



## APPLICATION FOR SUBDIVISION OF LAND

### Development Services Department

Phone: (250) 378-8615

Email: [planning@merritt.ca](mailto:planning@merritt.ca)

Department Use Only

Date Received

Application/File No.

### General information

Name of applicant/agent		Email		Phone	
Address		City		Prov.	Postal code
Name of registered owner(s) of lands		Email		Phone	
Address		City		Prov.	Postal code
Name of person or agent authorized to act on owner(s) behalf		Email		Phone	
Address		City		Prov.	Postal code
Civic address of subject property					
Legal description of land that is subject to this application					
Lot number(s)	Block	District Lot	Plan #	PID:	
Signature of owner/agent				Date	
Project information					
Zoning		Proposed Use of Lots		Number of Lots Created	
Information Attached to Application	Sketch Plan		Certificate of Title	Authorization Letter	
	Engineering Drawings (paper)		Engineering Drawings (electric)		



City Hall  
2185 Voght St. Box 189  
Merritt, BC, V1K1B8



[merritt.ca](http://merritt.ca)



250-378-4224

## Schedule B "Fees"

Application Type	Fee					✓
	2020	2021	2022	2023	2024	
OCP Amendments						
OCP Amendments	\$1,500.00	\$1,530.00	\$1,561.00	\$1,592.00	\$1,624.00	
OCP Amendments in conjunction with a Rezoning application	\$1,000.00	\$1,020.00	\$1,040.00	\$1,061.00	\$1,082.00	
Rezoning						
Rezoning Applications	\$1,500.00	\$1,530.00	\$1,561.00	\$1,592.00	\$1,624.00	
Zoning Bylaw Text Amendments	\$1,250.00	\$1,275.00	\$1,301.00	\$1,327.00	\$1,353.00	
Comprehensive Development Zone	\$2,500.00	\$2,550.00	\$2,601.00	\$2,653.00	\$2,706.00	
Public Notice Signs (OCP Amendments/ Rezoning)						
Sign Removal Deposit	\$400.00	\$408.00	\$416.00	\$424.00	\$433.00	
Sign Installation	Actual Cost					
Sign Replacement or Repair	Actual Cost					
Development Permit Application						
Minor DP (patio, façade improvement)	\$300.00	\$306.00	\$312.00	\$318.00	\$325.00	
Major DP	\$1,500.00	\$1,530.00	\$1,561.00	\$1,592.00	\$1,624.00	
Amendments to a DP	\$150.00	\$153.00	\$156.00	\$159.00	\$162.00	
Appeal to Council of a Staff Decision on a DP	\$500.00	\$510.00	\$520.00	\$531.00	\$541.00	
Riparian/ Environmental DP	\$300.00	\$306.00	\$312.00	\$318.00	\$325.00	
Geotechnical DP	\$300.00	\$306.00	\$312.00	\$318.00	\$325.00	
Wildfire DP	\$300.00	\$306.00	\$312.00	\$318.00	\$325.00	
Development Variance Permit or Board of Variance Application						
Minor Variance (up to 2 Variances)	\$700.00	\$714.00	\$728.00	\$743.00	\$758.00	
Minor Variance in conjunction with a DP	\$500.00	\$510.00	\$520.00	\$531.00	\$541.00	
Major Variance (3+ Variances)	\$1,000.00	\$1,020.00	\$1,040.00	\$1,061.00	\$1,082.00	
Major Variance in conjunction with a DP	\$800.00	\$816.00	\$832.00	\$849.00	\$866.00	
Board of Variance	\$500.00	\$510.00	\$520.00	\$531.00	\$541.00	
Temporary Use Permit						
Temporary Use Permit	\$800.00	\$816.00	\$832.00	\$849.00	\$866.00	
Temporary Use Permit Renewal	\$400.00	\$408.00	\$416.00	\$424.00	\$433.00	
Discretionary Use Permit						
Minor Discretionary Use Permit	\$50.00	\$51.00	\$52.00	\$53.00	\$54.00	
Major Discretionary Use Permit	\$500.00	\$510.00	\$520.00	\$531.00	\$541.00	
Special Discretionary Use Permit	\$1,000.00	\$1,020.00	\$1,040.00	\$1,061.00	\$1,082.00	

