes of application processing and reporting. I understand that personal information collected on this form is collected for the purpose of processing this application and for administrative purposes. Personal information is collected under the authority of the Local Government Act.

_____ _____
(Date) (Applicant's Signature if different than owner)

This application is made with my full knowledge and consent.

_____ _____
(Date) (Registered Owner's Signature)

Office Use/Referral Agency Comments: (Use separate sheet if required.)

Comments: