



DISTRICT OF MISSION PLAN REQUIREMENTS

Please provide the Planning Department with one (1) 8 ½" x 11" paper copy of all plans and one (1) electronic (.pdf) version.

(1) DRAFT PLAN OF SUBDIVISION REQUIREMENTS

Note that draft plans of subdivision must be prepared by a Certified British Columbia Land Surveyor (B.C.L.S.) and that it is highly recommended that these requirements be combined within the required site plan or Site Assessment Plan (if applicable to your specific development application):

1. Identify the parent property or properties, proposed property lines, lot areas and dimensions.
2. The draft plan must be drawn to a metric scale.
3. The perimeter boundaries of the land being subdivided must be based on information obtained from the legal plan of the parcel or a survey prepared by a B.C. Land Surveyor.
4. The layout, alignment and width of all proposed roads within the subdivision, the width of all roads contiguous to the proposed subdivision, and the registered plan numbers (BCP) numbers of the plans by which those roads were dedicated.
5. Elevation contours based on 2 metre intervals, or an interval requested by the Approving Officer, over the whole of the property to be subdivided.
6. An indication of the extent and boundaries of any adjacent lands owned by the same owners as the land being proposed for subdivision.
7. The location, setbacks from all property lines, and uses of all buildings or structures existing on the land proposed for subdivision.
8. The location of any existing natural watercourses and ponds and their boundaries.
9. The location, dimensions and uses of any existing and/or proposed easements and rights-of-ways.
10. The location, dimensions and purpose of any existing restrictive covenants on the property.
11. The location, dimensions and uses of any existing services for existing buildings, such as wells, septic tanks and fields, driveways, power lines, water, sanitary and storm sewer connections.
12. The draft plan is to be titled "***DRAFT PLAN OF SUBDIVISION***".
13. The draft plan must also include the following information:
 - (a) legal description(s) of parcel(s) involved;
 - (b) civic address of property(s) involved;
 - (c) applicant's name;
 - (d) individual's name that prepared the draft plan;
 - (e) date the draft plan was prepared; and
 - (f) drawing file number.

(2) SITE PLAN REQUIREMENTS

Note that draft plans of subdivision must be prepared by a Certified British Columbia Land Surveyor (B.C.L.S.) or Professional Engineer and that it is highly recommended that these requirements be combined within the required draft plan of subdivision or within the Site Assessment Plan (if applicable to your specific development application):

1. Property lines, lot areas and property dimensions;
2. The site plan must be drawn to a metric scale;
3. The width of all roads contiguous to the development property and the registered plan numbers (BCP) numbers of the plans by which those roads were dedicated;
4. Elevation contours based on 2 metre intervals;
5. The location, setbacks from all property lines, and uses of all buildings or structures existing on the land proposed for subdivision;
6. The location of any existing natural watercourses and ponds and their boundaries that are on or adjacent to the property;
7. The location, dimensions and uses of any existing and/or proposed easements, rights-of-ways or restrictive covenants on the property
8. The location and width of existing or proposed access(es) to the property showing grade percentages and turning radius;
9. The location, dimensions and uses of any existing services such as wells, septic tanks and fields, driveways, power lines, water, sanitary and storm sewer connections. This also includes, but not limited to, the locations of ditches, fire hydrants, gas lines, kiosks, hydro and telecommunication equipment etc.;
10. The site plan is to be titled "**SITE PLAN**".
11. The site plan must also include the following information:
 - (a) legal description(s) of parcel(s) involved;
 - (b) civic address of property(s) involved;
 - (c) applicant's name;
 - (d) individual's name that prepared the site plan;
 - (e) date the site plan was prepared; and
 - (f) drawing file number.

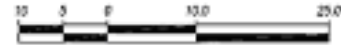
Please be advised that if submitted plans do not comply with the requirements herein, the plans may not be accepted for further review. Please note that your B.C.L.S. or professional engineer may wish to include additional information within the site plan.

This Sample Draft Plan of Subdivision provides an indication of the requirements listed in part 1 of this handout.

**DRAFT PLAN OF SUBDIVISION OF
LOTS SECTION TOWNSHIP
NWD PLAN LMP**

SCALE 1 : 500

All distances are in metres and decimals thereof unless otherwise indicated



PARCEL IDENTIFIER:

CIVIC ADDRESS:

