Subdivision Process - A General Guide

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.

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 City’s Approving Officer. The Director of Engineering Services 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, communications, street lighting, roads, sidewalks, street trees, and other requirements identified by the City
• The subdivision meets the minimum lot size and frontage requirements under the Zoning Bylaw
• The subdivision supports future development of neighbouring properties
• The subdivision is consistent with the requirements of the Official Community Plan, Bylaws and City Policies

OVERVIEW OF THE SUBDIVISION APPLICATION PROCESS

Step 1 - Pre-Application
Before submitting your written application, confirm the feasibility of the subdivision with Engineering Services and Development Services staff.

Step 2 - Submit Application
Submit application with application fee, all required documentation and plans to the Engineering Department.
**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.

A Subdivision Application can be picked up at the Engineering Services Department counter or found online at 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.
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 professionals
- 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 in support of the Subdivision Application
- The Approving Officer may reject a plan if 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

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 unless an extension has been formally requested and obtained from the City. Any extension may be subject to fees and/or changes to requirements at the City’s discretion.

Requirements may include the following:

- Servicing requirements for water, sewer, underground electrical, communications, street lighting, roads, sidewalks, street trees, and other requirements identified by the City
- Dedication of lands for roads, parks, etc.
Preliminary Layout Approval (PLA) Cont’d

- Payment of fees and/or security deposits related to the Works & Services Agreement
- Payment of development cost charges
- Servicing fees for works to be done by the City
- Preparation of covenants, right-of-ways or easements in support of the subdivision
- Requirements identified by other agencies

Works & Services Agreement

A Works & Services Agreement is required in most cases.

The following items are generally part of the Works & Services Agreement:
1. Off-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. Covenant, right-of-way and easement agreements, as required
4. Engineering administration fees
5. Development Cost Charges plus Greater Vancouver Sewer & Drainage Charges where applicable
6. School Acquisition Charges/Fees
7. Deposits towards works and services that are to be done by the City
8. Payment of the Works & Services Agreement fees

Final Approval

Once all the conditions, as set out under the PLA, have been met the applicant may submit the final subdivision plan for review 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 (3) months (90 days) of the survey completion date.

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 must be registered at the BC Land Titles Office.

Effective November 1, 2012, all subdivision plans and supporting documents must be electronically filed with the BC Land Titles Office. The electronic filing must be done by a lawyer, notary public or land surveyor.

A Certificate of Completion will be issued by the City once the Works and Services have been completed in accordance with the approved plans, specifications and 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.