

Subdivision Permit Application Guide

Definition: **A Subdivision** is the division of one parcel of land into two or more parcels, or the consolidation of two or more parcels into a lesser number of parcels. The Subdivision and Development Control Bylaw controls subdivisions in the District of Squamish with densities set out in accordance with the regulation and provisions of Zoning Bylaw 1342, 1995. The Subdivision and Development Control Bylaw ensures that proposed subdivisions meet health, safety, and servicing requirements. It also ensures a better standard of growth and development in Squamish.

Overview: **What Constitutes a Subdivision?**
Any one of the following constitutes a subdivision and requires approval from the District:

- Consolidating two or more properties into one lot
- Adjusting or realigning an existing property line
- Creating several properties from one or more existing properties
- Creating several strata lots from one or more existing properties

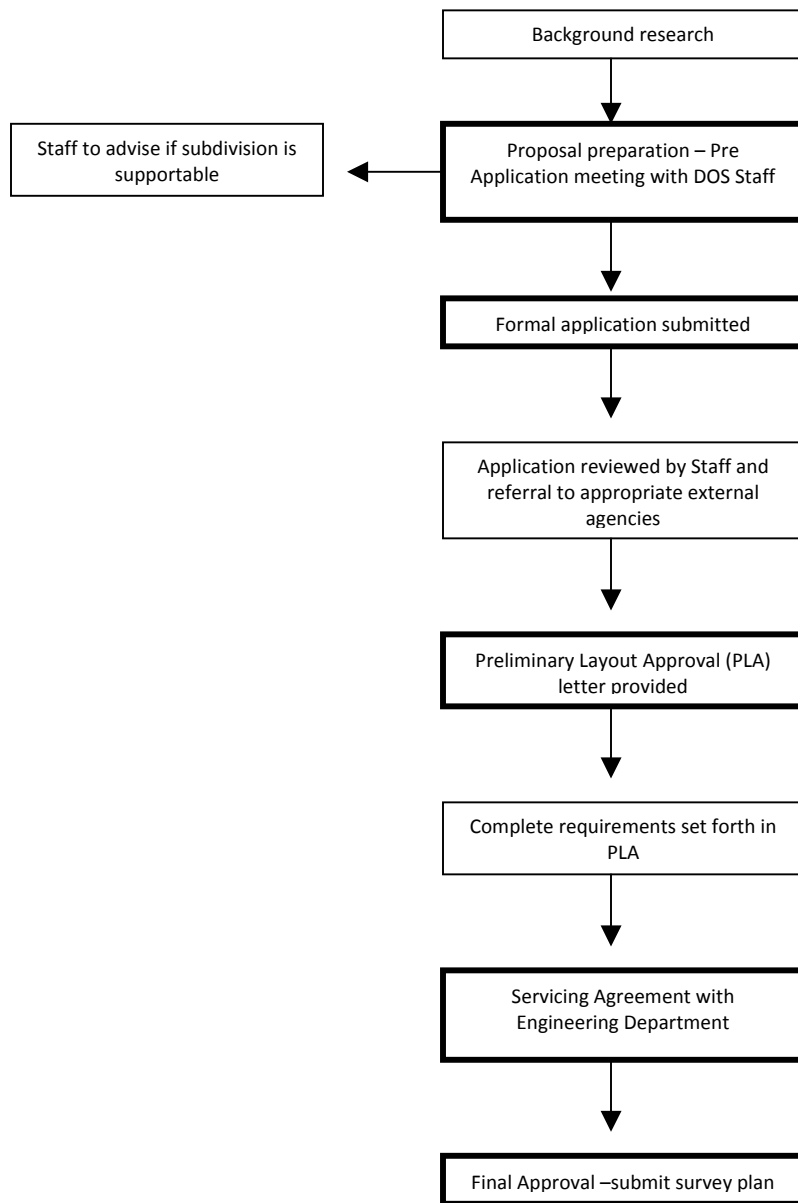
Why do you need to obtain approval for a Subdivision?

The Local Government Act, Land Title Act, Strata Title Act of British Columbia, and the Subdivision and Development Control Bylaw of the District of Squamish require that the Approving Officer approve most subdivisions.

Approval for subdivision is needed in order to ensure that the community's standards are met with regard to:

- Size and shape of lots, and adequacy of building area
- Adequacy of roads, lanes and emergency vehicle access
- Adequacy of open spaces and walkways
- Preservation of natural features such as ravines, streams, trees
- Protection of views
- Compatibility of proposed subdivision pattern with the existing neighbourhood
- Adequacy of sewer, water, street lights, and other services; and
- Protection of opportunity for future subdivisions

The Subdivision Approval Process



The Subdivision Approval Process

1. Pre-Application Stage

Check the following before you apply for a subdivision:

- **At The Planning Department – The Zoning Map and Bylaw**
The standards for lot sizes, density, services and access requirements are different for different zones. Check the zoning map to find out the present zoning of your property, and check the Zoning Bylaw and the Subdivision and Development Control Bylaw, to find out the standards for that zone. If you are proposing a change in zoning to accommodate the subdivision, check the standards for the zone you request.
- **At the Engineering Department – Services**
All development must be provided with adequate services for sanitary sewage and storm water disposal, water, roads, sidewalks, and streetlights at the developer's cost. You should check the location of existing services and how much servicing your development needs. **The Approving Officer cannot legally approve the creation of unserviced lots.**

2. Prepare Your Proposal

Your proposal to subdivide land should be submitted in the form of a subdivision plan. Your subdivision proposal should adhere to the standard requirements of density, lot size, lot dimensions, road width and length, as identified in the Subdivision and Development Control Bylaw and the Zoning Bylaw. Depending on the complexity and size of the project, you may or may not need the services of a consultant to prepare the initial proposal. Staff can tell you what you need to include in your proposal, but they cannot help you with the actual design.

