Servicing Agreement for Land Development

Document Checklist - *Please email your application to: dosengineering@squamish.ca*

SQUAMISH
HARDWIRED *for* ADVENTURE

☐ Rezoning fees paid ☐ Development Permit / Subdivision Fees Paid

Civic Address (Street No. & Name):_____

Legal Description: _____

Applicant's Full Name: _____

You are required to provide the following documents (where applicable) with your ***Servicing Agreement*** *for Land Development Application Form* and applicable fees. This checklist, and all District of Squamish forms, are available online at www.squamish.ca.

The items on the list are the minimum requirement for your application. Depending on the nature of your project, **you may be requested to submit additional information/documents** with, or following submission of, your application.

Print this *Document Checklist*, check that you have provided all of the required documents, sign, and include this document with your servicing agreement application (not required for the Pre-Application Meeting).

Documents Required for the Servicing Agreement Land Development Application:

Incl.	n/a	DOCUMENT	COPIES
☐	☐	1. Pre-Application Meeting Process complete.	
☐	☐	2. Rezoning Process (to 4th and final reading) complete.	
☐	☐	3. Development Permit Process (to 4th and final reading) to include a Preliminary Layout Review (where applicable) may be required, and payment of applicable fees.	
☐	☐	4. Will a Building Permit be required?	
☐	☐	5. Complete and signed ***Servicing Agreement for Land Development Application Form*** and all applicable **fees**.	1
☐	☐	6. **Land Title Search** – documents must be dated within 30 days of the date of application, and include copies of all easements and covenants. Certificates are available from: • BC Land Title Office – Suite 300-88 Sixth Street, New Westminster, BC, V8W 1B4, Ph: 604.660.2595, www.ltsa.ca (must be a registered user to access Land Title information).	1
☐	☐	7. **Water and/or Sanitary Sewer model/servicing reports – include the servicing report.**	1
☐	☐	8. Geotechnical Analysis Report – pertaining to infrastructure improvements. Required for ALL development projects.	1
☐	☐	9. Traffic Impact Study.	
☐	☐	10. Preliminary Design report or Pre-Design brief including plan view Engineering Pre-Design level drawings.	1
☐	☐	11. Preliminary Cost Estimate – detailed costing of project works and services, and may include boulevard and landscaping details.	1
☐	☐	12. **Electronic copies** of all submissions; including application, drawings, & reports. PDF's of drawings & site plans are required to be no more than 10,000 KB in size. Electronic files may be emailed to engineering@squamish.ca or submitted with the application on a flash drive.	1
☐	☐	13. Complete and signed ***Document Checklist*** (not required for Pre-Application Meeting).	1

Of Note: Sealed Civil Engineered Detailed Design Drawings with Class "B" Cost Estimate of Works and Services will be required as part of a final Servicing Agreement.	**2 full sized copies**

The information on this form is collected under the authority of the Development Procedures & Fees Bylaw (1446, 1997) and used to process your application. Objective is to collect business information, should personal information be provided through this form it will only be used for the purpose of processing this application and servicing agreement. The collection, use and disclosure of personal information is subject to the provisions of the Freedom of Information and Protection of Privacy Act. The information collected will be retained and disposed according to the District of Squamish Records Management Bylaw No. 2622, 2019 and the District of Squamish Records Classification and Retention Schedule. If you have any questions, please contact the Manager of Legislative Services at 604-815-5023.

_____ _____ DD / MM / YYYY

Full Name of Applicant (please print) Signature of Applicant Date