

Minimum Frontage Exemption Application 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:

Complete Application Form
The ‘[Development Application Form](#)’ must be fully completed and signed by all property owners.

Detailed Site Plan
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

Letter of Rationale
Provide a written rationale for the request.

Plan of Proposed Subdivision
A copy of the subdivision plan prepared by a BC Land Surveyor that clearly illustrates the proposed lots for which the request for exemption is being made and the particulars related to that request.

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.

Strata Approval
Where applicable, strata approval will be required for minimum frontage exemption.