



**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
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Application/File No.
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**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:
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Signature of owner/agent	Date
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**Project information**

Zoning	Proposed Use of Lots	Number of Lots Created
Information Attached to Application	Sketch Plan	Certificate of Title
	Engineering Drawings (paper)	Engineering Drawings (electric)
		Authorization Letter



**SCHEDULE F TO BYLAW 2358  
PLANNING AND DEVELOPMENT FEES AND CHARGES**

	2024	2025	2026
<b>OCP Amendments</b>			
OCP Amendments	\$1,671.60	\$1,755.18	\$1,842.94
OCP Amendments in conjunction with a Rezoning application	\$1,114.05	\$1,169.75	\$1,228.24
<b>Rezoning</b>			
Rezoning Applications	\$1,671.60	\$1,755.18	\$1,842.94
Zoning Bylaw Text Amendments	\$1,393.35	\$1,463.02	\$1,536.17
Comprehensive Development Zone	\$2,785.65	\$2,924.93	\$3,071.18
<b>Public Notice Signs (OCP Amendments/ Rezoning)</b>			
Sign Removal Deposit	\$500.00	\$500.00	\$500.00
Sign Installation	Actual Cost		
Sign Replacement or Repair	Actual Cost		
<b>Development Permit Application</b>			
Minor DP (patio, façade improvement)	\$333.90	\$350.60	\$368.12
Major DP	\$1,671.60	\$1,755.18	\$1,842.94
Amendments to a DP	\$166.95	\$175.30	\$184.06
Appeal to Council of a Staff Decision on a DP	\$557.55	\$585.43	\$614.70
Riparian/ Environmental DP	\$333.90	\$350.60	\$368.12
Geotechnical DP	\$333.90	\$350.60	\$368.12
Wildfire DP	\$333.90	\$350.60	\$368.12
<b>Development Variance Permit or Board of Variance Application</b>			
Minor Variance (up to 2 Variances)	\$780.15	\$819.16	\$860.12
Minor Variance in conjunction with a DP	\$557.55	\$585.43	\$614.70
Major Variance (3+ Variances)	\$1,114.05	\$1,169.75	\$1,228.24
Major Variance in conjunction with a DP	\$891.45	\$936.02	\$982.82
Board of Variance	\$557.55	\$585.43	\$614.70
<b>Temporary Use Permit</b>			
Temporary Use Permit	\$891.45	\$936.02	\$982.82
Temporary Use Permit Renewal	\$445.20	\$467.46	\$490.83

	2024	2025	2026
<b>Discretionary Use Permit</b>			
Minor Discretionary Use Permit	\$55.65	\$58.43	\$61.35
Major Discretionary Use Permit	\$557.55	\$585.43	\$614.70
Special Discretionary Use Permit	\$1,114.05	\$1,169.75	\$1,228.24
<b>Subdivision</b>			
<i>Preliminary Layout Review (Fees based on total number of lots being registered at Land Titles)</i>			
Up to 2 Lots	\$947.10	\$994.46	\$1,044.18
3 – 10 Lots	\$1,114.05 + \$111.30 per lot	\$1,169.75+ \$116.87 per lot	\$1,228.24+ \$122.71 per lot
11 – 20 Lots	\$2,785.65+ \$111.30 per lot	\$2,924.93+ \$116.87 per lot	\$3,071.18+ \$122.71 per lot
21 – 30 Lots	\$4,457.25+ \$111.30 per lot	\$4,680.11+ \$116.87 per lot	\$4,914.12+ \$122.71 per lot
31 – 40 Lots	\$5,571.30+ \$111.30 per lot	\$5,849.87+ \$116.87 per lot	\$6,142.36+ \$122.71 per lot
41 or More Lots	\$6,685.35+ \$111.30 per lot	\$7,019.62+ \$116.87 per lot	\$7,370.60+ \$122.71 per lot
Phased Strata (each phase)	\$947.10	\$994.46	\$1,044.18
Preliminary Layout Review (PLR) Amendment or Extension	\$222.60	\$233.73	\$245.42
<b>Strata Conversion</b>			
Strata Conversion	\$557.55+ \$111.30 per lot	\$585.43+ \$116.87 per lot	\$614.70+ \$122.71 per lot
Third Party Review of Reports Submitted	Actual Cost		
<b>Agricultural Land Reserve Application</b>			
ALR Exclusion/Inclusion/Subdivision/Non-Farm	As prescribed by the ALC		

	2024	2025	2026
<b>Other Administrative Fees</b>			
Ministry of Environment Site Profile Referral	\$111.30	\$116.87	\$122.71
Land Titles Document Retrieval (per document)	\$22.05	\$23.15	\$24.31
<b>Earthworks Permit</b>			
Earthworks Permit Application Fee	\$109.20	\$114.66	\$120.39
Security Fee in the form of cash or an Irrevocable Standby Letter of Credit: (Security fee is refundable if works are completed in compliance with Earthworks Permit)			
Residential Landscaping	The greater of \$500 or 10% of the value of the works	The greater of \$500 or 10% of the value of the works	The greater of \$500 or 10% of the value of the works
Single Detached	\$5,000	\$5,000	\$5,000
Semi-detached Residential	\$5,000	\$5,000	\$5,000
Multi-Unit Residential (three or more units)	\$5,000	\$5,000	\$5,000
Commercial or Industrial	\$5,000	\$5,000	\$5,000



## 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 Part2):

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       BIAProceedings  
 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)