

**1. Please provide the following general information on your proposal:**

- a) **Type of subdivision:** *File No.* \_\_\_\_\_  
 Conventional (Fee simple)  
 Bare Land Strata  
 Other \_\_\_\_\_
- b) **Legal Description as per State of Title Certificate:**  
\_\_\_\_\_
- c) **Civic Address:** \_\_\_\_\_
- d) **Size of Parent Parcel:** \_\_\_\_\_
- e) **Existing Land Use:** \_\_\_\_\_
- f) **Existing Zoning:** \_\_\_\_\_
- g) **Minimum AVERAGE Lot Size Requirement:**  
\_\_\_\_\_
- h) **Minimum Lot Size Requirement:** \_\_\_\_\_
- i) **Number of Lots being created:** \_\_\_\_\_
- j) **Proposed Water Supply:** \_\_\_\_\_
- k) **Proposed Method of Sewage Disposal:** \_\_\_\_\_

**2. Please provide the following information about the owners/applicants:**

- a) **Owner's name, address, telephone and fax numbers:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_
- b) **Applicant's name, address, telephone and fax numbers if not the Owner:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**3. Please ensure that ALL of the following material is submitted with this application:**

- 2 Copies of a Preliminary Plan or 8 copies if larger than 11" x 17"
- a current (within 30 days) State of Title Certificate or Title Search, including copies of all covenants and easements registered on title
- the non refundable application fee payable to the Bowen Island Municipality in accordance with the Fee Bylaw
- an authorization letter from the Owner if the Applicant is NOT the Owner
- a Site Contamination Declaration Form (see attached)

**4. Please ensure that your Preliminary Plan includes the following material:**

- Date, scale, north arrow
- Approximate dimensions and sizes of all proposed lots
- Approximate location of existing buildings
- Approximate location of existing roads and trails
- Approximate location, width, and grade of all proposed road allowances
- Approximate location of existing watercourses and wetlands
- Approximate location of all easements, covenant areas, rights of way, etc.
- Approximate location of proposed accesses for all lots
- Approximate location of existing & proposed off site water, sewer, and utility systems
- Approximate location of proposed on site water supply and sewage disposal

The Preliminary Plan need not be prepared by a BC Land Surveyor. Please note that during the subdivision approval process, additional information may be required of the applicant.

**5. Please read and sign below**

**I certify that the information provided in this application is true, correct and complete.**

**I understand that this application is submitted for review purposes and does not constitute a formal submission for approval of a Plan of Subdivision.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**The personal information on this form is collected under the authority of the Land Title Act and will be used by the Bowen Island Municipality to process your subdivision application.**

BIM expect upon registration of the subdivision, that your solicitor will provide the Municipality with copies of all registered documents, including 1 reproducible copy, 2 paper prints of the Plan of Subdivision, and a digital copy of the approved subdivision plan. Digital formats could be in ESRI shape file, ESRI Personal Geodatabase, AutoCAD dxf, dwg or Microstation DGN. All text notations should be saved in a digital text format.

**Bowen Island Municipality Site Contamination Declaration Form**

**Bowen Island Municipality File No.:** \_\_\_\_\_

**Re: Proposed subdivision of (legal):** \_\_\_\_\_  
\_\_\_\_\_

Based upon the personal knowledge of the property noted above I do not believe that it is or has been used for any of the industrial or commercial purposes and/or activities specified in Schedule 2 of the regulations of the Waste Management (Amendment) Act. Accordingly, I elect not to complete a *Site Profile*, as outlined in Section 26.1(1) of the Act.

I further acknowledge that this election does not remove any liability which may otherwise be applicable under the legislation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
**Owner / Agent**

\_\_\_\_\_  
**Witness**

**Print name and address:**

**Print name and address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_