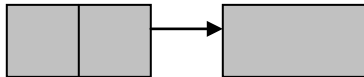


A Guide To The Subdivision Application Process

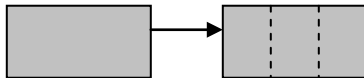
When is an Application Required?

Subdivision is the process of altering property boundaries. This is a formal process, requiring approval from the District of North Vancouver Approving Officer, and registration of the new subdivision at the Land Titles Office. A subdivision application is required if you wish to:

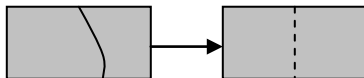
- Consolidate two lots into one.



- Split one property into two or more lots.



- Adjust or re-align existing property lines




Application Fees

Page 4 of this handout outlines the main costs involved in subdivision. Applicants should carefully review all costs before proceeding. **Application fees** are required at 3 stages of the process:

- Initial inquiry – Applicants should confirm property zoning and discuss the proposal with a Development Planner in the Community Planning Department early in the process. **Note: No fee is charged for routine counter or phone inquiries regarding zoning and minimum lot sizes.**
- Preliminary Application – Any requests, which involve staff review of the site and its subdivision potential, are considered to be a preliminary application. Upon submission payment of applicable fees are required.
- Detailed Application – Upon submission payment of applicable fees are required.
- Plan Signing Fee – Prior to final approval, a plan signing fee is required.

OVERVIEW OF THE APPLICATION PROCESS

The following *general* steps are followed in the application process. Please refer to following pages for details.

 Initial Inquiry	Preliminary Application	Detailed Application	Summary Letter	Final Approval
<p>Applicants should review the property zoning, minimum lot size and other requirements with the Community Planning Dept. Applicants should also review the proposed development with nearby residents early in the process.</p>	<p>Applicants submit a preliminary application with the required fee. All departments review the proposal and identify specific requirements that will apply.</p>	<p>Applicants submit a detailed application which includes the following: required fees, proposed plan of subdivision, plan showing proposed driveway locations and potential building area, Arborist report and site servicing plans. District departments and other agencies review these as applicable.</p>	<p>All requirements and conditions that must be met prior to final approval are identified in the Conditions Summary letter. Once all conditions are met, applicants can then submit final plans.</p>	<p>Final survey plans, servicing agreement and any other documents are submitted to the Approving Officer. Any required fees and security deposits must also be paid at this time. If all conditions have been met, final approval is given and the plans are signed. The applicant's lawyer then registers the plans at the Land Title Office.</p>

Subdivision Application Process



Initial Inquiry

Before you consider subdividing, there are several key considerations that should be discussed with District staff:

- **Trees** –Retaining trees is a high priority in the District of North Vancouver. Existing trees and mature vegetation should be taken into account as part of the subdivision design.
- **Steep slopes and environmental concerns** – If your property has steep slopes or is adjacent to a stream or ravine, retaining those features in their natural state will be a priority during the subdivision process. If soil conditions warrant detailed geotechnical study, special conditions may apply. Where these conditions exist and the lot is designated a Development Permit area, a DP application must be submitted and approved by Council prior to subdivision approval.
- **Zoning** – The zoning bylaw specifies the minimum lot area, depth and width that must be provided for each new lot. New houses should also be compatible with siting, scale and general appearance of adjacent homes (see *Good Neighbour Practices*).
- **Neighbourhood Character** – Before approving a subdivision, the Approving Officer must ensure that the proposed subdivision is in the public interest. Applicants should discuss their proposal with adjacent property owners early in the process, and ensure that their development fits with the established lot pattern of the neighbourhood.
- **Servicing** – All lots must be connected to District water, sanitary sewer, and storm drainage systems. Upgrade of these services and the adjacent road (curb, gutter, sidewalk, road surface, catch basins, fire hydrants etc.) may be required. The preliminary application review will identify the necessary upgrades. Applicants must also upgrade hydro, telephone, cable, and gas services to the new lots and should contact utility companies directly for these requirements.
- **Park Dedication** – is required for more than 3 lots.

Other Applications May be Required

Some subdivision applications will require additional applications and approvals before subdivision approval can be granted. These may include a **development variance permit** to vary the depth or width of a lot from the zoning bylaw standards (only if the proposal is in keeping with the adjacent lot pattern); or a **development permit** (as discussed above) or **rezoning** (for example to allow a different minimum lot size if in keeping with the adjacent lot pattern).



Preliminary Application

The preliminary application process provides an initial review of the proposed subdivision, and a summary of District requirements so the applicant can decide whether to proceed with a detailed application.

Submission Requirements:

The preliminary application does not require legal survey plans, but sufficient information must be provided to allow for staff review of the site. Submission requirements are listed in detail on the application form, and include the following:

- Application fee and completed application form.
- Signature(s) of the registered property owners or written authorization for an agent to act on their behalf;
- Current title search for the property or search fee;
- Copies of any existing covenants, rights-of-way, or applicable notices on title;
- A sketch plan showing:
 - ◆ the dimensions of the property;
 - ◆ the *area, width, and depth* of the proposed lots;
 - ◆ the location, size and setbacks of any buildings proposed to be retained;
 - ◆ the location of any trees on the site;
 - ◆ any natural features such as steep slopes, ravines or streams.
- Photos of the site and adjacent properties (including properties across the street).

