

SERVICING AGREEMENT APPLICATION



Please submit your application by email to: deveng@sechelt.ca

BEFORE YOU SUBMIT YOUR APPLICATION FORM: You Must

- Have completed the Pre-Application Meeting with Development Engineering;
- Have applied for and paid all fees for a Development Permit, and/or a Subdivision and/or a Building Permit Application to apply for a Servicing Agreement;
- Provide design drawings and documents to address all requirements as outlined in the Preliminary Layout Review (PLR), Development Engineering Referral Comments, and/or all District of Sechelt Bylaws including all supporting studies, reports, models or documents prepared by a Qualified Professional necessary to support the design;
- Direct all correspondence by email through deveng@sechelt.ca with the project descriptor in the subject line. Once an application is received, Development Engineering will assign the development a Servicing Agreement Application number. All further correspondence shall include this number;
- Pay your Servicing Agreement Application Fee pursuant to District of Sechelt Fees and Charges Bylaw No. 575, 2019 and subsequent amendments; and
- Complete the following form including all relevant information and signatures.

PROPERTY & PROJECT INFORMATION:

Civil Address: _____

Legal Description: _____

PROJECT DESCRIPTION: This description should clearly explain the proposed project/development:

NOTE: If more space is required, attach additional pages/documents as required

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OWNER/APPLICANT INFORMATION: (Primary Owner Only)

Name(s): _____

Email: _____ Phone: (_____) _____

Address: _____

NOTE: If the Primary Owner is a company, list the company name and contact person. If Multiple owners are registered on title, the Primary Owner shall represent the ownership group.

OWNER'S CONSULTANT:

Contact Name(s): _____

Firm Name: _____

Email: _____ Phone: (_____) _____

Address: _____

Firm Permit to Practice Number (EGBC): _____

AUTHORIZED AGENT: (If Different from Owner's Consultant)

NOTE: By signing this documents, I/We, the Owner, hereby authorized the following person to act as an authorized agent on their behalf on all matters pertaining to the application for the above-noted property/properties and therefore the sole point of contact.

☐ The Owner's Consultant is the authorized agent

Contact Name(s): _____

Company Name: _____

Email: _____ Phone: (_____) _____

Address: _____

Owner/Applicant

Authorized Agent

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SUBMISSION REQUIREMENTS – SUPPORTING REPORTS: (check all that apply)

☐	ENGINEERING DESIGN REPORT
☐	GEOTECHNICAL INVESTIGATION REPORT
☐	PAVEMENT ASSESSMENT
☐	SLOPE STABILITY REPORT
☐	HYDROGEOLOGICAL REPORT
☐	STORMWATER MANAGEMENT REPORT
☐	ENVIRONMENTAL ASSESSMENT
☐	ARBORIST REPORT
☐	TRAFFIC IMPACT ASSESSMENT
☐	OTHER:
☐	OTHER:

SUBMISSION REQUIREMENTS – COMPLETE DRAWING SET: (in the following order)

☐	COVER SHEET
☐	KEY PLAN
☐	LOT GRADING PLAN
☐	STORM WATER MANAGEMENT PLAN
☐	SANITARY CATCHMENT PLAN
☐	ROADWORKS AND WATERWORKS
☐	STORM AND SANITARY SEWER
☐	DETENTION FACILITY AND CONTROL STRUCTURE (IF APPLICABLE)
☐	PAVEMENT MARKINGS AND SIGNAGE PLAN
☐	STREET LIGHTING
☐	ROAD CROSS SECTIONS – ROAD 'A' – STA X + XXX TO STA X + XXX
☐	DETAILS
☐	GENERAL NOTES
☐	EROSION AND SEDIMENT CONTROL
☐	OTHER:
☐	OTHER:

SUBMISSION REQUIREMENTS – SUBCONSULTANT DRAWINGS:

☐	LANDSCAPE TREE/PLANTING PLAN
☐	TRAFFIC SIGNALS
☐	OTHER:
☐	OTHER:

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EXTERNAL APPROVALS: (check all that apply)

NOTE: It is the developer's responsibility to coordinate the designs for external utility agencies required for the proposed development, as applicable. All proposed external utility works with the District of Sechelt rights-of-way require approval from District of Sechelt Engineering and Operations.

☐	Sunshine Coast Regional District (SCRD)	☐	Vancouver Coastal Health (VCH)
☐	BC Hydro	☐	Fortis
☐	TELUS	☐	Canada Post
☐	Ministry of Transportation and Infrastructure (MOTI)	☐	Other:

SUBMISSION COMPLETENESS: (By Owner's Consultant)

NOTE: Incomplete applications will not be reviewed. Documents and submissions with numerous or significant errors or bylaw non-compliance will be returned without review.

I have reviewed in detail and certify that this development is compliant with:

- Subdivision and Development Servicing Bylaw 430
- Preliminary Layout Review
- All applicable District of Sechelt bylaws
- Engineering Best Practices

Bylaw variance is required (Yes / No). If yes, describe below:

Owner's Consultant