

GUIDE TO SUBDIVISION APPLICATIONS



WHAT IS A SUBDIVISION?

Subdivision means the division of land into 2 or more parcels, including the adjustment of an existing lot line.

Types of common subdivision applications include: conventional (fee simple); bare land strata; “residence for a relative”; and boundary adjustments. Cancellation of interior lot lines do not require a subdivision application and are instead approved by the Registrar of the Land Title and Survey Authority.

Subdivision is legislated mainly by the *Land Title Act* and the *Local Government Act*. In the SCRD, the Approving Officer for subdivision is the BC Ministry of Transportation and Infrastructure (MOTI). The Approving Officer is responsible for implementing the requirements and conditions of other referral agencies, including the SCRD.

The SCRD has adopted subdivision regulations in Zoning Bylaws 310 and 337 and Subdivision Servicing Bylaw 320. The Zoning Bylaws establish subdivision districts that designate subdivision maximum and/or average densities permitted to be created by subdivision. The Subdivision

Servicing Bylaw outlines the general water and sewer servicing requirements for new subdivisions. Development Cost Charge Bylaws also apply to many areas and properties subdividing in these areas may owe Development Cost Charges and other fees for water connections that are due prior to final subdivision approval.

PRIOR TO SUBMITTING AN APPLICATION

Applicants are advised to discuss their subdivision proposal with Planning and Development Department staff to become familiar with the SCRD’s requirements for zoning, lot size, servicing, Development Cost Charges and any other requirements that may affect the subdivision. You are also encouraged to discuss your proposal with a MOTI staff person particularly with respect to requirements for roads, drainage and engineering.

Residential subdivisions, involving three or more additional lots where the smallest lot being created is less than 2 hectares, are subject to a park dedication of either land (to a maximum requirement of 5%) or money-in-lieu.

APPLICATION REQUIREMENTS

Subdividing land in the SCRD requires three applications: one to the MOTI; one to the Vancouver Coastal Health Authority (VCHA); and one to the SCRD. Please contact MOTI and VCHA with respect to their subdivision application process.

Complete and submit the SCRD application forms, along with the appropriate fee, three copies of a preliminary subdivision plan, title search, and copies of all charges registered on title. The forms and fee schedule are available at the SCRD or www.scrd.ca. A title search can be performed by the SCRD for an additional fee or obtained from an authorized BC Online agent or Service BC office. In the case of phased subdivision, plans should indicate the order in which development is planned.

If your application includes lands within the Agricultural Land Reserve, approval from the Agricultural Land Commission is required. SCRD staff can advise you further on this process.



If your application involves more than ten hectares of land or the creation of more than ten lots, the Manager of Planning and Development may require that you host a public information meeting and post a notification sign on the subject property (See the Guide to Public Information Meetings for more details).

APPLICATION REVIEW AND PROCESSING BY SCRD STAFF

A member of the Planning and Development Division will review your application. You will be contacted for any additional information required and Planning Department staff may also complete a site visit. Your application may also be reviewed by SCRD Infrastructure Services staff and Building Inspection Services staff. Specifically, staff will review and provide comments on the following items, if applicable:

- Compliance with density and land use requirements;
- Development Cost Charges for water supply;
- Water connections, water main extensions, water meters and boxes, fire hydrants;
- Community sewer or water system requirements;
- Compliance with Official Community Plan land use designations, policies and objectives;

- Requirements for the provision of park land or money-in-lieu;
- Whether a Development Permit and/or Riparian Areas Regulation Assessment is required;
- Useable area requirements;
- Whether a Waiver of road frontage requirements by the SCRD Board is required;
- Drainage and stormwater management considerations; and
- Any other items to be addressed.

Your application will be referred to the local Advisory Planning Commission (APC) for comment. You will be notified when this meeting will occur and you can attend this meeting and make an aural presentation if you wish.

The SCRD review and APC comments are then forwarded to the Provincial Approving Officer at the MOTI.

PRELIMINARY LAYOUT APPROVAL (PLA)

After consideration of all factors and input from the referral agencies (including the SCRD), the Approving Officer will either issue or refuse PLA. If PLA is refused, the Approving Officer will provide a written explanation of why the application was rejected. If PLA is issued, you will receive a letter listing the requirements and conditions that must be met prior to the Approving Officer signing the final subdivision plan.

Once PLA is issued, you have one year to satisfy all the conditions listed on the PLA. At this stage you may need to retain the services of various professionals to satisfy these conditions. A BC Land Surveyor is also retained at this stage to prepare the final subdivision plan for registration by the Land Title and Survey Authority.

Additionally the reviews provided by the SCRD, VCHA and other applicable agencies may contain conditions which must be satisfied prior to final approval.

FINAL APPROVAL

Once all the conditions of the PLA have been met, including those conditions listed by the SCRD, VCHA and other applicable agencies, final approval may then be granted by the MOTI Approving Officer and plans can be registered at the Land Title office. The Approving Officer requires written confirmation from the SCRD that all SCRD conditions have been satisfied.

AGENCY CONTACTS

Ministry of Transportation and Infrastructure
Box 950, 300 - 5710 Teredo Street
Sechelt, BC
V0N 3A0
604.740.8986

Vancouver Coastal Health Authority
Box 1040, 5771 Inlet Avenue
Sechelt, BC
V0N 3A0
604.885.5164

DISCLAIMER

The information provided above is intended as a guide only, is not a legal document and content is subject to change. It is recommended that you contact Planning and Development Department staff to discuss the information directly pertaining to your application.

The applicant is to be aware that, regardless of discussions with or representations by SCRD officials or staff, payment of the application fee does not guarantee or constitute approval of this application and that the application may not be proceeded with for a variety of reasons.

