

# SERVICING AGREEMENT APPLICATION



Please email your application to: [deveng@sechelt.ca](mailto:deveng@sechelt.ca)

## BEFORE YOU SUBMIT YOUR APPLICATION FORM:

- You must have completed the Pre-Design Meeting with Engineering.
- You must have applied for and paid for a Development Permit, and/or a Subdivision and/or a Building Permit application to apply for a Servicing Agreement; and
- All requirements as outlined in the Preliminary Layout Review (PLR) and District of Sechelt Bylaws as well as any supporting studies, reports or documents necessary to support the design, and submit these documents with your application form.
- All correspondence to be sent through [deveng@sechelt.ca](mailto:deveng@sechelt.ca) and file names must reference the servicing agreement number once assigned.
- Designs requiring more than 3 review iterations with the District will incur additional design review fees.
- Upon design acceptance a sealed class A cost estimate including engineering and contingency is required.

### PROPERTY INFORMATION:

Civic Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

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

**NOTE: Please ensure that all information provided in your description is factual and accurate.**

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**NOTE: If you require more space please attach additional page**

# SERVICING AGREEMENT APPLICATION



## Owner/Applicant Information:

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Professional Details:

Professional Engineer (Civil): \_\_\_\_\_

Firm Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Co-ordinating Professional (if different from Professional Engineer):

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**The point of contact will be the Professional Engineer unless a coordinating professional is specified.**

## SUPPORTING REPORTS (check all that apply):

<input type="checkbox"/>	ENGINEERING REPORT
<input type="checkbox"/>	GEOTECHNICAL
<input type="checkbox"/>	HYDROGEOLOGICAL
<input type="checkbox"/>	ENVIROMENTAL
<input type="checkbox"/>	ARBORIST
<input type="checkbox"/>	TRAFFIC IMPACT ASSESMENT
<input type="checkbox"/>	WATER MODELLING REPORT
<input type="checkbox"/>	SEWER MODELLING REPORT
<input type="checkbox"/>	OTHER:
<input type="checkbox"/>	OTHER:

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**COMPLETE DRAWING SET** (in the following order and additional drawings may be required):

<input type="checkbox"/>	COVER LETTER
<input type="checkbox"/>	KEY PLAN
<input type="checkbox"/>	LOT GRADING PLAN
<input type="checkbox"/>	STORM WATER MANAGEMENT PLAN
<input type="checkbox"/>	SANITARY CATCHMENT PLAN
<input type="checkbox"/>	ROADWORKS AND WATERWORKS
<input type="checkbox"/>	STORM AND SANITARY SEWER
<input type="checkbox"/>	DETENTION FACILITY AND CONTROL STRUCTURE (IF APPLICABLE)
<input type="checkbox"/>	PAVEMENT MARKINGS AND SIGNAGE PLAN
<input type="checkbox"/>	STREET LIGHTING
<input type="checkbox"/>	CROSS SECTIONS – 'B' AVENUE – STA X + XXX TO STA X + XXX
<input type="checkbox"/>	EROSION AND SEDIMENT CONTROL
<input type="checkbox"/>	DETAILS
<input type="checkbox"/>	GENERAL NOTES
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

## LANDSCAPE DRAWINGS:

<input type="checkbox"/>	14	LANDSCAPE PLAN
<input type="checkbox"/>		

## External Approvals (check all that apply):

It is the responsibility of the developer to coordinate review and approval from external jurisdictions as applicable.

<input type="checkbox"/>	SUNSHINE COAST REGIONAL DISTRICT (SCRD)	<input type="checkbox"/>	VANCOUVER COASTAL HEALTH (VCH)
<input type="checkbox"/>	BC HYDRO	<input type="checkbox"/>	FORTIS BC
<input type="checkbox"/>	TELUS	<input type="checkbox"/>	CANADA POST
<input type="checkbox"/>	MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE (MOTI)	<input type="checkbox"/>	OTHER:

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

- Subdivision and Development Servicing Bylaw 430
- Engineering Best Practices
- Preliminary Layout Review
- All applicable bylaws, regulations and design standards, including MMCD

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

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Coordinating Professional

\_\_\_\_\_

Date

**INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED. DOCUMENTS AND SUBMISSIONS WITH NUMEROUS OR SIGNIFICANT ERRORS OR BYLAW NON-COMPLIANCE WILL BE RETURNED WITHOUT REVIEW.**