



THE CORPORATION OF THE DISTRICT OF OAK BAY
MUNICIPAL HALL - 2167 OAK BAY AVENUE - VICTORIA, B.C. V8R 1G2
PHONE (250) 598-3311 FAX (250) 598-9108 WEBSITE www.oakbaybc.org

SUBDIVISION APPROVAL PROCEDURES

The Subdivision and Development By-law, 1987 sets out the procedures for obtaining preliminary layout consideration and final approval. To assist the applicant and the processing of the application, the following check list of minimum information is required to be submitted.

Incomplete applications will be declined.

Please submit the required information, along with your plans, specifications and fees.

PRELIMINARY LAYOUT CONSIDERATION INFORMATION

Applicant's Name and Address

Telephone (h) _____ (b) _____

List of Directors or Associate Owners

Property Address _____

Legal Description _____

Current Zoning _____

Proposed Zoning _____

Current Use _____

Proposed Use _____

Fees

Examination and approval	\$ 50.00
1st Lot - each plan	\$600.00
Each additional lot: _____ x \$100.00	
TOTAL	

Plans Four (4) copies prepared by a Surveyor at a scale not less than 1:500 must be submitted.

REQUIRED DETAILS

1. The boundaries of all adjacent parcels and the relationship of the proposed subdivision to at least one highway intersection.
2. The layout, dimensions and alignment of all parcels and highways, lot widths, frontages and areas as required by the By-law must be shown.
3. Topographical information, as deemed necessary, to determine if the land can be utilized for the purpose stated.
4. The siting and dimensions of all buildings existing at the time of application, with information as to those which will remain after subdivision.
5. The location, diameter (1.3 m above the point of germination) and species of all mature trees within the land, when required.
6. The location of any water courses within the land to be subdivided.
7. A copy of the Certificate of Title from the Land Titles Office, along with copies of any easements or covenants.
8. Details of servicing requirements and access to public roadways.
9. Details of any proposed right-of-ways or easements.

ADDITIONAL REQUIREMENTS FOR BARE LAND STRATA SUBDIVISIONS

- A. Calculation of the relationship of average lot size, area of access route, total land area.
- B. Strata lot dimensions, frontage, lot widths and areas to be shown.
- C. Dimensional details of access routes, including proposed pavement widths and type of pavement.
- D. Location and form of parking - one (1) space for each lot on the common property.

I certify the information given herein is true and correct.

Date

Signature of Applicant(s)

FOR FINAL APPROVAL - the following are required:

- Plan of survey for registration, signed by the owners
- One reproducible for office use
- Two white prints
- Certificate of Title
- Certificate of Taxes Paid
- Servicing fees
- Bond for servicing