



City of Richmond

Phased Strata Subdivision Application

Development Applications Department

6911 No. 3 Road, Richmond, BC V6Y 2C1

www.richmond.ca

Contact: 604-276-4017 Fax: 604-276-4052

Please submit this completed form to the Zoning counter located at City Hall. **All materials submitted to the City with a *Phased Strata Subdivision Application* become public property, and therefore, available for public inquiry.**

Please refer to the attached requirements for details on the non-refundable application fees and application attachments.

Number of Phases Proposed: _____

Property Address(es): _____

Legal Description(s): _____

Applicant: _____

Correspondence/Calls to be directed to:

Name: _____

Address: _____

_____ Postal Code _____

Tel. No.: _____ Business _____ Residence _____

_____ E-mail _____ Fax _____

Property Owner(s) Signature(s): _____

_____ Please print name

or

Authorized Agent's Signature: _____

Attach Letter of Authorization

_____ Please print name

For Office Use

Date Received: _____

Application Fee: _____

File No.: _____

Receipt No.: _____

Only assign if application is complete



Requirements for Application:

1. A complete application form and accompanying letter which must include:
 - the name, address, telephone and fax numbers of the person making the application;
 - the property address and legal description;
 - reference to relevant City Development Permit and Building Permit(s);
 - a letter of authorization from the property owner if the applicant is acting on their behalf; and
 - payment of the application fee and all subsequent fees per phase.
2. Four sets of architectural drawings of the site plan development, on 11" x 17" paper, showing an outline of the properties included in the phased subdivision, including the dimensions of every existing and proposed parcel at grade level. The names and locations of the adjacent streets and lanes which abut the site should be shown on the site plan. This plan drawn to scale indicating the location of all proposed access points, internal roadways and parking areas. Where access points, internal roadways, loading bays or parking areas are proposed to serve more than one phase of the strata project, reciprocal access and parking easements/covenants will be required.
3. A description of any common facilities to be included in any phase of the strata project and a plan indicating their location. All common facilities are to be provided in Phase 1. If the Owner/Developer wishes to have the common facilities constructed in a phase other than the first phase, the Owner/Developer may be required to post a bond in an amount that in the Approving Officer's opinion, is sufficient to cover the full cost of constructing the common facility, including the cost of the land, or makes other arrangements satisfactory to the Approving Officer to ensure the completion of the common facility. (Section 223 *Strata Property Act*. Also see Section 225 of the *Strata Property Act* for additional requirements relating to common facilities.)
4. Title summary report including copies of the agreements registered on Title. The summary report will include:
 - a tabulated summary of the contents of each notation, non-financial charge, lien or interest on Title. The Title summary should contain a general description of each charge and the issues/items contained in the agreement. The summary must also provide the applicant's lawyer's opinion as to whether the notation, charge, lien or interest is impacted by the application and if so, how the charge is impacted and what action is needed (modifications, discharges, etc.) to address the impact of the subdivision;
 - two copies of all notations, non-financial charges, lien or interest on Title, in a three ringed binder format, tabulated and correlated to the Title summary; and
 - the letter enclosing the title summary must be addressed to the City of Richmond.
5. A copy of the Draft disclosure statement that will be submitted to the Superintendent of Real Estate must be included with an application for Form P approval.

6. A design drawing indicating the location of all utilities (i.e. water, sanitary sewer, storm sewer, electric power, telephone, cable TV, and natural gas) intended to service each proposed phase of the strata project. Each phase of the strata project should be configured to allow for utility servicing from public roads or rights-of-way.
7. Written confirmation from the applicant's architect that each lot of the proposed phased strata subdivision lots complies with the Development Permit and applicable zoning regulations.
8. Proof of payment of taxes.

Note: Applicants are encouraged to prepare and submit the above-noted material for review prior to preparing plans and documents for final approval (i.e. phased strata electronic drawings; Form P or Amended Form P documents).



Richmond Zoning Bylaw 8500 requires a *Development Application* (except Servicing Agreements) to be filed by the owner of the land. Where an agent purports to act on behalf of an owner, it will be presumed that (a) he or she has the authority of the owner to act on his or her behalf and (b) that the agent will be responsible for all matters connected with the development, including the timely payment of fees for services rendered by the City. Please note that where the owner is a registered company, the signature of all the Directors or authorized signatures will be required. If you have any questions, please call the Zoning staff at 604-276-4017.

It is also important for owners and agents to notify the City in writing of any change in their status with respect to the application, as they will be held responsible for the payment of costs incurred by the City while they appear on the file as the person responsible for the application. This is particularly important where the agent has been relieved of his or her authority to act on behalf of the owner, or where the property has been sold to a third party. If you have any questions or changes, please contact the Development Applications Clerk at 604-276-4395.

Applicants are encouraged to consult with the Development Applications Department prior to making their application to ensure they are aware of pertinent criteria and the extent of documentation required to support the application. If you have any questions or would like to know who to contact in the Development Applications Department, please call the Program Coordinator, Development at 604-276-4138.