



Seven Steps to Subdivision

1. Pre-Application

Prior to submission, contact the Planning Department to discuss your proposal. We will discuss site specific issues with respect to zoning, planning policy, Development Permit Areas, existing services, and site constraints. While Subdivision is a delegated process overseen by the Independent Approving Officer, separate application types (e.g. Rezoning, Development Permit) may require Council approval.

2. Submit your Application

Review all submission requirements and submit a complete subdivision application. All registered property owners must sign an Owner's Authorization form.

3. Application Review

We circulate your applications to internal departments, and external agencies when appropriate, for review and comment. Depending on your proposal's complexity, the Approving Officer may ask you for more information.

Application Rejected (*Reasons Provided*)

4. Receive Conditional Approval

You will receive Conditional Subdivision Approval in the form of a letter. It will outline requirements for final approval such as:

- Subdivision layout and road alignments
- Dedication of parkland or cash-in-lieu
- Protection of the natural environment
- Covenants, easements and statutory rights-of-way
- Engineering servicing requirements
- External agency requirements

5. Completion/Bonding of Works & Services

You will need to retain a professional engineer to design the required subdivision works and services. All services are the owner's expense. A Subdivision Servicing Agreement may be required to secure bonding for the completion of the necessary works by a specified date.

Subdivision Approval Rejected (*Reasons Provided*)

6. Submit for Final Subdivision Approval

Once all conditions are met, you may submit your application for final subdivision approval to the Approving Officer. This will include final survey plans by a B.C. Land Surveyor, any outstanding fees and proof of compliance to the Approving Officer.

7. Plan Registration

The Approving Officer will provide the final sign off for your subdivision plans. You can register your documents at the Land Title Office to create a legal title for new parcels.