



Application for Subdivision / Consolidation
 Planning & Building Department

SUB Ref. # _____ Map No. _____

X-Ref/s. _____

Date: _____

APPLICATION MUST BE ACCOMPANIED BY A LEGAL SURVEY PLAN (3 copies, see reverse)

Property Address(es) _____

Legal Description (s): _____

PID # _____

Agent Authorization Form: Received N/A Received By: _____

Current Zoning: _____ Proposed Zoning _____

Comments /Details of Subdivision: _____

Applicant: _____ Telephone: _____

Cell Phone: _____

Address: _____ Fax: _____

Registered Owner(s): _____

This is an application for subdivision of the above-referenced property(ies) only and ***does not*** confirm that subdivision is approvable. On completion of our review of your application, you will receive a letter from the Approving Officer either rejecting the application or confirming the subdivision, subject to any specific terms and conditions which may be imposed.

I acknowledge that I have read and understood the above information.

 Signature

Application Fee: _____ Receipt No. _____

Information Required on Legal Survey Plan

- All measurements are to be shown in metric.
- Existing property lines and any required road closure or dedications for road and/or lanes to be cross-hatched on the plan (must show road closure or dedication areas in m²)
- Proposed new property lines showing the proposed lot measurements including lot width and lot area
- The allowable building envelope for each proposed lot, if applicable
- Front yard averaging, if applicable (if not applicable please have a note to this effect on the plan)
- All trees on the property(ies) (including their species and dripline information) on all trees 8" in diameter or over, if applicable
- The edge of the existing pavement of the road(s) and lane(s) adjacent the property(ies)
- The location of existing sidewalks, walkways or gravelled shoulder areas adjacent the property(ies)
- The location of fire hydrants, street light poles, hydro poles or telephone poles adjacent the property(ies)
- The location of existing easements, rights-of-way, watercourses, ditches and/or ravines on or adjacent the property(ies) – a 15.0 m and 30.0 m setback from the top of the bank must be shown on the plan
- The elevations around the perimeter of the site including a minimum of five feet onto the adjacent properties as well as the elevation of the road pavement, lane pavement, sidewalks, walkways and gravelled shoulder area adjacent the site

If any of the existing improvements are proposed to be retained on one or more of the proposed new lots, the following additional information is required:

- Gross floor area for each floor
- Gross floor area of basement/cellar
- Gross floor area for all accessory buildings and/or garages
- Total above-grade floor area
- Front yard, side yard and rear yard setbacks