



The Corporation of the City of White Rock  
 Development Services Department - Planning  
 15322 Buena Vista Avenue  
 White Rock, B.C., V4B 1Y6  
 Telephone: (604) 541-2143  
 Fax: (604) 541-2153

## SUBDIVISION APPLICATION FORM

*Note: If you require an amendment/permit in addition to your subdivision, you must fill out a Development Application Form. Your application(s) will be processed as a joint application and all approvals applied for will go through the process concurrently.*

I/We, \_\_\_\_\_, as the Owner(s) of/authorized agent for the following lands within the City of White Rock

Subject Civic Address(es): \_\_\_\_\_

Legal Description of Subject Property(ies): \_\_\_\_\_

herby make application for subdivision of the above-mentioned lands.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Registered Owner of property	E-mail
Address	City <span style="float: right;">Postal Code</span>
Telephone # (day)	Telephone # (eve)
Fax #	

Applicant name (in full)	E-mail
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Architect <input type="checkbox"/> Agent <input type="checkbox"/> Consultant <input type="checkbox"/> Other	
Address	City <span style="float: right;">Postal Code</span>
Telephone # (day)	Telephone # (eve)
Fax #	

*Note: If applying on behalf of the registered owner, Schedule 1 "Authorization Form" must be completed.*

## Project Data

Current OCP Designation:

Current Zoning Designation:

Current Use:

Gross Site Area (ha):

Access and Servicing

Road Access

Water Supply

Sanitary Sewer

Storm Sewer

Hydro

Telephone

Existing

Existing

Existing

Existing

Existing

Existing

Available

Available

Available

Available

Available

Available

## Fee Calculation

### Processing and Review Fee for Subdivisions

	Base Fee	+	(Per lot fee	x	No. of new lots	=	lot amount)	
	\$900.00							enter
Enter Fee &			(\$100.00	x		=	\$_____)	amount
Amounts →	_____							here → =
								\$_____

<b>Total Fee (A-H)</b> = \$ _____
---

**Schedule 1 “Authorization Form”**

Address of Subject Property: \_\_\_\_\_

Legal Description: \_\_\_\_\_

This document shall serve to notify the City of White Rock that I am/we are the legal owner(s) of the property described above and do authorize the person indicated below (“Authorized Agent”) to act on my/our behalf on all matters pertaining to the referenced Land / Building Permit Application for the above referenced property. In addition, I/we have read and understand the application requirements of the Land / Building Permit application and authorize the Authorized Agent to act on our behalf.

Name of Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax : ( ) \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax : ( ) \_\_\_\_\_

Signature of Property Owner (s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner (s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** All registered owners of the property shall sign this Authorization form. Use additional sheets if necessary. A new Authorization form shall be submitted to the City if the ownership of the property changes prior to completion of issuance of the building permit or before final approval is granted.



The Corporation of the City of White Rock  
Development Services Department  
15322 Buena Vista Avenue  
White Rock, B.C., V4B 1Y6  
Telephone: (604) 541-2143  
Fax: (604) 541-2153

## SUBDIVISION APPLICATION CHECKLIST

---

*This checklist is provided as a summary of the requirements of the materials to be included with a subdivision application. A copy of this checklist should be included in your Subdivision Application package.*

### Attached

- Subdivision Application Form
- State of Title Certificate
- One (1) full size preliminary subdivision plan prepared by a registered BC Land Surveyor\*
- Site Profile Checklist
- Subdivision Application Fee

\*Preliminary subdivision plans shall include the information outlined in the City of White Rock's Guide to the Subdivision Process.

**SCHEDULE 1**  
**Site Profile**

(Version 2.0)

**Preamble**

Under section 26.1 of the *Waste Management Act*, a person who knows or reasonably should know that a site has been used or is used for industrial or commercial purposes or activities must in certain circumstances provide a site profile.

Schedule 2 of the Contaminated Sites Regulation sets out the types of industrial or commercial purposes or activities to which site profile requirements apply.

*If section 26.1 of the Waste Management Act applies to you and you know or reasonably should know that site has been used or is used for one of the purposes or activities found in Schedule 2 of the Contaminated Sites Regulation, you may be required to complete the attached site profile.*

***Notes/Instructions:***

Persons preparing a site profile *must* complete Section I, II and III, answer all questions in sections IV through IX, and sign section XI. If the site profile is not satisfactorily completed, it will not be processed under the *Waste Management Act* and the Contaminated Sites Regulation. Failure to complete the site profile satisfactorily may result in delays in approval of relevant applications and in the postponement of decisions respecting the property.

