



City of Richmond

Subdivision Application
Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

www.richmond.ca

Contact: 604-276-4017

Please submit this completed form to the Zoning counter located at City Hall. **All materials submitted to the City for a *Subdivision Application* become public property, and therefore, available for public inquiry.**

Please see the attached details on application attachments and non-refundable fees.

Property Address(es): _____

Legal Description(s): _____

Applicant: _____

Correspondence/Calls to be directed to:

Name: _____

Address: _____

_____ Postal Code

Tel. No.: _____
Business Residence

_____ E-Mail Fax

Property Owner(s) Signature(s): _____

Please print name

or

Authorized Agent's Signature: _____

Attach Letter of Authorization

Please print name

For Office Use

Date Received: _____

Application Fee: _____

File No.: _____

Receipt No.: _____

Only assign if application is complete



The following items must be completed and submitted with your *Subdivision Application*:

1. Letter outlining the proposal in full along with proof of ownership if you have purchased the property in the last six months. Proof of new ownership is acceptable with a copy of the interim agreement or transfer of property title. Please indicate in the letter whether the dwellings are to remain in place, be demolished, or relocated on or off the site.
2. Certificate of Encroachment prepared by a BC Land Surveyor unless the buildings are to be demolished or relocated.
3. Draft plan of subdivision – 6 copies (including all dimensions; surrounding roads and lanes; road names; and location of any improvements on the land such as buildings, parking lots, driveways, etc. that are not to be removed).
4. Completed *Waiver Form* (see attached).
5. Completed BC Ministry of Environment and Climate Change Strategy Site Profile **OR** a City of Richmond Site Profile Exemption Declaration Form for each property covered in this Subdivision application (separate attachments).
6. \$890.00 non-refundable application fee for the first parcel created and \$122.00 for each additional parcel created (note there is an additional fee of \$303.00 for any requests for an extension to a preliminary layout approval of a subdivision application).
7. \$63.25 non-refundable plan signing fee for Subdivision Application.
8. City Council, through the enactment of Tree Protection Bylaw No. 8057, has deemed that trees are an important element of the urban environment. The Tree Protection Bylaw is intended to reduce the unnecessary damage or removal of trees and requires that all trees on sites subject to a subdivision application be addressed during the review process. To enable staff to assess tree protection, a **legal survey**, prepared by a registered BC Land Surveyor, and a preliminary **site plan**, must be submitted with your subdivision application. The legal survey and site plan must include all items indicated in the attached Bulletin entitled *Survey and Site Plan Guidelines* (DEVAPPS-01).

Additional Information

Each applicant should review the following information brochures to ensure they have provided all of the necessary information, forms and plans and have a more complete understanding of the entire subdivision process:

- *Subdivision*
- *Processing Procedures For Subdivisions With Servicing Agreements*
- *Legal Plans Signing Requirements*
- *Floodplain Management Implementation Policy*
- *Tree Protection Bylaw*



I, _____, in consideration of the Approving Officer for the City of Richmond reviewing my *Subdivision Application* prior to the submission of an actual survey plan as required by the **Land Title Act** and the **Local Government Act**, agree that I will waive the provisions of Section 943 of the **Local Government Act** and will be bound by any amendments to Richmond's Bylaws which may effect my subdivision, notwithstanding that they are introduced within one year of my application for subdivision review, with the following exceptions:

1. A bylaw rezoning property to a different zoning district; and
2. A bylaw rezoning property to a different subdivision area designation; and
3. A bylaw which alters minimum parcel area and dimensions with respect to the subdivision of land.

Bylaws Adopted After Application for Subdivision Submitted

943 If, after

- (a) an application for a subdivision of land located outside a municipality has been submitted to a district highway manager in a form satisfactory to that official, or
- (b) an application for a subdivision of land within a municipality has been submitted to an approving officer and the applicable subdivision fee has been paid,

a local government adopts a bylaw under this Part that would otherwise be applicable to that subdivision, the bylaw has no effect with respect to that subdivision for a period of 12 months after it was adopted unless the applicant agrees in writing that it should have effect.

Signed, Sealed and Delivered this _____ day of _____, _____.

Witness

Agent

Witness

Owner



City of
Richmond

Notice to Subdivision Applicants

Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

www.richmond.ca

Contact: 604-276-4017

Richmond Zoning Bylaw 8500 requires a *Subdivision Application* to be filed by the owner of the land. Where an agent purports to act on behalf of an owner, it will be presumed that (a) he or she has the authority of the owner to act on his or her behalf and (b) that the agent will be responsible for all matters connected with the development, including the timely payment of fees for services rendered by the City. Please note that where the owner is a registered company, the signature of all the Directors or authorized signatures will be required. If you have any questions, please call the Zoning staff at 604-276-4017.

