

**Instructions:** This application is to be used when the property to be subdivided is appropriately zoned. If rezoning is required, please use a Development Application

Please return the following to the Approving Officer

- Completed Application Form
- Certificate of Indefeasible Title
- 2 copies of the proposed plan of subdivision at a scale of 1:500
- Examination fee [make cheque payable to Corporation of the Township of Esquimalt]

**Fees**

Initial Examination Fee is \$100. plus HST  
Approval Fee is \$25. plus \$10. for each lot created. [Bylaw No. 2018]

**Description of Property**

**Civic Address** \_\_\_\_\_ PID \_\_\_\_\_

**Legal** Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Range \_\_\_\_\_ Plan \_\_\_\_\_

**Contacts**

*Please print clearly*

**Applicant**

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

*The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.*

Applicant's Signature (required)	Date
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**Owner**

*If the applicant is NOT the owner, complete this section.*

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

*I hereby consent to the application contained herein.*

Owner's Signature (required if applicant is not the owner)	Date
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*Any personal information provided in this application is collected for the purpose of administering the Local Government Act, and the bylaws of the municipality under the Local Government Act, and under the authority of those enactments. Questions about the collection of the information may be directed to the Freedom of Information Officer.*

Conventional Subdivision  Yes  Bare Land Strata Development Permit Area  Yes  No

Can the property be served by existing utilities?  Yes  No

Purpose of the subdivision and proposed land use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Office Use Only**

Examination Receipt #	Date	Initial
Approval Fee Receipt #	Date	Initial

**Subdivision Application Circulation and Comments**

Date of Application: \_\_\_\_\_ Roll No: \_\_\_\_\_ File: \_\_\_\_\_

Address: \_\_\_\_\_ Legal Description: \_\_\_\_\_

**Comments By:**

**Tax Collector:**

\_\_\_\_\_  
**Building Inspector:** Date/Initial

\_\_\_\_\_  
**Engineer:** Date/Initial

\_\_\_\_\_  
**Fire Chief:** Date/Initial

\_\_\_\_\_  
**Planner:** Date/Initial

\_\_\_\_\_  
Date/Initial

**RETURN TO DIRECTOR, DEVELOPMENT SERVICES BY:** \_\_\_\_\_

Letter to Applicant: \_\_\_\_\_

Amount of Approval Fee: \_\_\_\_\_

Final Approval: \_\_\_\_\_

Date of Approval: \_\_\_\_\_