The person completing this site profile is responsible for the accuracy of the answers. Questions must be answered *to the best of your knowledge*.

Section 27 (1) of the *Freedom of Information and Protection of Privacy Act* requires that provision of personal information concerning an individual must be authorized by that individual. Persons completing the site profile on behalf of the site owner must be authorized by the site owner.

One (1) site profile may be completed for a site comprised of more than one titled or untitled parcel, but individual parcels must be identified.

If the property is legally surveyed, titled and registered, then all PID numbers (**P**arcel **I**dentifiers - Land Title Registry system) must be provided for *each* parcel as well as the appropriate legal description.

If the property is untitled Crown land (no PID number), then the appropriate PIN numbers (**P**arcel **I**dentification **N**umbers - Crown Land registry system) for each parcel with the appropriate land description should be supplied.

If a PID or PIN number is *not* available for the site, a latitude and longitude (accurate to 0.5 of a second using North American Datum established in 1983) of the centre of the site is required. Also, please attach an accurate map, containing latitude, longitude and datum references, which shows the boundaries of the site in question. Please use the largest scale map available.

If available, the Crown Land File Number for the site should also be supplied.

Anything submitted in relation to this site profile will become part of the public record and may be made available to the public through the Site Registry as established under the *Waste Management Act*.

Under section 26.3 of the *Waste Management Act*, corporate and personal information contained in the site profile may be made available to the public through the Site Registry. Should you have questions concerning the collection of this information, contact your local BC Environment office or the Site Registrar, BC Environment, Pollution Prevention & Remediation Branch, Box 9342 Stn Prov Govt, Victoria, BC V8W 9M1. Telephone: 1-250-387-4441. Fax: 1-250-387-9935.

**SCHEDULE 1**

**Site Profile**

(All Information Must be Provided and All Questions Answered)

(Version 2.0)

**I CONTACT IDENTIFICATION**

**A. Name of Site Owner:**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial(s) \_\_\_\_\_ (and/or, if applicable)

Company \_\_\_\_\_

Owner's Civic Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_

Country \_\_\_\_\_ Postal Code/ZIP \_\_\_\_\_

**B. Person Completing Site Profile (Leave blank if same as above):**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial(s) \_\_\_\_\_ (and/or, if applicable)

Company \_\_\_\_\_

**C. Person to Contact Regarding the Site Profile:**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial(s) \_\_\_\_\_ (and/or, if applicable)

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_

Country \_\_\_\_\_ Postal Code/ZIP \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**II SITE IDENTIFICATION**

**Please attach a site location map**

**IF Legally Titled, Registered Property**

Site Street Address (if applicable) \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

**PID** numbers and associated legal descriptions. *Attach an additional sheet if necessary.*

**PID**

**Legal Description**

<b><u>PID</u></b>	<b><u>Legal Description</u></b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total number of titled parcels represented by this site profile is: \_\_\_\_\_

**SCHEDULE 1  
Site Profile**

(Version 2.0)

**IF Untitled Crown Land**

1) PIN numbers and associated Land Description. *Attach an additional sheet if necessary.*

<u>PIN</u>	<u>Land Description</u>
_____	_____
_____	_____
_____	_____
_____	_____

Total number of untitled crown land parcels represented by this site profile is: \_\_\_\_\_

**OR**

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

Latitude:           Degrees \_\_\_\_\_ Minutes \_\_\_\_\_ Seconds \_\_\_\_\_  
Longitude:         Degrees \_\_\_\_\_ Minutes \_\_\_\_\_ Seconds \_\_\_\_\_

Please attach a map of appropriate scale showing the boundaries of the site.  
**(and, if available)**

Crown land file numbers. *Attach an additional sheet if necessary.*

\_\_\_\_\_

**III COMMERCIAL AND INDUSTRIAL PURPOSES OR ACTIVITIES**

Please indicate below, in the format of the example provided, which of the industrial and commercial purposes and activities from Schedule 2 have occurred or are occurring on this site.