It is also important for owners and agents to notify the City in writing of any change in their status with respect to the application, as they will be held responsible for the payment of costs incurred by the City while they appear on the file as the person responsible for the application. This is particularly important where the agent has been relieved of his or her authority to act on behalf of the owner, or where the property has been sold to a third party. If you have any questions or changes, please contact the Development Applications Clerk at 604-276-4395.

Applicants are encouraged to consult with the Development Applications Department prior to making their application to ensure they are aware of pertinent criteria and the extent of documentation required to support the application. Additional material is available from the Development Applications Department with respect to *Subdivision, Processing Procedures for Subdivisions with Servicing Agreements, Legal Plans Signing Requirements, and Floodplain Management Implementation Policy*. If you have any questions or would like to know who to contact in the Development Applications Department, please call the Program Coordinator, Development at 604-276-4138.



Survey & Site Plan Guidelines

No.: DEVAPPS-01

Date: 1997-10-27

Revised: 2018-12-20

Purpose:

- To inform **all applicants for development applications (i.e. rezonings, subdivisions, development permits etc.)** to submit a **survey and site plan** with the application. *Site survey requirements for areas designated as Environmentally Sensitive are different and applicants should contact the Planning and Development Division for additional information.*

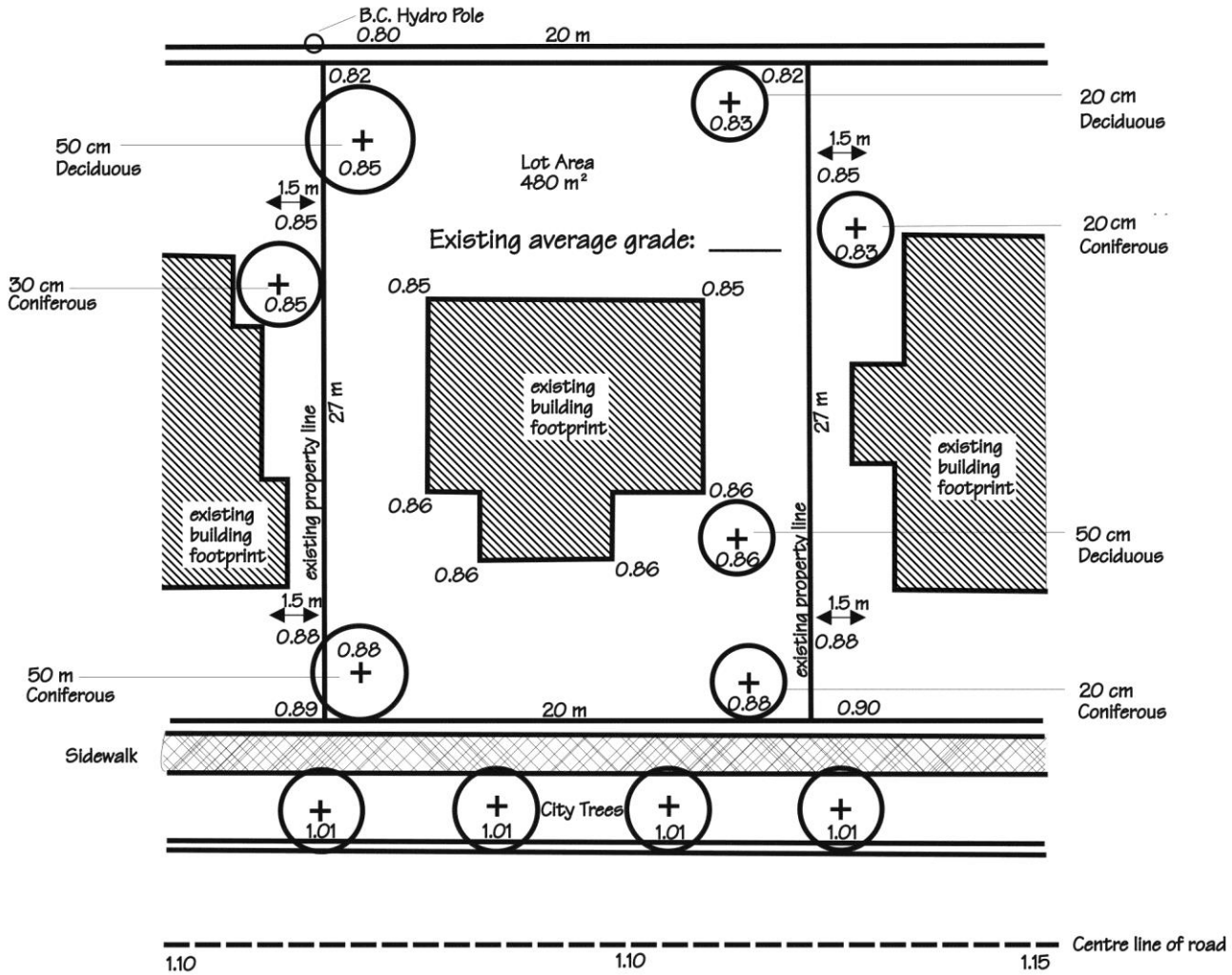
Survey:

