



# SUBDIVISION APPLICATION FORM

Planning and Development Department

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9  
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## Applicant Information

Name: \_\_\_\_\_  
Corporation (if applicable): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Property Information

Civic Address: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Parcel ID: \_\_\_\_\_

## Description of Proposal (including buildings/structures to be retained or removed)

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

Total Area to be Subdivided (m<sup>2</sup>): \_\_\_\_\_  
Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

## Application Fees

Add Lot Fee.....	\$100/new lot
Fee Simple, Bare Land Strata, Phased Strata* Subdivision, Strata Conversion.....	\$1,150
Lot Line Adjustment.....	\$1,000
Title Search.....	\$25/parcel
Total.....	\$ _____

\* Fee payable for each phase

## Declaration to the City of Prince George

I/WE HEREBY declare that I/we:

- a. have read the attached documents, information and drawings and that they are true and correct to the best of my knowledge and belief;
- b. agree to submit further documents, information and drawings to assist in the consideration of the application, as determined by the City of Prince George;
- c. agree that misrepresentation or failure to disclose, or failure to submit the appropriate application fee, may be deemed sufficient cause for the rejection by the City of Prince George of the application; and
- d. agree that later discovery of an omission or misrepresentation made in the attached statements, documents, information and drawings may be grounds for a determination of ineligibility or revocation of any future license, permit or approval that may be granted.

AND I/WE HEREBY acknowledge that if the City of Prince George grants a license, permit or approval, it will be granted only to the person(s) named in the application, or to the private corporation having the directors and/or officers named in the application, or to the public corporation or society having the directors and/or officers named in the application.

AND I/WE HEREBY acknowledge that this application and all documents, information and drawings submitted with the application become part of the City of Prince George's records and are subject to the Freedom of Information and Protection of Privacy Act, and may become a public record and be published online as part of City Council's public meeting Agenda. Any personal information on this form is collected under the authority of the Community Charter, Local Government Act and the City of Prince George's bylaws for the purpose of processing this application and for administration and enforcement.

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Applicant's Signature

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Date

## Application Checklist

Application Form  
Application Fee  
Site Disclosure Statement  
Title  
Corporate Registry *(for all named/numbered companies)*  
Signed Appointment of Agent Form *(if applicable)*  
Two (2) copies of the proposed subdivision plan  
Maps, plans and documents in support of application *(if applicable)*