**EXAMPLE**

<u>Schedule 2 Reference</u>	<u>Description</u>
E1	appliance, equipment or engine repair, reconditioning, cleaning or salvage
F10	solvent manufacturing or wholesale bulk storage

*Please print legibly. Attach an additional sheet if necessary*

<u>Schedule 2 Reference</u>	<u>Description</u>
_____	_____
_____	_____
_____	_____

**SCHEDULE 1  
Site Profile**

(Version 2.0)

<b>IV AREAS OF POTENTIAL CONCERN</b>			
	<b>Is there currently or to the best of your knowledge has there previously been on the site any (please mark the appropriate column opposite the question):</b>	<b>YES</b>	<b>NO</b>
<b>A.</b>	Petroleum, solvent or other polluting substance spills to the environment greater than 100 litres?		
<b>B.</b>	Residue left after removal of piled materials such as chemicals, coal, ore, smelter slag, air quality control system baghouse dust?		
<b>C.</b>	Discarded barrels, drums or tanks?		
<b>D.</b>	Contamination resulting from migration of substances from other properties?		
<b>V FILL MATERIALS</b>			
	<b>Is there currently or to the best of your knowledge has there previously been on the site any deposit of (please mark the appropriate column opposite the question):</b>	<b>YES</b>	<b>NO</b>
<b>A.</b>	Fill dirt, soil, gravel, sand or like materials from a contaminated site or from a source used for any of the activities listed under Schedule 2?		
<b>B.</b>	Discarded or waste granular materials such as sand blasting grit, asphalt paving or roofing material, spent foundry casting sands, mine ore, waste rock or float?		
<b>C.</b>	Dredged sediments, or sediments and debris materials originating from locations adjacent to foreshore industrial activities, or municipal sanitary or stormwater discharges?		
<b>VI WASTE DISPOSAL</b>			
	<b>Is there currently or to the best of your knowledge has there previously been on the site any landfilling, deposit or dumping of the following materials (please mark the appropriate column opposite the question):</b>	<b>YES</b>	<b>NO</b>
<b>A.</b>	Materials such as household garbage, mixed municipal refuse, or demolition debris?		
<b>B.</b>	Waste or byproducts such as tank bottoms, residues, sludge, or flocculation precipitates from industrial processes or wastewater treatment?		
<b>C.</b>	Waste products from smelting or mining activities, such as smelter slag, mine tailings, or cull materials from coal processing?		
<b>D.</b>	Waste products from natural gas and oil well drilling activities, such as drilling fluids and muds?		
<b>E.</b>	Waste products from photographic developing or finishing laboratories; asphalt tar manufacturing; boilers, incinerators or other thermal facilities (e.g. ash); appliance, small equipment or engine repair or salvage; dry cleaning operations (e.g. solvents); or automobile and truck parts cleaning or repair?		

**SCHEDULE 1  
Site Profile**

(Version 2.0)

<b>VII TANKS OR CONTAINERS USED OR STORED</b>			
	<b>Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):</b>	<b>YES</b>	<b>NO</b>
<b>A.</b>	Underground fuel or chemical storage tanks?		
<b>B.</b>	Above ground fuel or chemical storage tanks?		
<b>VIII SPECIAL (HAZARDOUS) WASTES OR SUBSTANCES</b>			
	<b>Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):</b>	<b>YES</b>	<b>NO</b>
<b>A.</b>	PCB-containing electrical transformers or capacitors either at grade, attached above ground to poles, located within buildings, or stored?		
<b>B.</b>	Waste asbestos or asbestos containing materials such as pipe wrapping, blown-in insulation or panelling buried?		
<b>C.</b>	Paints, solvents, mineral spirits or waste pest control products or pest control product containers stored in volumes greater than 205 litres?		
<b>IX LEGAL OR REGULATORY ACTIONS OR CONSTRAINTS</b>			
	<b>To the best of your knowledge are there currently any of the following pertaining to the site (please mark the appropriate column opposite the question):</b>	<b>YES</b>	<b>NO</b>
<b>A.</b>	Government orders or other notifications pertaining to environmental conditions or quality of soil, water, groundwater or other environmental media?		
<b>B.</b>	Liens to recover costs, restrictive covenants on land use, or other charges or encumbrances, stemming from contaminants or wastes remaining onsite or from other environmental conditions?		
<b>C.</b>	Government notifications relating to past or recurring environmental violations at the site or any facility located on the site?		
<b>X ADDITIONAL COMMENTS AND EXPLANATIONS</b>			
<p>(Note 1: Please list any past or present government orders, permits, approvals, certificates and notifications pertaining to the environmental condition, use or quality of soil, surface water, groundwater or biota at the site.</p> <p>Note 2: If completed by a consultant, receiver or trustee, please indicate the type and degree of access to information used to complete this site profile. Attach extra pages, if necessary):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>			

**SCHEDULE 1  
Site Profile**

(Version 2.0)

