



CITY OF KAMLOOPS
DEVELOPMENT AND ENGINEERING SERVICES DEPARTMENT

Phone: 250-828-3561 Fax: 250-828-7848

Email: develop@kamloops.ca

www.kamloops.ca

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:

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

Application Fee \$
- Application fee: \$750, plus \$100 per each additional lot*; final approval \$50**, plus 2% construction inspection fee***
- PLA extension/amendment fee: \$250
- Approval/re-approval of final plans fee: \$50
Certificate of Title (or \$25 search fee) Site Plan****
Covenants/Rights-of-way/Easements 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 application.

***Inspection Fee - based on a certified estimate of construction value for off-site and on-site construction of municipal services, prepared by a professional engineer, and will be payable at the time the subdivision receives final approval.

****All submitted plans and drawings shall be to a standard metric scale, shall include four full-size drawings, one set of 8 1/2" x 11" sized drawings that can be reproduced by photocopier, 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 further 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: