

## Landowner Declaration

I, \_\_\_\_\_ residing at,  
*Land owner's name*

\_\_\_\_\_,  
*No. Street Place Province Postal Code*

do solemnly declare:

1. THAT I am the owner(s) of the property or properties having Property Identification Number(s) (PID) \_\_\_\_\_, with respect to the attached application;
2. THAT the declaration contained herein is completely true and made with full knowledge of all circumstances connected therewith;
3. AND I make this solemn declaration that \_\_\_\_\_,  
*Name of Agent/Applicant*

representing the following agency (if applicable) \_\_\_\_\_,  
*Name of Agency*

is/are authorized to act as my agent / applicant and do assign hereto full authority in dealing with the subject application.

Signature: \_\_\_\_\_  
*Owner's Signature*

Owner's contact information: (tel) \_\_\_\_\_ (email) \_\_\_\_\_

Signed at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_  
*Place date month year*

***\*In the case of multiple ownership, each property owner must sign a Landowner Declaration so that an application can be considered complete.***

# Application for Subdivision or Consolidation

## For Office Use Only

File # _____	Zone _____
Approval # _____	Fee: _____ <input type="checkbox"/> Paid
PID # _____	Date received _____
Date approved _____	(complete)

### Type of Work

<input type="checkbox"/> Subdivision (incl. severance)	<input type="checkbox"/> Lot Consolidation	<input type="checkbox"/> Boundary Line Adjustment (severance & consolidation)
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### Contact Information

Applicant	Name			
	Address		Postal Code	
	Email		Phone	

If different than above:

Property Owner	Name			
	Address		Postal Code	
	Email		Phone	

### Project Information

Civic Address/Street:		PID		Zone	
Community:		Parent Parcel lot # (if applicable)		Previously subdivided?	<input type="checkbox"/> yes <input type="checkbox"/> no
Current Size Parent Parcel		Size of proposed lot(s) (new)		# of new lots	
Size of Proposed Remnant					
Intended purpose of the subdivision or consolidation:		Current use of the parcel and adjoining parcels:			

### Documentation

Please include:

- ⇒ soil/site assessment categorizing each lot
- ⇒ five (5) copies of a preliminary subdivision plan, prepared by professional land surveyor or professional engineer, showing
  - a) contours showing topography of the parcel with at least 2 m (6.56 ft) contour lines;
  - b) the true shape and dimensions of every lot;
  - c) the location of every existing building or structure on the parcel;
  - d) existing and proposed services and utilities;
  - e) proposed widths and locations of all streets;
  - f) location of land proposed for recreation and public open space use if applicable; and
  - g) proposed surface water drainage patterns and designed drainage features, when applicable; and
  - h) other existing features, including buildings, watercourses, wetlands, buffer zones, wooded areas, and areas subject to current or projected future flooding or erosion
  - i) stormwater management plan for subdivisions involving three or more lots
  - j) other information or documentation required in accordance with section 13.11 of the Bylaw.

### Process:

#### 1. Preliminary Approval

- Evaluation of the application by the development officer against the Land Use Bylaw (the Bylaw)
- If the subdivision includes the development of new streets, shared services or a parkland dedication, the application is sent to Planning Board and Council for decision. A subdivision agreement may be required.

Simple applications can be processed quickly, larger, or more complicated require more assessment.

- Once the applicant has obtained a valid Letter of Preliminary Approval and has met all conditions associated with preliminary approval, they may apply for a Final Approval
- Preliminary Approval is valid for 24 months

#### 2. Final Approval

- Submit 7 copies of a surveyor-stamped plan along with any required documentation.

### Certification and Notes

#### I HEREBY AFFIRM AND DECLARE TO THE MUNICIPALITY THAT:

- (1) I am the owner or authorized agent of the owner of the property named in this application.
- (2) The statements contained in this application are true, complete, and made with full knowledge of the circumstances connected with this application.
- (3) I know of no reason why the approval should not be granted, and I make this declaration conscientiously believing it to be true.
- (4) I waive all rights, claims, actions, and/or causes of action against the Municipality, including members of council, officers, employees, agents and/or volunteers, for any damages or losses which may be caused through the operation of any provision(s) in any of the bylaws or for the refusal of a permit and/or approval or for any other cause, irregularity, and/or nonconformity with the bylaws or regulations adopted by the Municipality.
- (5) I acknowledge that the payment of monies for this application does not constitute approval of this application by the Municipality.
- (6) By submitting this application to the Municipality, I consent to the collection, use, and disclosure of the personal information in this application by the Municipality for the purposes of processing this application, making a decision, and publishing public notice of the decision in relation to this application. I understand that the personal information contained in this application is being collected, used, and disclosed by the Municipality in accordance with Bylaw #2021-05 – Access to Information and Protection of Personal Information – and the *Municipal Government Act*, including the *Access to Information and Protection of Personal Information Regulations*. I also understand that, if I have any questions about the collection, use, disclosure, or correction of the personal information, I can contact the Chief Administrative Officer of the Municipality at 902-675-7000 or admin@westriverpe.ca.
- (7) I agree to comply with all federal and provincial laws, regulations, and orders pertaining to the approval being sought herein.

Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner name (print): \_\_\_\_\_

Authorized agent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized agent (print): \_\_\_\_\_