

# Development

## Application Procedures

December 2015

A Guide to

## Subdivision Applications in the CSR D

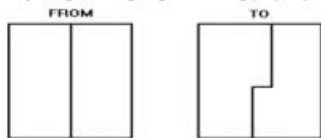
### What is a Subdivision?

- Adjusting or realigning an existing property line.
- Creating one or several additional lots from one or more existing properties.
- Creating one or several additional strata lots from one or more existing properties.

### Types of Subdivisions

- Conventional subdivision
- Strata (consisting of bare land, building and phased strata lots)

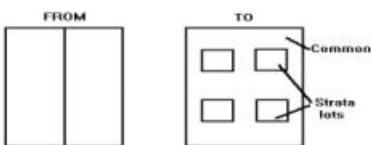
Adjusting or realigning an existing property line



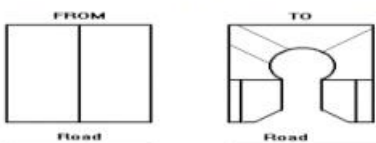
Creating several lots from one or more existing properties



Creating several strata lots from one or more existing properties



Creating several lots from an existing property, with creation of a road



### Subdivision Approval

- Every subdivision must be approved by an Approving Officer appointed under the *Land Title Act* whose role is to approve or refuse to approve proposed subdivisions.
- For rural subdivisions the subdivision approving authority rests with the Approving Officer at the Ministry of Transportation & Infrastructure district offices. Subdivisions must comply with the provisions of the *Land Title Act*, *Strata Property Act*, *Local Government Act*, *Local Services Act*, and other provincial legislation as well as any applicable Official Community Plan Bylaw, Zoning Bylaw or Subdivision Servicing Bylaw.
- The Regional District Board does not have a role in the subdivision approval process, unless the developer requests the Board's approval to vary certain provisions of the Zoning Bylaw, OCP or Subdivision Servicing Bylaw, or if a rezoning is necessary prior to a subdivision proceeding.

*\*If you are proposing to consolidate two or more properties into one lot it does not require approval by the Approving Officer. These applications may be filed directly with the Land Titles Office by a lawyer or notary public.*

## Procedure for subdividing your property

1. Prior to submitting an application the property owner should discuss details of the application with CSRD staff and Ministry of Transportation & Infrastructure staff.
2. The applicant submits subdivision applications and fees to **BOTH** the CSRD and the Ministry of Transportation & Infrastructure offices\*\*.
3. Ministry staff reviews the application and refer it to various agencies including the CSRD for input.
4. CSRD staff review the subdivision proposal and prepare comments indicating bylaw requirements for MOTI and the applicant.
5. The Approving Officer prepares a Subdivision Preliminary Layout Approval (PLA) letter to advise the applicant what needs to be completed for the subdivision to be approved or the Approving Officer prepares a Preliminary Layout Non-Approval (PLNA) letter which outlines the issues that must be overcome before a PLA can be issued.
6. The applicant must complete all PLA conditions and submit paperwork to the applicable agency as proof that the conditions have been met. ie: well logs, water quality reports, sewage disposal system registration, etc.
7. Once all PLA conditions have been met, the Approving Officer signs off on the plan for subdivision.
8. Plans are returned to the applicant's British Columbia Land Surveyor for registration at the Land Titles Office.

**\*\*Please note that the CSRD and Ministry of Transportation each has its own application package and both must be completed.**

## Timing

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The subdivision application process normally takes **at least eighteen months** to complete.

The time frame, however, depends upon the complexity of the application, the workload of CSRD staff and the Approving Officer, the relation of the proposal to broader planning issues which may require resolution (e.g. rezoning) the need for additional information from the applicant during the process, and the time required for the applicant to fulfill all conditions.

## Information

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Please direct any further inquiries to:

Columbia Shuswap Regional District  
**Development Services Department**  
PO Box 978, 555 Harbourfront Drive NE  
Salmon Arm, BC V1E 4P1

T: 250.832.8194 | F: 250.832.3375  
TF: 1.888.248.2773 | E: [plan@csrd.bc.ca](mailto:plan@csrd.bc.ca)  
[www.csrd.bc.ca](http://www.csrd.bc.ca)

Ministry of Transportation's  
**Guide to Rural Subdivision Approvals**  
[www.th.gov.bc.ca/DA/L1\\_s\\_in\\_BC.asp](http://www.th.gov.bc.ca/DA/L1_s_in_BC.asp)

\*These are simple guidelines to assist applicants with the process and do not address all potential requirements. Please address questions to the Development Services Department.