



A GUIDE TO THE SUBDIVISION PROCESS

INTRODUCTION

What is a Subdivision?

A subdivision occurs when a parcel of land is legally divided into two or more parcels, or when a given number of parcels are consolidated into one parcel. Subdivisions are usually described by survey plans prepared by a registered BC Land Surveyor.

When do you need to apply for Subdivision?

If you intend to subdivide land you would undertake the following steps: divide a parcel of land into one or more additional parcels or consolidate a number of parcels into a legal lot.

PROCESS

1. PRIOR TO APPLICATION

Meet with the Planning Department to discuss the subdivision and see how it fits in with community plans, existing services, and bylaws. Staff will outline potential concerns and issues with the proposal. Staff will also advise which government and non-government agencies will be affected by the development. It may be beneficial for you to contact these agencies before applying and determine their issues or requirements. Lastly, the Planning Department will inform you of application requirements, development costs, and the process required to complete the subdivision application.

2. APPLICATION REQUIREMENTS

While specific requirements will depend on the complexity of the application, typical application requirements are listed below. Other common requirements include stormwater management studies, environmental impact studies, geotechnical studies, and traffic impact studies.

a. Required Documents (preferably prepared by a registered BC Lands Surveyor)

- **Scaled site plan** indicating: lot size(s), lot dimensions, location of all buildings (existing and proposed), setbacks to all property lines, north arrow, existing and proposed driveways, existing and proposed septic fields, street names, topographical features, water features etc. *Drawing submission should be provided on full size paper as well as on 11"x17" reductions (one set) and as PDF's (electronically).*
- **Conceptual plan** of how the subdivision relates to the existing neighbourhood i.e. *road network.*
- **Preliminary plan** of how the development will be serviced including roads, sidewalks, sanitary and storm sewers, waterlines, and other utilities. In addition, information may be required regarding the *servicing* impact on sewer line capacity, the road network, and storm water management (both downstream and upstream).
- **Contour map** in 2-m intervals that show topography of the site and immediately adjacent properties.
- **Title search** (less than ninety days old). *If there are any charges (covenants, right-of-ways, easements, etc.) on title, copies must be provided.*

b. Meet with External Agencies (if necessary)

Meet with other agencies that may be involved in reviewing the subdivision including the Sechelt Engineering Department, the Sunshine Coast Regional District, the Ministry of Transportation, the Ministry of Health, and the Ministry of Environment to review possible problems.

c. Second meeting with the Planning Department (if necessary)

Meet with the Planning Department for a second time to discuss any changes to the proposal.

d. Public Information Meeting (if necessary)

The District of Sechelt strongly encourages applicants of large-scale developments to host a *public information meeting* to inform the community and solicit comments from neighbours.

3. SUBMIT APPLICATION

a. Submit complete application and supporting documentation together with the applicable non-refundable application fee.

b. Fees:

i. Application Fees

Sechelt Bylaw No. 333-8 (Fee Bylaw) outlines fees for subdivision applications.

Lot Line Adjustment (No new lots created)	\$500
Subdivision Application Fee	\$1500.00
+ each additional lot	\$500.00
+ amendment to initial approved scheme (condo)	\$500.00
Preliminary Letter of Review - Extension or changes	No charge
Geodetic Survey Monument – Supply & Installation	\$1500.00

ii. Costs Typically Associated with Subdivision:

- Application Fees;
- Surveying Costs;
- Legal Costs;
- Consultant Costs;
- Road Construction or Reconstruction Costs;
- Development Cost Charges;
- Park Land Dedication Costs (or cash in lieu);
- Utility Connection Costs.

