

SUBDIVISION APPLICATION OR BUILDING CONVERSION TO STRATA APPLICATION

I/We, the undersigned, hereby make application to the Capital Regional District regarding consideration of a subdivision or building conversion to strata.

APPLICATION

This application is submitted for: *(complete applicable section)*

- a fee simple subdivision, OR,
- a bare land strata subdivision, OR,
- a boundary adjustment, OR,

If you have checked one of the three application types listed above, please answer the following:

- Proposed number of new lots to be created: _____
- Will each proposed lot meet the minimum frontage requirement? Yes No
- Is this application submitted under the provisions of Section 514 of the *Local Government Act* to provide residence for a relative? Yes No
- Have you submitted a subdivision application to the BC Provincial Ministry of Transportation and Infrastructure? Yes No

Building conversion to strata approval

- Proposed number of new lots: _____ Number of existing dwellings: _____

OWNER/APPLICANT INFORMATION

Name of Registered Land Owner(s): 1. _____
(If more owners, please list on a separate page) 2. _____

Name of Applicant: _____

Applicant Contact Information:

Mailing Address:

Street: _____ City: _____
Province: _____ Postal Code: _____
Email: _____
Tel (*mobile*): _____ Tel (*home*): _____
Tel (*work*): _____

PROPERTY INFORMATION

Legal Description *(If more than two, please list on a separate page)*

PID: _____ Folio: _____
Lot: _____ Section: _____ Block: _____ Township: _____ Plan: _____
Land District: _____
Civic Address: _____
Current zoning: _____ Current OCP designation: _____
Parcel size: _____
Current Land Use: _____
Proposed Land Use: _____

PURPOSE OF SUBDIVISION APPLICATION or BUILDING CONVERSION APPLICATION

Please provide brief description of subdivision or building conversion to strata proposal (*use a separate page if necessary*):

CONDITIONS AND DECLARATIONS

Acknowledgement of Costs:

I, the applicant and/or owner, hereby acknowledge that any legal costs that may arise as a result of this application will be borne by the applicant and are payable prior to approval of the proposed subdivision or building conversion to strata.

I have read and agree with the above paragraph. _____ (initial)

Waste Management Act:

I, the applicant and/or owner, represent to the Capital Regional District, knowing that the Capital Regional District relies on this representation and warranty, that the property covered by this application, has never, to the best of my knowledge, having done due and diligent inquiry, been used for any purpose such that a Site Profile is required to be submitted under the British Columbia *Waste Management Act*, and that the property is not contaminated or polluted in any way that would make it unlawful, unsafe or unsuited for the purpose for which it is intended to be used, including within the meaning of the British Columbia *Waste Management Act*.

I have read and agree with the above paragraph. _____ (initial)

Waiver and Indemnity:

I, the applicant and/or owner, assume all risks incidental to or that may arise as a result of this application and agree to save harmless and indemnify the Capital Regional District and its officials, agents, servants and representatives from and against all claims, actions, costs, expenses and demands with respect to death, injury, loss or damage to persons or property arising out of or in connection with this application. I agree to conform to all applicable bylaws. I understand that no warranty is implied for the approval of this application and that this waiver and indemnity is binding on me, my heirs, executors and assigns.

I have read and agree with the above paragraph. _____ (initial)

Authorization for Access:

I, the applicant and/or owner, hereby grant to the Capital Regional District and its officials, agents, servants and representatives, authorization to enter the land for the purposes of verifying site conditions as they relate to this application.

I have read and agree with the above paragraph. _____ (initial)

Freedom of Information Waiver:

Personal information contained on this form is collected under the authority of the *Local Government Act* and the Juan de Fuca Electoral Area Development Fees and Procedures Bylaw, Bylaw No. 3885, and is subject to the *Freedom of Information and Protection of Privacy Act*. Enquiries about the collection or use of information on this form can be directed to the Juan de Fuca Community Planning office.