## “Fees” Cont’d

Application Type	Fee					✓
	2020	2021	2022	2023	2024	
Subdivision						
Preliminary Layout Review (Fees based on total number of lots being registered at Land Titles)						
Up to 2 Lots	\$850.00	\$867.00	\$884.00	\$902.00	\$920.00	
3 – 10 Lots	\$1,000.00 + \$100.00 per lot	\$1,020.00 + \$102.00 per lot	\$1,040.00 + \$104.00 per lot	\$1,061.00 + \$106.00 per lot	\$1,082.00 + \$108.00 per lot	
11 – 20 Lots	\$2,500.00 + \$100.00 per lot	\$2,550.00 + \$102.00 per lot	\$2,601.00 + \$104.00 per lot	\$2,653.00 + \$106.00 per lot	\$2,706.00 + \$108.00 per lot	
21 – 30 Lots	\$4,000.00 + \$100.00 per lot	\$4,080.00 + \$102.00 per lot	\$4,162.00 + \$104.00 per lot	\$4,245.00 + \$106.00 per lot	\$4,330.00 + \$108.00 per lot	
31 – 40 Lots	\$5,000.00 + \$100.00 per lot	\$5,100.00 + \$102.00 per lot	\$5,202.00 + \$104.00 per lot	\$5,306.00 + \$106.00 per lot	\$5,412.00 + \$108.00 per lot	
41 or More Lots	\$6,000.00 + \$100.00 per lot	\$6,120.00 + \$102.00 per lot	\$6,242.00 + \$104.00 per lot	\$6,367.00 + \$106.00 per lot	\$6,495.00 + \$108.00 per lot	
Preliminary Layout Review (PLR) Amendment or Extension	\$200.00	\$204.00	\$208.00	\$212.00	\$216.00	
Strata Conversion						
Strata Conversion	\$500.00 + \$100.00 per lot	\$510.00 + \$102.00 per lot	\$520.00 + \$104.00 per lot	\$531.00 + \$106.00 per lot	\$541.00 + \$108.00 per lot	
Third Party Review of Reports Submitted	Actual Cost					
Agricultural Land Reserve Application						
ALR Exclusion/Inclusion/Subdivision/Non Farm	As prescribed by the ALC					
Other Administrative Fees						
Ministry of Environment Site Profile Referral	\$100.00	\$102.00	\$104.00	\$106.00	\$108.00	
Land Title Search (per parcel)	\$20.00	\$20.00	\$21.00	\$21.00	\$22.00	
TOTAL FEES						

*If this schedule is not amended following 2024, the fee for subsequent years shall be the fee listed for 2024.*





## SCHEDULE 1 SITE DISCLOSURE STATEMENT

### I. CONTACT INFORMATION

A: SITE OWNER(s) or OPERATOR(s)			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	

B: PERSON COMPLETING SITE DISCLOSURE STATEMENT (Leave blank if same as above)	
<input type="checkbox"/> Agent authorized to complete form on behalf of the owner or operator	
LAST NAME	FIRST NAME(s)
COMPANY (if applicable)	

C: PERSON TO CONTACT REGARDING THE SITE DISCLOSURE STATEMENT			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	

### II. SITE INFORMATION

Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude			Longitude		
DEGREES	MINUTES	SECONDS	DEGREES	MINUTES	SECONDS

Attach a map of appropriate scale showing the location and boundaries of the site.

**For Legally Titled, Registered Property**

SITE ADDRESS (or nearest street name/intersection if no address assigned)

CITY

POSTAL CODE

PID	Land Description	Add	Delete
		+	-
		+	-

**For Untitled Crown Land****PIN** numbers and associated Land Description (if applicable)

PIN	Land Description	Add	Delete
		+	-
		+	-

And if available

Crown Land File Numbers	Add	Delete
	+	-
	+	-

**III. INDUSTRIAL OR COMMERCIAL PURPOSES OR ACTIVITIES**Has the site been used for any industrial or commercial purposes or activities described in [SCHEDULE 2](#) of the Contaminated Sites Regulation?☐ Yes☐ No

If you answered YES to the question above, please indicate below, in the format of the example provided, which of the industrial or commercial purposes or activities have occurred or are occurring on this site.

**EXAMPLE**

Schedule 2 Reference	Description
E1	appliance, equipment or engine maintenance, repair, reconditioning, cleaning or salvage
F10	solvent manufacturing, bulk storage, shipping or handling

Schedule 2 Reference	Description	Add	Delete
		+	-
		+	-

**IV. ADDITIONAL INFORMATION**

1. Provide a brief summary of the planned activity and proposed land use at the site.

2. Indicate the information used to complete this site disclosure statement including a list of record searches completed.

3. List any past or present government orders, permits, approvals, certificates or notifications pertaining to the environmental condition of the site. *(Attach extra pages, if necessary):*

## V. DECLARATIONS

1. Exemptions (See the Contaminated Sites Regulation, Division 3 of Part 2):

Does the application qualify for an exemption from submitting a site disclosure statement?

☐ Yes ☐ No

If yes, indicate which exemption applies \_\_\_\_\_

2. Where a municipal approval is not required, please indicate the reason for submission directly to the registrar:

☐ Under Order ☐ Foreclosure ☐ CCAA Proceedings ☐ BIA Proceedings

☐ Decommissioning ☐ Ceasing Operations

**By signing below, I confirm that the information in this form is complete and accurate to the best of my knowledge:**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE SIGNED (YYYY-MM-DD)

### APPROVING AUTHORITY CONTACT INFORMATION

NAME

AGENCY

ADDRESS

PHONE

E-MAIL

Reason for submission (Please check one or more of the following):

☐ Building Permit ☐ Subdivision ☐ Zoning ☐ Development Permit

\_\_\_\_\_  
DATE RECEIVED (YYYY-MM-DD)

\_\_\_\_\_  
DATE SUBMITTED TO REGISTRAR (YYYY-MM-DD)