

DEVELOPMENT SERVICES

SUBDIVISION PROCESS



1 → Step One: Pre-Application



- » Familiarize yourself with the Subdivision Application Check List, Zoning Bylaw, and Official Community Plan designation to ensure your subdivision proposal is feasible.
- » Contact Development Services to schedule a pre-application meeting with a planner to discuss your proposed application and any questions you have about the subdivision process. Staff can assist with subdivision procedures; however, they are not able to plan the subdivision for you.
- » Prepare the application forms and required supporting documents outlined in the application checklist, including the subdivision plans for submission.
- » You may be required to engage a professional surveyor to provide a survey and preliminary

2 → Step Two: Submit Application



- » Applications and fees must be made in person and only complete applications will be accepted.
- » If you are wanting to meet with a planner at the time of submission, contact Development Services prior to making your application.

3 → Step Three: Application Review



- » Once an application is accepted, staff will review the application against legislation and bylaws including the Local Government Act, Land Title Act, Official Community Plan, Zoning Bylaw, and Subdivision and Development Servicing Bylaw.
- » Applications are circulated for comment to internal departments and relevant external agencies, including but not limited to Engineering, Fire and Emergency Services, Parks, RCMP, Building Official, and utilities.
- » To fulfill their statutory responsibility, the Approving Officer must determine if the proposed subdivision is in the public interest. Input can be collected from any persons who may be deemed to be affected by

4 → Step Four: Preliminary Layout Approval



- » If the proposal can be supported, a Preliminary Layout Approval will be granted in the form of a letter providing a complete list of approval conditions the applicant is required to fulfill.
- » Approval conditions may include road dedication, parkland dedication or cash-in-lieu, development cost charges, engineering servicing, restricted covenants, and easements.
- » Preliminary Layout Approval's are valid for one year from issuance.

5 → Step Five: Completion of Works and Services



- » Applicants may be required to engage a professional engineer to design works and services related to the subdivision at the applicant's expense.
- » Bonding and/or a servicing agreement with the City maybe required to complete works and services,

6 → Step Six: Submission for Final Approval



- » The applicant and/or their lawyer or surveyor must submit all of the supporting documents to fulfill the Preliminary Layout Approval requirements. Development cost charges are also due at this time.
- » Once the Preliminary Layout Approval conditions have been met, the Approving Officer may sign the

7 → Step Seven: Subdivision Plan Registration



- » After the Approving Officer has approved and signed the subdivision plans and documents, they are returned to the applicant and/or notary/lawyer for registration at the Land Title Office.
- » A legal land title and civic address is created for each new parcel defined on the subdivision plan and the subdivision process is completed.