

Complete Application – General Requirements

Please use the following checklist to assist with the preparation of your application.

Checklist If applicable, these items may be submitted in conjunction with another application type.	Check or X
A Completed Application Form with associated fee	
An Authorized Agent Form, if the property owner is represented by a third party	
Proof of Business Ownership <i>Note: Required if property owner is a corporation; includes Notice of Articles, Certificate of Incorporation, BC Company Summary</i>	
A recent title search, dated within 30 days of the application <i>Note: Staff will require copies of any applicable legal encumbrances on title.</i>	
Site Profile <i>Note: A Site Profile is only required if the subject site is being currently used, or has historically been used, for commercial or industrial activities.</i>	
Tree Assessment Report <i>Note: The report, as prepared by a certified arborist, will need to meet the requirements of White Rock Tree Management Bylaw, 2008, No. 1831 (as amended or replaced). Subdivision applications cannot be finalized if any of the proposed lots do not have feasible building envelopes due to the presence of protected trees located on adjacent properties.</i>	
Registered Survey Plan <i>Note: The Registered Survey Plan must show the topography of the site, and the location, elevation, and size of trees located on and around the subject site.</i>	
Proposed Subdivision Layout Plan [excludes Air Space Parcel Subdivisions] <i>Note: Similar to the Registered Survey Plan, the proposed subdivision layout plan should include details on any existing and proposed legal encumbrances on title (e.g. easements, SROs, etc) and any details on proposed variances. Proposed building envelopes should also be detailed on this layout plan.</i>	

Checklist [Air Space Parcel Subdivisions Only] If applicable, these items may be submitted in conjunction with another application type.	Check or X
Proposed Air Space Parcel Subdivision Layout Plan <i>Note: An airspace parcel subdivision plan must depict at least one volumetric air space parcel, as well as a non-volumetric remainder parcel tied to one of the primary building components/uses. Legal encumbrances should also be identified, if applicable.</i>	
Intended Use Drawings <i>Note: These drawings should provide colour overlays of the proposed air space parcel boundaries at every relevant level of the development (including floor plans and sections).</i>	
Intended Use Report <i>Note: This report should identify the intended use of the proposed parcels, including a detailed list of the uses and facilities to be contained in each parcel.</i>	

Complete Application – Additional Requirements

Depending on the scope and scale of the subdivision application, additional submission requirements may be necessary. Please verify with Planning staff prior to submitting your application.