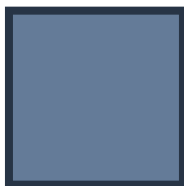


## ***THIS GUIDE WILL PROVIDE YOU WITH GENERAL INFORMATION REGARDING THE SUBDIVISION PROCESS.***

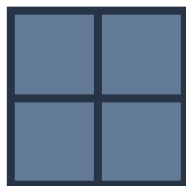
### WHAT IS SUBDIVISION?

Subdivision is the process of altering legal property boundaries. Most often this involves the division of a larger property into smaller lots and may include the realignment of an existing property.

#### Regular Subdivision

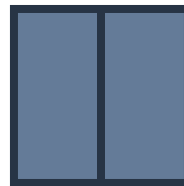


*From this*



*To this*

#### Boundary Amendment



*From this*



*To this*

Legislation regulating the subdivision process can be found in the Local Government Act, and the Land Title Act of British Columbia. In New Westminster Subdivision and Development Control Bylaw No. 7142, 2007 requires that all subdivisions be approved by the municipality's Approving Officer. The Director of Engineering has been appointed by Council as the City's Approving Officer.

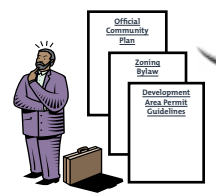
The subdivision process ensures that:

- New lots are adequately serviced with water, sewers, underground electrical, telephone, street lighting, roads, sidewalks, street trees, and other requirements indentified by the City.
- The subdivision meets the minimum lot size and frontage requirements under the Zoning Bylaw.
- Future development opportunities are not obstructed - the subdivision supports future development of neighbouring properties.
- The subdivision is consistent with the requirements of the Official Community Plan.

**NOTE: THIS GUIDE DOES NOT REPLACE LEGAL DOCUMENTS AND THE CITY DISCLAIMS ANY LIABILITY FROM USING IT.  
For more specific information related to individual applications contact the Engineering Department at 604-527-4592.**

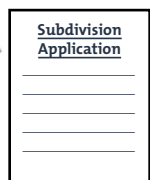
# OVERVIEW OF THE SUBDIVISION APPLICATION PROCESS

Pre-Application



Before submitting your written application, you are encouraged to consult with the Engineering and Planning Department Staff.

**Submit Application**



Submit a written application to the Engineering Department, attention the Approving Officer accompanied by the application fee and a plan showing the proposed subdivision.

**Application Review**



Your application is circulated to a number of City departments and Provincial Ministries where applicable. Servicing requirements are identified.

**Preliminary Layout Approval (PLA)**



The PLA is granted subject to servicing requirements set out by the Approving Officer. Requirements may include entering into a Works and Services Agreement with the City.

**Works & Services Agreement**



If a Works & Services Agreement is required, then an engineering consultant must be retained to prepare detailed site servicing drawings and provide inspections during construction.

**Final Approval**



Once all of the conditions for servicing the subdivision have been met including payment of all fees, deposits, and entering into a Works & Services Agreement, the final subdivision plan will be signed by the Approving Officer.

**Land Title Office Registration**



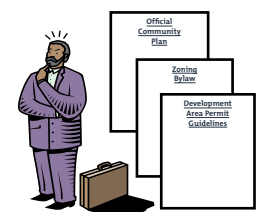
Once the subdivision is registered at the Land Titles Office the works and services are completed by the developer.

## PRE-APPLICATION

Before submitting the formal subdivision application, your proposal needs to be well prepared. At the pre-application stage the City encourages you to discuss your proposed subdivision with the Engineering and Planning Department Staff. This informal stage can be very beneficial, enhancing the subdivision's chances for approval, and saving time in the formal process.

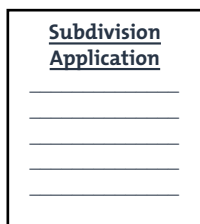
- The applicant should make preliminary inquiries at the Engineering Department regarding the servicing requirements in order to confirm the feasibility of the project.
- More complex subdivisions may require a Letter of Intent; please consult with an Engineering Technologist
- If the proposed subdivision does not meet the current zoning requirements, a rezoning application may be required along with the subdivision application. You should consult with the Planning Department to determine zoning requirements.
- The applicant should make themselves familiar with the New Westminster Subdivision and Development Control Bylaw, the Zoning Bylaw, and any other municipal regulations that may apply.
- Under the Environment Management Act, if the property is or has been used for commercial or industrial use, the applicant must complete a site profile. For more information and applicable fees please contact the Planning Department.

