



Phased Development Agreement Application or Amendment Checklist

NOTE: The following checklist outlines the requirements for a complete submission for all applications. Please ensure you have included all “Must Have Items” to avoid any delays with the processing of your application. Please note that further submission materials listed in the “Staff May Also Request” section may be required during the application process. Incomplete applications will not be accepted.

Must Have Items:

- Amenity Confirmation Letter**
Confirm any proposed amenities as part of the proposed phased development agreement.
- Complete Application Form**
The [Development Application Form](#) must be fully completed and signed by all property owners.
- Letter of Rationale**
Provide a written rationale for the request.
- Phasing Plan**
Identify the land that is subject to the phased development agreement, which portions of lands will be subject to a particular phase, and other details on the sequence and timing of each phase among other details.
- Site Disclosure Statement**
The Province of BC requires all development permits to include a completed Site Disclosure Statement.
- Site Plan Prepared By BC Land Surveyor**
The plan should include:
 - North Arrow and Scale
 - Location and dimensions of all lot lines
 - Location of all existing and proposed buildings and structures
 - Location of all watercourses including creeks, streams, rivers, and ditches
 - Location and dimensions of proposed buildings and setbacks to existing lot lines, right-of-ways, easements, and covenants
- State of Title**
A current State of Title (dated within the last 30 days) including any associated charges (e.g. covenants).

Staff May Also Request:

- BC Company Search**
If the subject parcel is owned by a company and not an individual owner, a BC company search will be required.
- Plan of Proposed Subdivision**
To confirm adequate access for evacuation, emergency responders and fire protection for all parcels.