Signature of Registered Owner or Applicant

(Note: if more than one owner, ALL registered owners must sign)

Date

INFORMATION TO BE SUBMITTED AT THE TIME OF SUBDIVISION/BUILDING CONVERSION APPLICATION

- Completed application form
- Corporate structure and name of principal of company (*if applicable*)
- Written owner's authorization giving applicant permission to act on their behalf (*if applicable*)
- Written authorization from the Strata Corporation or written approval from the Strata owners (*for applications related to Strata property only*)
- Copy of current Title Search (*dated within 30 days*)
- Copies of any easements, covenants and rights-of-way listed on Title Search
- Proposed subdivision plan/proposed strata plan drawing to scale to include:
 - the location, dimensions, area and boundaries of both the existing parcels and proposed parcels and common property (*if strata conversion*)
 - a number assigned to each proposed lot
- Site Plan to include the following:
 - Civic address and/or legal description
 - Property boundaries and dimensions
 - Location of existing and proposed easements, rights of way and covenants on or adjacent to the lands under application
 - Location, dimensions and setbacks of existing and proposed buildings, structures and utilities
 - Location of existing and proposed on-site services including type and location of each service
 - Location of potable wells or water connection
 - Location of existing roads and road names
 - Proposed roads and property access/egress and for strata conversion, include all parking
 - Location of steep slopes and/or banks, hazard areas and any area subject to flooding
 - Location and name of any bodies of water or watercourses within or adjacent to property
- Survey Certificate to confirm the location of any buildings on the property
- Island Health Sewage System Letter of Certification Final

Additional information to be submitted for Building Conversion application:

- Report certified by a structural engineer that addresses the condition, life expectancy, and project maintenance requirements of existing buildings and structures.
- Copy of the Occupancy Certificate issued by CRD Building Inspection
- Confirmation from CRD Protective Services staff that access to the property is suitable for emergency response.
- Confirmation from a qualified professional that the groundwater wells comply with the *Water Sustainability Act*, that the wells provide a minimum sustained flow of 1400 litres/day, and that the water quality meets the Canadian Drinking Water Guidelines.
- Confirmation from a Registered Onsite Wastewater Practitioner that the septic fields are in proper functioning condition

ADDITIONAL INFORMATION THAT MAY BE REQUIRED

- Ministry of Transportation and Infrastructure's Subdivision Application accepted filing
- Geotechnical Professional Report
- Riparian Area Assessment
- Archaeological Study
- Other reports or information as required

APPLICATION FEES TO BE SUBMITTED AT THE TIME OF APPLICATION

- As per Bylaw No. 3885, Juan de Fuca Development Fees and Procedures Bylaw, Schedule B:
(payable by cash, cheque or debit card)
 - Applications for subdivision: \$750
 - Plus \$400 for each additional parcel created to a maximum total fee of \$1,950
 - Applications for building conversion to strata: \$1,500
 - Plus \$400 for each strata parcel created to a maximum total fee of \$2,700
 - Legal document review deposit: \$500*

Additional Fees:

*Where no legal document review is required, the \$500 deposit will be refunded.

For a complete list of application fees and procedures, please refer to Bylaw No. 3885, Juan de Fuca Development Fees and Procedures Bylaw.

Folder No: _____
Date Received: _____

Owner's Authorization Form

All property owners registered on the Certificate of Title must provide written approval to allow the APPLICANT to act on their behalf.

_____, is hereby authorized to act as my agent for the
(Name of agent)
purpose of _____

(You may list all application types associated with your project)

Subject Property: _____

PID (Parcel Identifier-nine digit number): _____

Legal Description: Lot _____ Block _____ Section _____ Plan _____ Except _____

REGISTERED OWNER 1

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____ Email: _____

REGISTERED OWNER 2

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____ Email: _____

REGISTERED OWNER 3

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____ Email: _____

REGISTERED OWNER 4

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____ Email: _____

Points to consider before improvements and renovations:

1. Why should I be concerned about archaeological sites on my property?

In many cases archaeological sites are our only link to our past. They provide us with a wealth of knowledge about our heritage, a fragile link to our origins and the nature of our early history in B.C. If we fail to preserve them we risk losing their cultural and historic value forever. Therefore, the Province controls damaging activities within these sites by protecting them by law and requiring a heritage permit to develop within site boundaries. Damaging a site without a heritage permit is unlawful.

