



TSAWWASSEN FIRST NATION
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1926 Tsawwassen Drive
Tsawwassen, BC V4M 4G2
Canada

Tel: 604-943-2112
www.tsawwassenfirstnation.com

Subdivision Application Form

Name of Applicant: _____	File No.: _____
Address: _____	Project Address: _____
Phone: _____	Phone (other): _____
Email: _____	Fax: _____

Property Owner Information as Registered on Legal Title

Property Owner Name: _____	Phone: _____
Address: _____	

Property Information

Property Address: _____	PID: _____
Legal Description: _____	

Copies of any covenant, easement, and statutory right-of-way registered on title are required to be submitted with application.

Disclaimer

This application is made with my full knowledge and consent:

Name of Registered Owner: _____

Signature of Registered Owner: _____ Date: _____

Name of Registered Owner: _____

Signature of Registered Owner: _____ Date: _____

If applicant is not a registered owner: This application is made with full knowledge that I am the sole agent for the owner(s) and will be the only contact with Tsawwassen First Nation Lands Department.

Name of applicant/authorized agent: _____

Signature of applicant/authorized agent: _____ Date: _____

Internal Use Only

Date Received: _____ Received By: _____

Date Complete: _____ Application Fee Amount: _____



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Subdivision Application

Name: _____ File No.: _____
Address: _____ Project Address: _____
Owner / Applicant / Both Date: _____

Documents & Drawings

	Submitted	N/A		Format
1			Electronic copy of full application package	USB key; file names to be formatted as follows: Document Title_Date (Year.Month.Day)_Version Number
2			Printed copy of full application package	
3			A copy of Legal Title	
4			Proof of ownership if not shown on Title	
5			Owner's authorization (if applicant is not the property owner)	
6			Statement describing the intended use of the subdivided lands	One hard copy
7			A written statement demonstrating conformance with the <i>Land Use Plan</i>	One hard copy
8			One copy of a Subdivision Plan, at an appropriate scale, showing:	One full size hard copy and two 11 x 17 hard copies
8a			Exterior boundaries of the proposed zone amendment area	
8b			North arrow	
8c			Measurements labelled in metric	
8d			All bodies of water and/or watercourses	
8e			Accurate location of all existing buildings and structures within subject site	
8f			Present and proposed zoning designation	
8g			All building and/or structure removal or relocation	
8h			Date upon which the plan was prepared, and any revision dates	
8i			Complete legal description for each parcel to be included in the proposed subdivision	
8j			Proposed parcel layout	
8k			Parcels surrounding subject site	

Note: This document does not replace the Land Use Planning and Development Act or its regulations.

9			Site profile	One hard copy
10			Geotechnical report	One hard copy
11			Grading plan	One hard copy
12			Topographic map	One hard copy
13			A wayfinding signage plan	Two 11 x 17 copies
14			Rainwater management plan	One hard copy
15			Provision of access plan	One hard copy
16			If land is, or could reasonably be expected to be, subject to flooding, erosion, land slip, or subsidence, a covenant protecting the land and restricting its use	
17			Precinct plan	One full size hard copy and two 11 x 17 hard copies
18			Amenity Area Tracking Form	

Documents & Drawings - Internal Use Only

Submitted N/A

1			Notification of approval/denial (file copy of signed original)	
2			Related Executive Council documents (reports, orders, motions, etc.)	
3			Advisory Council Meeting minutes	
4			Copy of Application Fee Payment - Amount:	
5			Issued permit (file copy of signed original)	
6			Community meeting notices, letters, emails, etc.	



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Tsawwassen First Nation Development Application Requirements

Tsawwassen First Nation (TFN) Lands Department will be pleased to accept and begin processing your development application, once the requirements outlined in this document have been completed by the applicant and submitted with a Development Application Form. TFN will not accept incomplete development applications, and may request additional information. Applicants must submit one electronic and one printed full application package. The TFN Lands Department will retain a copy of submitted application materials.

Subdivision

1. Application Fee
2. A copy of Legal title, issued not more than 30 days prior to the application date, for any parcel of land subject to the application and a copy of all restrictive covenants and easements registered on property.
3. Proof of ownership of parcel(s).
4. If the applicant is not the property owner, a written authorization from the parcel's owner, permitting an agent to act on their behalf.
5. A written statement describing the intended use of the subdivision lands.
6. A written statement demonstrating conformance with the Land Use Plan.
7. One copy of a subdivision plan, prepared by a British Columbia Land Surveyor, which is fully dimensioned and drawn at an appropriate scale (e.g., 1:200 or 1:500) and which would create parcels in conformity with all applicable regulations of the Land Use Planning and Development Act, as amended, and showing:
 - a. The exterior boundaries of the proposed subdivision boldly outlined
 - b. North arrow;
 - c. All measurements labelled in metric;
 - d. All bodies of water and/or watercourses;
 - e. Accurate location of all existing buildings and structures within the proposed subdivision
 - f. Present and proposed zoning designation
 - g. All building and/or structure removal or relocation clearly indicated;
 - h. The date upon which the subdivision plan was prepared and any revision dates.
 - i. Complete legal description for each parcel to be included in the proposed subdivision;
 - j. All parcels to be created by the proposed subdivision, with accurate dimensions and parcel areas, including driveway locations of proposed parcel
 - k. All parcels surrounding the parcel(s) to be included in the proposed subdivision, with accurate dimensions, parcel areas, and legal descriptions clearly indicated;
8. A site profile.
9. A geotechnical report stating that the subject site(s) is safe for the use intended. The geotechnical report must be prepared by a qualified Professional Engineer to address slope stability, retaining structures, and stability of the soil structure or the intended use.

Note: This document does not replace the Land Use Planning and Development Act or its regulations.

10. A grading plan, prepared by a qualified Professional Engineer, of the proposed final grades of the subject site.
11. A topographic map, prepared by a British Columbia Land Surveyor, of the parcel(s) to be included in the proposed subdivision, with the contours at one (1) metre intervals. The topographic map shall accurately delineate any spot and break elevations, existing structures on the subject property and on adjoining properties at common property line, and any watercourses on the parcel(s).
12. If the proposed development involves cycling paths, a signage plan demonstrating conformance with TransLink's *Wayfinding Guidelines for Utility Cycling in Metro Vancouver*.
13. A rainwater management plan, with assurance provided to Tsawwassen First Nation in writing by the Professional Engineer of record that the rainwater management plan complies with the guidelines in respect of but not limited to the velocity, volume, and water quality requirements of the current Master Municipal Construction Design (MMCD) Guidelines, the IRMP, and any supplemental Design Criteria and regulations of TFN.
14. A plan showing provision for access to parcels lying beyond and/or adjacent to the parcel(s) to be included in the proposed subdivision.
15. If the land is, or could reasonably be expected to be, subject to flooding, erosion, land slip, or subsidence:
 - a. A report certified by a Professional Engineer that the land may be used safely for the use intended
 - b. A covenant in favour of TFN, entered into by the Parcel Holder as covenantor, in respect of any of the Parcels to be created by the subdivision, which the covenant may be of a kind described by Section 219 of the *Land Title Act* (British Columbia), and that contains a promise by the covenantor that the land will not be subdivided, built on, or used except in accordance with the covenant.
16. If the application does not constitute an entire Development Precinct, a Precinct Plan shall be submitted that demonstrates
 - a. conformance with the policies, requirements, and schedules of the TFN Neighbourhood Plan
 - b. road circulation layout, proposed dwelling unit types and densities (FSR)
 - c. How the subject site connects to infrastructure and utilities on adjacent land parcels.