



**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 Westminister 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.

# OVERVIEW CONT'D

## Step 3 - Application Review

The application is circulated to various City departments and Provincial Ministries where applicable and the servicing requirements are identified.

## Step 4 - Preliminary Layout Approval (PLA)

A preliminary approval letter is issued by the Approving Officer outlining the servicing requirements if the subdivision is supported. Requirements may include entering into a Works & Services Agreement with the City for construction of the site servicing.

## Step 5 - Works & Services Agreement

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

## Step 6 - Final Approval

Once all 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 considered for approval by the Approving Officer.

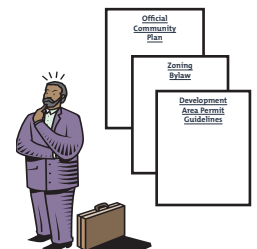
## Step 7 - Registration with Land Title Office

Subdivision is registered with the Land Title Office and the Works and Services are completed.

# 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 Engineering and Development Services staff. This informal stage can be very beneficial, enhancing the subdivision's chances for approval, and saving time in the formal process.

## Pre-Application



- Make preliminary inquiries with Engineering Department regarding the servicing requirements in order to confirm the feasibility of the project
- A qualified professional engineer may be required to provide advice on servicing requirements
- More complex subdivisions may require a Letter of Intent; please consult with a City Engineering Technologist
- If the proposed subdivision does not meet the current zoning requirements, a rezoning application may be required along with the subdivision application. Consult with Development Services to determine zoning requirements
- Familiarize yourself with the City of 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 Development Services

**Note:** Provincial Ministry of Environment approval may be required prior to subdivision approval and/or a Report by a qualified environmental professional will be needed if the property is affected by Riparian Area Regulations (RAR). Please see Development Services prior to making application.

Submit  
Application

<u>Subdivision Application</u>
_____
_____
_____
_____

# 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](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.

## SUBMIT THE APPLICATION CONT'D

The subdivision application should include the following:

- Payment of the application fees and
- The name and address of the applicant
- The address and legal description of the subject property with a current title search dated no more than 72 hours prior to the date of application
- An original Letter of Authorization signed by all owners if the applicant is applying on behalf of the property owner(s)
- Proof of ownership if the property has been purchased in the last six months
- Type-written letter outlining the proposed development
- Report by a Qualified Environment Professional on Riparian Area Regulations (RAR), when applicable (*see Development Services prior to making application*)
- Draft Plan of Subdivision prepared by a registered BC Land Surveyor - (one full size and one 11x17 copy) including property lines (existing/proposed); all dimensions (existing/proposed); complete topographic including road, curb and gutter, lane, driveway, trees, buildings/structures, and anything else that is on or related to the property
- Site Profile for lands currently and/or previously used for industrial or commercial activity

**Note:** A current schedule of fees may be obtained from Engineering Services

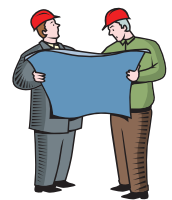
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## APPLICATION REVIEW

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

### Application Review



### Preliminary Layout Approval



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## 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

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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. 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

Works &  
Services  
Agreement



### Final Approval



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## 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.

### Land Title Office Registration



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## 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 Title 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.



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