- The **survey** should include the following (see attached sample):
 - All dimensions included on the survey should be **metric**.
 - The location and type of all known **utilities** entering or immediately adjacent to the subject site.
 - Legal description, rights-of-way, easements, existing property lines and building footprints, existing lot dimensions and area, and existing grades** at each of the four corners of the subject lot, including the **existing average grade** (i.e. the average of the existing grade at the lot corners and building/s corners).
 - Elevations at 1.5 m onto adjacent properties.
 - Elevations of existing retaining walls.
 - The highest elevation of the crown of any public road abutting the lot.
 - The **location and diameter** of:
 - ALL** trees on the **subject site** having a trunk diameter of 20 cm or greater measured at a point 1.4 m above the ground. **NOTE:** the diameter of trees having multiple trunks or clumped trees is the sum of 100% of the diameter of the largest trunk plus 60% of the diameter of each additional trunk;
 - ALL** trees or hedges within 2 m of the property line on adjacent lots;
 - ALL** trees or hedges on adjacent lots whose crown (drip line) encroaches onto the subject site;
 - ALL** trees or hedges on any City street or lane allowance adjacent to the subject site;
 - ALL** tree stumps greater than 20 cm in diameter.
 - The **crown** (drip line) of all trees identified in item 7.
 - The **type** (i.e. coniferous or deciduous) of all trees identified in item 7.
 - The **base elevations** (tree grades) for all trees identified in item 7.
 - The location of any **Riparian Management Area (RMA)** on or immediately adjacent to subject site as well as the RMA Site Note. Please refer to Bulletin INFO-23 for more information on the Site Note as well as the identification and delineation of RMAs.