4. PLANNING DEPARTMENT REVIEW

Once the subdivision application is made, the Planning Department reviews the application to ensure it is complete. The Planning Department then prepares an application summary report for the referral. This review will take into account a number of considerations, such as the following:

1. Compliance with the Official Community Plan regarding:
 - a. Land Use Designation
 - b. Protected Watercourses
 - c. Floodplain Regulations
 - d. Stormwater Regulations
2. Compliance with subdivision servicing standards of Bylaw No. 430 & Zoning Bylaw No. 25.
3. Response(s) from government agencies and community groups (Council Community Referral Policy #12007).

a. Government Agency and Community Referral

District of Sechelt Engineering, Parks and Public Works Department	Archaeology Branch
District of Sechelt Building Department	Sechelt Volunteer Fire Department
SC Regional District	FortisBC
Sechelt Indian Government	Telus
Vancouver Coastal Health	BC Hydro
Ministry of Environment	Eastlink
Ministry of Transportation & Infrastructure	Canada Post
Department of Fisheries & Oceans	School District #46

b. Community Associations & Others

East Porpoise Bay	Village Core	West Sechelt	Tuwanek
Selma Park/Davis Bay/Wilson Creek	Sandy Hook	SHORA	APC
S.D.B.A.	Chamber of Commerce		

4. Accommodation of future road plans and provision for potential subdivision of adjoining lands.
5. Recognition of topographic and drainage patterns.
6. Provision of a suitable building site on each lot
7. Compliance with siting requirements by existing structures or provision for removal or relocation.
8. Recognition of easements, rights of way or covenants that affect the property.
9. Approval by Coast Garibaldi Health Unit of sewage disposal for each lot created if the subdivision is not served by the municipal sanitary sewer system.

5. ISSUANCE OF A PRELIMINARY LETTER OF APPROVAL (PLA)

The Preliminary Layout Approval (PLA) is the conditional approval of subdivision, which outlines the conditions from the District of Sechelt staff and external agencies that must be fulfilled before final approval. Comments from referral agencies are reviewed by staff and may form part of the PLA. Prior to issuance of a PLA, it may be necessary to revise the subdivision plan, enter into a latecomer agreement (Local Government Act s. 507) or obtain a Development Permit (Local Government Act s. 488) or Development Variance Permit (Local Government Act s. 498) from Council. If parkland is being dedicated (Local Government Act s. 510), its location must be approved by Council before issuance of a PLA.

A PLA is valid for eighteen months. It may be renewed for an additional six months if certain criteria are met. It is important to understand that **new requirements may arise** after the PLA is issued and that **final approval is not guaranteed** until all conditions are satisfied.

a. Conditions typically found in a PLA include:

- ◆ Completion of the required survey plan in preparation for signature by the Approving Officer.
- ◆ Preparation, submission and approval of engineering drawings.
- ◆ Entering in to a Servicing Agreement (Local Government Act s. 506).
- ◆ Construction of engineering works (on and off site) or payment of suitable bonding.
- ◆ Payment of Development Cost Charges (Local Government Act s. 559).
- ◆ Dedication of parkland or payment of cash in lieu (requires approval from Council).
- ◆ Payment of any outstanding taxes.
- ◆ Related agreements including statutory right-of-ways, easements, or covenants (may require approval from Council).

b. Approval by Ministry of Transportation & Infrastructure (MOTI):

If the subdivision is near or adjacent to, the Sunshine Coast Highway, the MOTI must sign the subdivision plan before approval by the District of Sechelt Approving Officer (Land Title Act s. 80).

6. FINAL APPROVAL

Final approval occurs when the Approving Officer signs the plan of subdivision (Land Title Act s. 88).

7. REGISTRATION AT THE LAND TITLE OFFICE (New Westminster):

After the plans are signed by the Approving Officer and all related agreements have been signed by the Mayor on behalf of Council, the plans and agreements must be registered in the Land Title Office to give title to the new lots being created by the subdivision. The applicant or the applicant's solicitor is responsible for registration.

CONTACT INFORMATION

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Disclaimer

This is a summary of the Subdivision application process and is intended to assist you in subdividing land. While every care has been taken in the preparation of this brochure, the District of Sechelt assumes no liability for its contents. This brochure is intended as a guide only and is not a legal document. You are advised to review the applicable legislation and bylaws and conduct your own inquiries with staff and other agencies. Specific procedures, requirements, and costs for the subdivision will be determined when you submit a formal application.