<b>XI SIGNATURES</b>			
The person completing the site profile states that the above information is true, based on the person's current knowledge as of the date completed.			
_____ Signature of person completing site profile		_____ Date completed: (YY-MM-DD)	
<b>XII OFFICIAL USE</b>			
<b>Local Authority</b>			
<b>Reason For Submission</b> <i>(Please check one or more of the following)</i>			<b>Soil Removal</b> <input type="checkbox"/>
Subdivision Application <input type="checkbox"/> Zoning Application <input type="checkbox"/> Development Permit <input type="checkbox"/> Variance Permit <input type="checkbox"/> Demolition Permit <input type="checkbox"/>			
Date received:	<u>Local Government contact</u> : Name _____ Agency _____ Address _____ _____ Telephone _____ Fax _____	Date Submitted to Site Registrar:	Date forwarded to BC Environment Manager:
<b>BC Environment Manager</b>			
<b>Reason For Submission</b> <i>(Please check one or more of the following)</i>			
Under Order <input type="checkbox"/> Site Decommissioning <input type="checkbox"/> Foreclosure <input type="checkbox"/>			
Date received:	<u>Assessed by:</u> Name _____ Region _____ Telephone _____ Fax _____ If site profile entered, SITE ID # _____	Investigation Required?  <b>YES NO</b>	Decision date:
<b>Site Registrar</b>			
Date received:	<u>Entered onto site registry by:</u>	SITE ID #:	Entry date:

**THE CORPORATION OF THE  
CITY OF WHITE ROCK**



**SCHEDULE 2**

**LOBBYIST REGISTRATION FORM**

*Type or Print in Ink. Complete both sides. File Original with City Clerk.*

Check Box if an Amendment

If this is an Initial Registration, enter  
DATE QUALIFIED AS A LOBBYIST: \_\_\_\_\_

\_\_\_\_\_  
FULL NAME OF LOBBYIST:

\_\_\_\_\_  
BUSINESS PHONE NUMBER:

\_\_\_\_\_  
BUSINESS ADDRESS: (Number and Street)

\_\_\_\_\_  
MAILING ADDRESS: (If different from above)

\_\_\_\_\_  
LOBBYIST'S EMPLOYER (if applicable):

\_\_\_\_\_  
BUSINESS PHONE NUMBER:

\_\_\_\_\_  
EMPLOYER'S BUSINESS ADDRESS: (Number and Street)

\_\_\_\_\_  
NATURE AND PURPOSE OF EMPLOYER'S BUSINESS:

**VERIFICATION**

*By signing the verification below, I certify that I have reviewed and understand the requirements of the City of White Rock.*

*I have used all reasonable diligence in preparing this Registration. I have reviewed this Registration and to the best of my knowledge the information contained herein is true and complete.*

Executed on \_\_\_\_\_ at \_\_\_\_\_  
(date)

By \_\_\_\_\_  
(signature of lobbyist)

**CLIENT DISCLOSURE**

CLIENT'S NAME:	BUSINESS OR MESSAGE PHONE NUMBER:
----------------	--------------------------------------

CLIENT'S BUSINESS OR MAILING ADDRESS: (Number and Street) \_\_\_\_\_

NATURE AND PURPOSE OF CLIENT'S BUSINESS: \_\_\_\_\_

SUBJECT – CIVIC ADDRESS OR APPLICATION NO. AND DESCRIPTION OF PROPOSAL/PROJECT FOR WHICH THE LOBBYIST IS MAKING REFERENCE TO

\_\_\_\_\_

CLIENT'S NAME:	BUSINESS OR MESSAGE PHONE NUMBER:
----------------	--------------------------------------

CLIENT'S BUSINESS OR MAILING ADDRESS: (Number and Street) \_\_\_\_\_

NATURE AND PURPOSE OF CLIENT'S BUSINESS: \_\_\_\_\_

SUBJECT – CIVIC ADDRESS OR APPLICATION NO. AND DESCRIPTION OF PROPOSAL/PROJECT FOR WHICH THE LOBBYIST IS MAKING REFERENCE TO

\_\_\_\_\_

**CLIENT(S) TO BE DELETED FROM LOBBYIST'S REGISTRATION** (check "Amendment" box on p. 1 of form):

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

If more space is needed, check box and attach continuation sheet(s)

\*This policy is subject to any specific provision of the Local Government Act, or other relevant legislation or Union Agreement.

**TO BE FILLED IN BY CITY STAFF ONLY**

---

To be filled in by a Public Office Holder to report an incident of lobbying with and/or without Registration

---

APPROX. DATE LOBBYING TOOK PLACE (or tried to take place):

---

NAME OF LOBBYIST:

---

SUBJECT MATTER:

---

DATE CITY MANAGER NOTIFIED:

---

This policy is subject to any specific provisions of the Local Government Act, or other relevant legislation or Union agreement.