



Regional District of  
North Okanagan

# Development Application Procedures

Version 1 (updated December 2009)

## A Guide to the Subdivision Referral Process



### What is a Subdivision?

- Consolidating two or more properties into one lot
- 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

(info from [http://www.th.gov.bc.ca/DA/L1\\_s\\_in\\_BC.asp](http://www.th.gov.bc.ca/DA/L1_s_in_BC.asp))

### Types of Subdivisions

- conventional subdivision
- strata (consisting of bare land, building and phased strata lots)
- cooperative corporation/shared interest
- leases of land

(info from [http://www.th.gov.bc.ca/DA/L1\\_s\\_in\\_BC.asp](http://www.th.gov.bc.ca/DA/L1_s_in_BC.asp))

### Procedure for subdividing your property

1. Property Owner submits Subdivision Application to Ministry of Transportation and Infrastructure (MoTI).
2. Subdivision Application is referred to the Regional District of North Okanagan Development Services staff from MoTI.
3. Planning staff review the application, determine appropriate application fee, notify

the applicant and prepare a Subdivision Information / Report Form.

4. The Development Services Information Report Form is forwarded to MoTI, who will finalize the subdivision; and the application (including a copy of the Subdivision Information / Report Form) is forwarded to the applicable Advisory Planning Commission (APC) for information only.
5. If a Waiver of Lot Frontage is required, the property owner must submit a written request with the appropriate fee. The waiver of lot frontage request is reviewed by Planning staff and a recommendation is forwarded to the applicable APC, the Electoral Area Advisory Committee (EAAC) and the Board of Directors. A letter (including a copy of the Development Services Information Report) is sent to the applicant advising when the application will be considered by the Board of Directors.
6. The Board of Directors will make a decision regarding the Waiver of Lot Frontage requirement and the applicant is notified accordingly.

### Information, application forms and questions

Subdivision application forms are available on the Provincial website at [http://www.th.gov.bc.ca/DA/L2\\_forms.asp](http://www.th.gov.bc.ca/DA/L2_forms.asp). Planning staff are available to answer questions, and to provide clarification on the

subdivision referral process as it applies to a specific property or application.

## Subdivision Referral

# Timing

The subdivision referral process normally takes three to six months to complete. The time frame, however, depends upon the complexity of the application, the current workload of both staff and the Directors, the timing of the Board of Directors meetings and the Ministry of Transportation and Infrastructure, the relation of the proposal to broader planning issues which may require resolution, and the need for additional information from the applicant during the process.

## For More

# Information

Please direct any further inquiries to:

Regional District of North Okanagan

**Planning Department**

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## **SUBDIVISION REFERRAL PROCESS**

