

A Guide to the Subdivision Process



Development Services
Phone: 250-344-2271
Email: Planner@golden.ca

This handout is for convenience purposes and provides general information on Golden's Subdivision process.

NOTE: The Land Title Act requires that Municipal Council appoint an Approving Officer as the statutory official responsible to ensure that subdivisions applications comply with provincial statutes, regulations and local government bylaws regulating subdivision. Provincial statutes establish the Approving Officers role as a quasi-judicial position whose discretion is separate and independent from elected officials and municipal staff.

This Handout Answers

- What is a Subdivision?
- What do I consider before I apply?
- What makes a complete application?
- What are the Site Plan requirements?
- What is the process for Approval?
- Application Cost and Timeline?
- Other Considerations
- What is the Process?

What is a Subdivision?

▶ Subdivision alters the legal property boundaries of a parcel of land and includes dividing a property into smaller parcels, consolidating several parcels into one, creating bare land strata or changing the alignment of an existing property line.

What do I consider before I apply?

Subdivision applications should be well planned in advance. Please consider the following prior to submitting an application:

- Check the Official Community Plan (OCP) and ensure your proposal is consistent with its goals.
- Check the Zoning Bylaw for the zoning designation and development regulations on your property. Subdivision will only be given if the proposal conforms to the zoning.
- Is your property in a Development Permit Area? Certain properties are subject to development permit requirements prior to subdivision.
- Meet with Staff to discuss your proposal prior to submitting an application.
- Determine if a Parkland Dedication is required.

What makes a complete application?

Following a pre-application meeting with staff, and consideration of the necessary municipal plans and bylaws, submit a preliminary application package including the following:

- A complete Application Form
- An Application Fee
- A State of Title Certificate
- A Site Profile
- A Subdivision Site Plan
- Development Approval Information

Processing of an application begins when a complete application package has been submitted and the applicant has received written acknowledgement of a complete application.

What are the Site Plan requirements?

All Site Plans shall include (as necessary):

- designer/architect name;
- civic address and legal description;
- north arrow and scale;
- dimensions and boundaries of property lines, rights-of-way, covenant areas and other easements;
- location and dimensions of existing and proposed buildings and structures and including the setbacks to property lines, rights-of-way, and easements;
- location and dimensions of existing and proposed access roads, driveways, and vehicle parking;
- location of all existing surface features (i.e. edges of edges of pavement and shoulders, curbs, utility poles, hydrants sidewalks, ditches, culverts, catch basins);
- locations of abutting roads;
- location of all existing surface features (i.e. edges of edges of pavement and shoulders, curbs, utility

poles, hydrants sidewalks, ditches, culverts, catch basins);

- location of any physical or topographical constraints (e.g. watercourses, shorelines, ravines, wetlands, steep slopes, slopes >30%, bedrock outcrops, etc.); and
- location of all existing and proposed water lines, wells, and septic fields

What is the process for approval?

1. Begin the subdivision process by arranging a pre application meeting with Staff to discuss the proposal and relevant municipal plans and bylaws.
2. Submitting a complete application, application fee, title certificate, site profile, and site plan.
3. Staff will review the application for conformance with municipal plans and bylaws and may refer it to external departments and agencies for comment.
4. If the application is deemed acceptable, the Approving Officer will issue a Preliminary Layout Review (PLR) outlining the conditions that must be met prior to Final Subdivision Approval.
5. The applicant may require the services of a professional engineer to design the works and services in accordance with the Subdivision Bylaw. All services are required to be installed at the owner's expense prior to final subdivision approval, unless the owner provides bonding and enters into a subdivision servicing agreement with the Municipality.
6. Submit the final subdivision documents which include: final survey plans prepared by a British Columbia Land Surveyor, and verification that all conditions in the PLR have been met.
7. Final Subdivision Approval occurs once all technical and legal requirements are addressed and the Approving Officer signs the plan of subdivision.
8. After the plans are signed by the Approving Officer and all related agreements have been signed, they must be registered in the Land Title Office. The applicant or the applicant's solicitor is responsible for registration.

Application cost and timeline

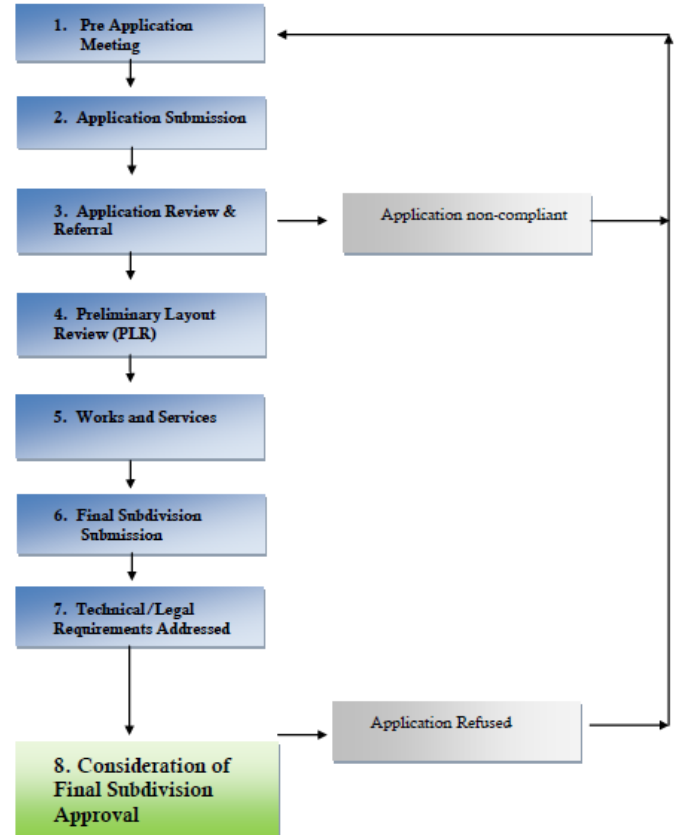
The time required to review and obtain a decision on a Subdivision Approval depends on a number of factors including:

- size and complexity of the proposal,
- the number of applications in progress,
- the completeness and quality of required submission materials,
- if a concurrent application is required, and

- the time it takes to revise plans to meet address any deficiencies in the plans.

The subdivision application cost is \$250 for the first parcel and \$100 for each additional parcel. A remainder is considered a parcel.

What is the Process?



Other considerations

- ✓ Expiries
- ✓ Security
- ✓ Review Fee
- ✓ Legal Costs (registration of covenants, statutory rights-of-way)
- ✓ Signage

Questions

For further information contact the Planning and Development Services Department at:

Phone: (250) 344-2271

Web: www.golden.ca

Email: planner@golden.ca

