



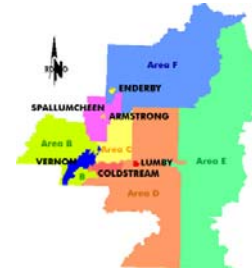
Regional District of
North Okanagan

Development

Application Procedures

Version 1 (updated May 2012)

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)

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)

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 Planning Department staff from MoTI.
3. Planning staff review the application and refer the application to the Engineering and Parks departments, the appropriate

application fee is determined (fees may be required from all 3 departments – Planning, Engineering and Parks), notify the applicant and prepare a letter listing the requirements of the RDNO in regards to the Subdivision Servicing Bylaw, Local Government Act, Land Title Act and any others that may apply.

4. The letter is forwarded to MoTI, who will issue a Preliminary Layout Approval (PLA) or Non-Approval; and a copy of the letter is forwarded to the applicable Advisory Planning Commission (APC) for information only.
5. Items may be required to be submitted to the RDNO as per the PLA from the MoTI. Items are marked off and when all conditions of the RDNO are met, a Certificate of Compliance is forwarded to MoTI. MoTI will then determine if the subdivision will be approved and finalized.
6. 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 is forwarded to the Electoral Area Advisory Committee (EAAC) and the Board of Directors. A letter (including a copy of the Planning Department Report) is sent to the applicant advising when the application will be considered by the EAAC and the Board of Directors.

7. The EAAC will make a recommendation to the Board of Directors who will then make a decision regarding the Waiver of Lot Frontage requirement and the applicant and MoTI are 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. 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
9848 Aberdeen Road
Coldstream, BC V1B 2K9
Phone: (250) 550-3700
Fax: (250) 550-3701
planning@rdno.ca

SUBDIVISION REFERRAL PROCESS

Property Owner submits Subdivision Application to Ministry of Transportation and Infrastructure [MoTI]

Subdivision Application is referred to RDNO Planning staff from Ministry of Transportation and Infrastructure

Planning staff review the application and refer the application to the Engineering and Parks departments, the appropriate application fee is determined (fees may be required from all 3 departments – Planning, Engineering and Parks), notify the applicant and prepare a letter listing the requirements of the RDNO in regards to the Subdivision Servicing Bylaw, Local Government Act, Land Title Act and any others that may apply.

The letter is forwarded to MoTI, who will issue a Preliminary Layout Approval (PLA) or Non-Approval; and a copy of the Subdivision Information / Report Form) is forwarded to the applicable Advisory Planning Commission (APC) for information only.

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