Pre-Application



**Note:** Provincial Ministry of Environment approval may be required prior to subdivision approval

**Submit Application**



## SUBMIT THE APPLICATION

Once you have determined that your subdivision proposal is feasible and you decide to proceed, a formal subdivision application should be submitted.

An Subdivision Application can be picked up at the Engineering Services Department counter or found online at [www.newwestcity.ca](http://www.newwestcity.ca). The Application is to be made by the registered owner of the property, or by an authorized agent on behalf of the owner.

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## SUBMIT THE APPLICATION CONT'D

The subdivision application should include the following information:

- The name and address of the applicant
- The address and legal description of the subject property
- A Letter of Authorization signed by the owner(s), if the applicant is applying on behalf of the property owner
- A site survey plan/topographical plan of the property or properties shall be prepared by a registered BC Land Surveyor and clearly show the proposed subdivision and the accurate location and dimensions of all existing structures
- Provide a Site Profile for lands currently and/or previously used for industrial or commercial activity
- Payment of the application fees

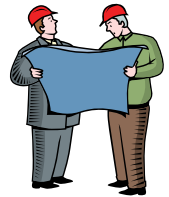
**Note:** An up to date schedule of fees may be obtained from the Engineering Department

### APPLICATION REVIEW

Upon receipt of the application, the Engineering Department will coordinate the application review, which may involve the participation of other City departments, Provincial and/or Federal Ministries:

- The applicant may be required to engage the services of an engineering consultant or other professional
- Where required, the application is referred to Provincial or Federal Ministries such as the Ministry of Environment and Ministry of Highways for comments and/or consent of the proposed subdivision
- Additional information may be required to support the Subdivision Application
- The Approving Officer may reject a plan if the Approving Officer determines that the proposed subdivision does not meet the requirements of the Local Government Act, Zoning Bylaw, Subdivision and Development Control Bylaw, the Official Community Plan or other regulations or bylaws

#### Application Review



#### Preliminary Layout Approval



### PRELIMINARY LAYOUT APPROVAL (PLA)

The Preliminary Layout Approval is a letter that outlines the requirements and conditions set by the City's Approving Officer in order to achieve subdivision approval.

The Applicant must undertake to satisfy the requirements and conditions as set out in the PLA. Those conditions must be addressed within 90 days from the date of issuance, otherwise the PLA becomes void.

Typical requirements refer to the following:

- Layout specifications (building scheme, road patterns)
- Dedication of lands for roads, parks, etc.
- Servicing requirements (sewer, water, electrical and communications, etc)
- Payment of Development Cost Charges
- Requirements of other agencies
- Payment of all fees and/or security deposits required
- Requirements for right-of-ways or easements
- Requirements under the Land Title Act for Section 219 Covenants

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# WORKS & SERVICES AGREEMENT

A Works & Services Agreement is required in most cases.

The following items are generally part of the Works & Services Agreement:

1. Site servicing plans prepared and sealed by an Engineering Consultant
2. Security deposits for 120% of the estimated costs of all works and services (this may be in the form of a letter of credit or certified cheque)
3. Right-of-way and easement documents, as required
4. Payment of the engineering inspection and administration fees
5. Payment of Development Cost Charges where applicable plus Greater Vancouver Sewer & Drainage Charges
6. Payment of School Acquisition Charges
7. Payment of all deposits towards Work Orders for works or services to be done by the City
8. Payment of a fee for preparation of the Works & Services Agreement



## Final Approval



## FINAL APPROVAL

Once all the conditions, as set out under the PLA, have been met the applicant may submit the final subdivision plan for signing by the Approving Officer. The subdivision plan must be prepared by a registered BC Land Surveyor and signed by all the parties having a registered interest in the land. The plan must be submitted to the Approving Officer within three months (90 days) of the survey completion date.

## Land Title Office Registration



## REGISTRATION AT THE LAND TITLES OFFICE

The subdivision plans and any supporting documentation (such as restrictive covenants or right-of-ways) once signed by the City and the Approving Officer may be registered at the Land Title Office located at 88 Sixth Street in New Westminster.

The applicant (registered owner) has two (2) months from the approval date to register the documents.

A Certificate of Completion will be issued by the City once the Works and Services have been constructed in accordance with the approved plans and the specifications of the Subdivision and Development Control Bylaw. Final approval and acceptance will be issued following a two (2) year maintenance period provided there are no outstanding deficiencies.



City of New Westminster  
Engineering Services Dept.  
511 Royal Avenue  
New Westminster, BC V3L 1H9

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