



**S.A.Y. LANDS OFFICE  
SUBDIVISION, DEVELOPMENT  
AND SERVICING CHECKLIST**



**CHECKLIST**

All of the following must be provided as applicable:

**GENERAL**

Application:

A completed application form and payment of all prescribed fees.

**COMMUNITY BENEFITS**

Community Benefit Summary (for subdivisions or development of > 4 lots or units for sale or lease to non-Members):

In addition to increases to the property tax base, please provide a summary of all proposed benefits to the community. This could include donations or dedications of land or facilities for park, recreation or housing or a donation of cash in lieu; greenspace; trails; sidewalks; street lights; training or development opportunities for members; etc.

**ENGINEERING**

General Engineering Requirements for land Development on S.A.Y. Reserve lands

Provision of all plans, documents, and professional seals and signatures as set out in the General Engineering Requirements.

**ENVIRONMENTAL**

Environmental:

Copies of all required environmental assessments and reports as per General Terms of Reference for Environmental Assessments

Archaeological Impact Assessment:

Copies of all required archaeological impact assessments and reports as per the Sto:lo Heritage Policy Manual

**FINANCIAL AND INSURANCE**

The following are required:

Appraisal:

For new sub-divisions, multi-family, commercial or industrial developments, an appraisal of the current market value of the land;

A copy of a credit check from within the past 7 days or authorization for S.A.Y. to carry out a credit check;

A signed statement that the developer or applicant is solvent, is not bankrupt, and knows of no

reason why they would have insufficient funds to complete the development or activity;

Proof of insurance including:

- Comprehensive Public Liability Insurance and Property Damage Insurance providing coverage of at least \$5,000,000 inclusive against liability for bodily injury or death and/or damage to property on an all risk occurrence basis;
- Motor Vehicle Insurance for public liability and property damage providing coverage of at least \$5,000,000 inclusive on owned, non-owned or hired vehicles;
- Completed operations coverage on all-risk occurrence basis of at least \$5,000,000 inclusive against liability for bodily injury, death and/or damage to property of others arising out of the existence of any condition in the works when completed or any installation or repair operations during the period of 12 calendar months next ensuing after the issuance of a certificate of substantial completion by S.A.Y.;
- Confirmation in all of the above policies of insurance (except motor vehicle insurance) that the First Nation is a named insured, and in all policies of insurance that they contain a provision that the insurance shall apply as though a separate policy has been issued to each name insured;
- Confirmation in all of the above policies that each contractor engaged in the works shall be named as an additional insured in respect of the performance of the works, and each such policy shall provide that no expiry, cancellation or materials change in the policy shall become effective until after thirty days' notice of such cancellation or change shall have been given to S.A.Y. by registered mail.
- Signed confirmation that the applicant will maintain all of the above policies until the development and the works have received final acceptance.

#### BONDS

The following are required:

- Posting of a performance bond or irrevocable letter of credit from a bank in a form acceptable to S.A.Y. Lands in the amount of \$\_\_\_\_\_ (120% of the estimated cost) to ensure the completion of the development and installation of infrastructure and improvements (this bond or letter of credit is in addition to any bonds or letters of credit required by the City for off-site works); and
- Posting of a maintenance bond or irrevocable letter of credit from a bank in a form acceptable to S.A.Y. Lands in the amount of \$\_\_\_\_\_ (10% of the estimated cost) for a period of one year following to ensure maintenance of the works and services and to correct any deficiencies discovered during the first year of operations.

#### LEGAL DOCUMENTS

The following documents are required:

- First Nations Lands Registry search that is less than 30 days old;
- A copy of all draft or final executed leases, sub-leases, assignments, etc.;

- copy of all encumbrances, rights of way, easements, permits;
- A copy the CLSR plan;
- A copy of all existing and proposed subdivisions, easements, rights of way, and draft surveys;
- A signed and witnessed agreement to indemnify the First Nation against any loss or damage in relation to the subdivision, development or activity; and
- Confirmation of right of entry for S.A.Y. Lands and all authorized officials to inspect the site and any structures or infrastructure.

All information must be sent to:

**S.A.Y. Lands Office**

**7256 Chilliwack River Road**

**V2R 4L9**

**Telephone: 778-731-0776**

*For assistance, in completing the application please contact the above telephone number.*