3. Application Submitted

Applications must include the following:

1. Completed Subdivision Application Form
2. At least six (6) copies of your sketch plans identifying:
The applicant and her/his status as either:
 - (a) Owner of the property (enclose a Certificate of Title) or;
 - (b) Agent for the owner (enclose letter of authorization from owners)
 - (c) The number of lots to be created and the zoning of the proposed lots
 - (d) The subject lands identifying civic address and legal description
3. Completed Contaminated Site Survey
4. Your application fee

The Planning Department will not accept incomplete applications.

4. Application Review

The Approving Officer coordinates the assessment of your proposal, involving other Municipal Departments, and outside agencies. District staff will look at the acceptability of your layout and the adequacy of services. If your proposal does not meet the standards, you may be called upon to clarify or revise it.

District Staff reviews your application for:

1. Conformity with all relevant Acts, Bylaws and the Official Community Plan (land use, lot size, street grades, etc.)
2. The ability for providing services to the proposed subdivision (storm and sanitary sewer, water, roads, sidewalks, street lights, and traffic signs)
3. The demand for school and park facilities that would be created
4. The effect of the subdivision on adjacent properties
5. The possibility to create a nuisance or hazard to public health

5. Assessment Provided: Preliminary Layout Approval (PLA)

If your layout is acceptable, you will be issued a Preliminary Layout Approval (PLA) letter. If it is not acceptable you will be notified accordingly. A PLA is a letter, which states that your layout is acceptable in principle, and sets forth all the requirements and conditions that should be met prior to final approval. Examples of common requirements are:

- Layout changes and specifications
- Dedication of parkland, linear open space and walkways, if any
- Development cost charges payable (including cash in lieu amounts where applicable)
- Servicing requirements
- Outside agencies such as the Ministry of Transportation, BC Environment, Ministry of Health and BC Hydro may also have requirements

6. Implementation

Complete the requirements set forth in the PLA:

1. Prepare servicing plans for Engineering Department's approval
2. Prepare a Survey Plan (or a subdivision plan) drawn by a registered B.C. Land Surveyor
3. Prepare other documentation as required in the PLA, such as restrictive covenants, easements or statutory rights-of-ways
4. Pay taxes on subject property

7. Execute a Servicing Agreement with the Engineering Department

Upon approval of servicing plans, you will be required to enter into a servicing agreement with the District of Squamish. Administered by the Engineering Department, this agreement specifies:

- All the necessary works that the developer will construct for the subdivision
- Cost of, and security for these works, usually in the form of a letter of credit
- Any easements or rights-of-way required
- Development Cost Charges for the lots created, and payments, cash-in-lieu of parkland dedication, if applicable
- Engineering processing and inspection fees
- The time period within which the terms of the agreement must be completed

8. Final Approval – Submit Survey Plan

A Survey Plan is the final subdivision plan prepared by a Registered Land Surveyor in B.C. Submit 3 mylar copies and 8 paper copies of these plans to the Approving Officer for signature, along with other registerable documents required in the PLA. The Approving Officer will not sign the subdivision plans unless the preceding steps have been satisfactorily completed.

The survey plan should be submitted to the Approving Officer within three months from the date the survey was completed. Otherwise, the Approving Officer may require the Surveyor to re-inspect the survey.

Upon signing of the subdivision plans by the Approving Officer, these plans will be registered at the Land Title Office, along with other documentation that may have been required in the subdivision (such as restrictive covenants, easements and rights-of-way) by the District, or your Solicitor, at the developer's cost.

9. You May Now Develop Your Subdivision

As you develop your subdivision, it will be inspected to ensure compliance with the servicing drawings and standards. When services are constructed to the satisfaction of the District's Engineering Department, the letter of credit for servicing (which you had deposited as part of your servicing agreement) will be released.

General Information

Role of the Approving Officer

The Approving Officer is appointed by the Council under the Land Title Act to make decisions on the subdivision of land. The Approving Officer has the authority to approve subdivision plans, is consulted before the issuance of preliminary layout approvals, and signs the final Subdivision Plans.

Costs Involved in Obtaining Approval for a Subdivision

- Application
- Servicing Costs
- Development Cost Charges
- Cash-in-lieu of parkland, if applicable
- Taxes
- Consultant's Fees - you would normally retain an Engineer and possibly also a lawyer for the legal documentation, and/or a Planner for site planning services
- B.C. Land Surveyor Fees
- Legal fees to register the approved subdivision plans at the Land Title Office

For Further Information Contact:

District of Squamish Planning Department

37955 - 2nd Avenue
PO Box 310
Squamish, B.C. V8B 0A3

Office Hours

Monday to Thursday
8:30 a.m. to 5:00 p.m.
Fridays 8:30 a.m. to 4:30 p.m.

Telephone: (604) 815-5002 Fax: (604) 892-1083 Website: www.squamish.ca

This brochure is meant for guidance only and should not be construed by anyone as a right to development approval if the steps indicated are followed. Please consult the Local Government Act and its regulations, the District of Squamish Subdivision and Development Control Bylaw and Zoning Bylaw and other bylaws for definitive requirements and procedures.

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