2. What can I expect from my municipality, regional district and the BC Archaeology Branch?

Local governments may access the Provincial database to determine if these records show a site located within your property. If you are considering property improvements and have a site on your property, you must consult with a qualified archaeologist to determine the next steps.

If archaeological studies are required, the BC Archaeology Branch will work with you to avoid or minimize site damage during property improvements.

3. Are there any costs involved?

The property owner is responsible for the costs of required archaeological studies. However, by taking early action, you can minimize the costs to manage impacts to the archaeological site.

What are archaeological sites?

An archaeological site is a location where there is evidence of past human activity. Archaeological site examples include stone carvings, remains of ancient houses and campsites, shell middens, culturally modified trees, and early trading posts. These sites provide information about aboriginal life during the last 12,000 years and non-aboriginal life for the past 200 years.

Archaeological sites are fragile. The information contained in an archaeological site comes from the context in which artifacts are found as much as from the artifacts themselves. Once this context is destroyed through construction or landscaping, this information is lost, even if the artifacts are still there.

Archaeological sites, like mineral deposits, arable land, forests, fish and wildlife, are an important part of the environment.

The Heritage Conservation Act of British Columbia is the legislation that allows for the protection and conservation of archaeological sites.

B.C.'s Archaeology Branch can help you to ensure that improvements made to your property don't do unnecessary harm to archaeological sites below the surface.

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– courtesy of British Columbia Archives.

Back page photo: Kitwanga, by J.S. O'Dwyer, no. 101588
– courtesy of the Canadian Museum of Civilization.

Where can you get more information?

Request data about a property:
www.archdatarequest.nrs.gov.bc.ca

To find the Archaeology Branch visit:
www.for.gov.bc.ca/archaeology
or phone:
(250) 953-3334



If you are
PLANNING
to develop or
renovate your
property...

...please help
to protect B.C.'s
archaeological sites.

THREE STEPS TO INCLUDE ARCHAEOLOGY IN PROPERTY IMPROVEMENTS

B.C.'s archaeological heritage is a precious, non-renewable resource.

British Columbia's heritage includes archaeological sites – the physical evidence of how and where people lived in the past.

For 98% of the time people have lived in British Columbia, no written records were made.

Archaeological sites and oral tradition are the only vestiges of this rich history extending back at least 12,000 years. This resource is of great value to First Nations, local communities and the general public. We need to protect and conserve this rich but fragile legacy.

Plan ahead before you dig.

You may not be aware, but property improvements you are planning could destroy important archaeological sites.

Plan ahead before renovating or building a new home. Any project that alters the land – such as excavations for building an addition, or installing a pool or pond – can damage and sometimes destroy valuable records of our past

Integrating the management of archaeological sites, at the outset of a project, can help ensure associated costs are kept to a minimum and damage to the site is reduced or avoided.

Find out if your property contains an archaeological site.

Your municipality or regional district is usually the first stop you'll make to obtain a building or development permit.

Many of these offices can access provincial records of known archaeological site locations within their jurisdictions, or you can contact the Archaeology Branch for this information. See the back of this brochure for contacts.

If you are told that your property may contain an archaeological site, you should hire a qualified archaeologist to confirm the site location. The archaeologist can also assess if the proposed project will damage archaeological deposits and discuss the steps to take. Qualified archaeologists can be contacted through the British Columbia Association of Professional Archaeologists (www.bcapca.bc.ca) or listings in the yellow pages.

If you find something in the ground – stop digging!

There are numerous archaeological sites in British Columbia and many are recorded.

But some are not. Sometimes artifacts and other archaeologically sensitive material, or even human remains, can be discovered accidentally.

If you think you have uncovered evidence of an archaeological site during a building project or renovation, you must call B.C.'s Archaeology Branch immediately.

Branch archaeologists will review your project plans and make recommendations to manage site impacts and secure the required permitting.

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