See attached →

Centre line of lane

Rear Lane



Sample Survey

Original Date: 01/27/09

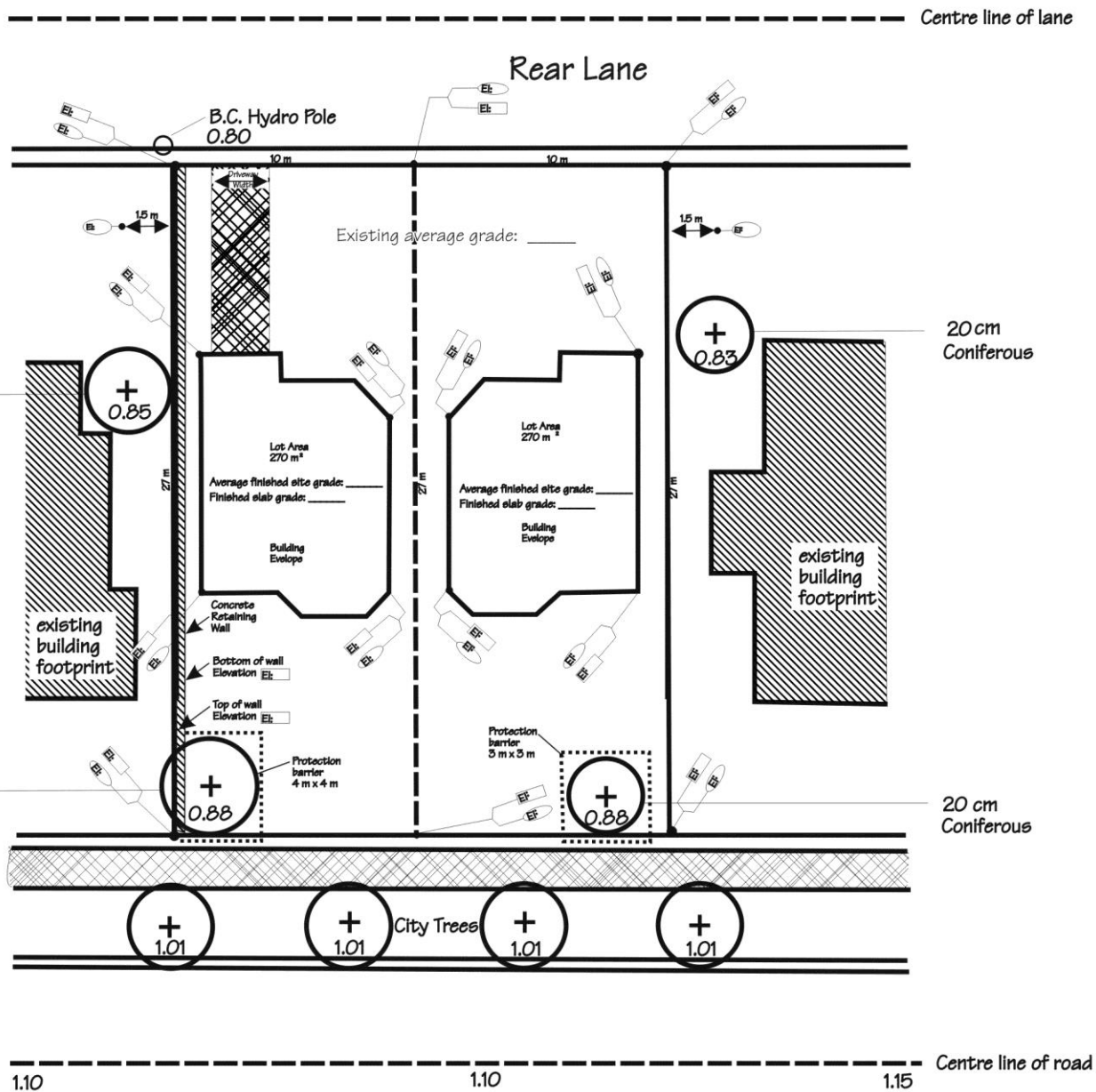
Amended Date: 02/23/09

Note: Dimensions are in METRES

Site Plan:

- The **site plan** should include the following (see attached sample):
 1. All dimensions included on the site plan should be **metric**.
 2. The location and type of all known **utilities** entering or immediately adjacent to the subject site.
 3. **Legal description, rights-of-way, easements**, proposed **property lines**, proposed **building footprints/envelopes**, proposed **lot dimensions** and **area**, **existing grades** at each of the proposed **lot corners**.
 4. Elevations at 1.5 m onto adjacent properties.
 5. The highest elevation of the crown of any public road abutting the subject lot.
 6. All **tree** information from the **Survey**.
 7. Existing and proposed **finished grades** at all proposed **building/s corners** and proposed **finished slab elevations**.
 8. The **finished site grade** of the proposed **lot corners** and the **average finished site grade** (i.e. the average of the finished grade at the **lot corners** and **building/s corners**).
 9. All proposed **retaining walls** at property lines, with top and bottom of wall elevations.
 10. The location of any **RMA** on or immediately adjacent to the site as well as the RMA Site Note. Please refer to Bulletin INFO-23 for more information regarding the Site Note as well as the identification and delineation of RMAs.

See attached →



Legend

El: Existing grade elevation from survey

El: Finished grade elevation



Sample Site Plan

Original Date: 01/27/09

Amended Date: 02/05/09

Note: Dimensions are in METRES



The City of Richmond is required by the Provincial Ministry of Environment and Climate Change Strategy (BC ENV) *Environmental Management Act (EMA)* to request a BC ENV Site Profile prior to approving the **subdivision, rezoning (including a zoning text amendment), or development** of lands within the City, and prior to the issuing of a **demolition** permit or a **soil removal** permit on any property within the City.

Some exceptions to this requirement exist. A BC ENV Site Profile is not required to be submitted to the City of Richmond, if there are no commercial or industrial “[Schedule 2](#)” activities likely to have taken place on the property or there is a valid exception listed in the [Contaminated Sites Regulations \(CSR\) Part 2 \(4\)](#). If any of these exceptions apply, the applicant must fill out this declaration form and attach the appropriate supporting documentation, if applicable.

To complete this City of Richmond Site Profile Exemption Declaration Form an applicant must be reasonably familiar with the site history. If no valid BC CSR exemptions apply, please submit a BC ENV [Site Profile](#) to the City of Richmond.

I am knowledgeable of the history of the property and I can confirm the following BC ENV Site Profile exemption applies:

- Option A:** The property has never been used for any “Schedule 2” activities. “Schedule 2” activities are commercial or industrial activities listed in “Schedule 2” of the *Contaminated Sites Regulation*, and are updated regularly. Some of these activities may occur on non-industrial properties. It is the responsibility of the applicant making this declaration to read and understand “Schedule 2” prior to making this declaration.
- Option B:** This demolition permit or development permit does not involve soil disturbance other than what is incidental to demolition.
- Option C:** Other BC Site Profile exemption* as defined in the *CSR Part 2 (4)*. Please identify specific exemption and attach supporting information, including a letter from a Qualified Environmental Professional (QEP) confirming exemption applicability.

Property Address(es): _____

Property Owner/ Property Owner Representative Name: _____

Contact Information: _____

Date: _____ **Signature:** _____

Supplemental information on the BC ENV Site Profile process is available on the BC ENV website.

*requires review from City of Richmond Sustainability Department