District Review

The Community Planning Department will coordinate the review of the preliminary application with all relevant District departments. The review will include site visits and assessment of the feasibility of the subdivision proposal relative to District requirements.

If the proposal involves a public hearing (e.g. for rezoning and/or an OCP amendment) then the neighbours and local Community Association are notified during the preliminary application stage.

Summary Letter to Applicant

Following the review by all District departments, a letter will be issued to the applicant which either:

1. Indicates general staff support for the subdivision proposal and summarizes all District requirements, to proceed to a detailed application including any additional studies needed; or,
2. Indicates the reason the subdivision application is rejected by the Approving Officer.

Subdivision Application Process

Detailed Application

The detailed application involves submission of more comprehensive information, including any necessary technical reports or requirements identified in the preliminary application letter.

Submission Requirements:

The detailed application requirements include all items listed in the summary letter from the preliminary review. **Incomplete applications will not be accepted.** The detailed requirements generally include the following:

- Application fee and completed application form
- Owner's signature and/or written authorization for agent to act on owners behalf
- Topographic survey at 1:100 scale with 1m contour intervals (6 copies – 1 paper original & 5 copies);
- Tree Survey (prepared by BCLS) (6 copies)
- Arborist Report (prepared by a qualified Arborist) (6 copies), if required
- Subdivision Plan (prepared by a BCLS) (6 copies)
- Servicing plan by a professional engineer at 1:100m scale to District standards indicating all existing and proposed servicing (6 copies)
- Demonstrate adequate Buildable Area
- Driveway location and potential building area of at least 150m² exclusive of setbacks, right of ways, natural features (6 copies)

Processing Procedures

- **Department Review** - The Community Planning Department coordinates the review with Environment, Engineering, Parks, Fire, Building, Transportation and any other relevant departments.
- **Neighbourhood Referral** – A letter is sent to neighbours of the lot stating that the Approving Officer is considering a subdivision of the property. If Council approval is required (i.e. rezoning or variance) then the local Community Association is also notified.
- **Plan Revisions** – Applicants may be requested to revise plans to respond to issues raised by District staff or the Approving Officer.
- **Summary Letter to Applicant** - Once all responses have been received, a detailed letter is sent to the applicant listing any changes to be made, and all outstanding requirements to be met before final approval can be given. This letter will also specify any fees and charges that must be paid prior to final approval.

Timing for Subdivision Approvals

Timing for the subdivision process will depend both on the complexity of the proposal and the quality of the applicant's submission. Well-prepared applications and prior discussion with nearby property owners can greatly assist in reducing processing time.

Simple subdivisions to create 2 lots generally take approximately 6 months from preliminary application to final approval. This timing assumes that:

- The application is complete and well prepared;
- The proposal fits the character of the area;
- The subdivision meets all bylaw provisions and no variances or rezoning are needed;
- There are no issues related to tree retention environmental protection or servicing;
- There are no delays in the applicant's submission of any supplementary information.

More complex subdivisions can take from 6 months up to one year (or more). These subdivisions may involve larger sites with more lots. They may also require variances of bylaw standards or rezoning; or may involve sites within Development Permit Areas (for environmental protection or hazardous conditions such as steep slopes or creeks). More complex subdivisions often require concurrent applications which require public consultation and Council approval.

What Can I Do To Reduce Delays With My Application?

The following recommendations are noted to ensure timely completion of subdivision applications:

- Submit the required number of plans, and all supporting information in one complete package. Clear, professionally prepared plans require fewer revisions.
- Retaining existing trees and vegetation are very important issues in the District of North Vancouver. Applicants should carefully review the site with their Arborist and landscape architect to ensure these features are taken into consideration **at the start of the project**. Applications can take considerably longer if they must "go back to the drawing board" to incorporate existing trees and vegetation.
- Most new subdivisions in the District are in the form of "infill" development in existing neighbourhoods. Applicants should carefully consider the fit of the lot into the established lot pattern (see *Good Neighbour Practices*).

WHAT COSTS ARE INVOLVED IN SUBDIVIDING?

The following list provides a summary of the approximate costs incurred by **a typical** simple subdivision application. In total, a simple application to subdivide 1 property into 2 lots may incur total costs in the range of \$60,000 - \$70,000 (exclusive of consulting fees and note that applicable security deposits may be refunded). **Applicants are advised that any unusual site conditions can alter these costs significantly.** Larger subdivisions will generally incur additional servicing upgrades such as road, sidewalk, curb and gutter construction, and underground wiring, and costs will increase accordingly.

	Cost	When Paid
APPLICATION FEES		
<ul style="list-style-type: none"> Preliminary Application Fee 	\$805	With initial application
<ul style="list-style-type: none"> Detailed Application Review Fee 	\$1,370 plus \$265 per new lot created plus \$245 for scanning.	With detailed application
<ul style="list-style-type: none"> Plan Signing Fee 	\$985	Prior to plan signing
DEVELOPMENT COST CHARGES – DCC’s apply to the new lots only.		
<ul style="list-style-type: none"> District DCC’s 	\$15,897.32 per new lot	Prior to plan signing
<ul style="list-style-type: none"> GVS&DD 	\$1,291 per new lot	
SERVICING UPGRADES - The exact upgrading needed, will depend on condition and location of existing services, and may be required for one or both lots.		
<ul style="list-style-type: none"> Water connections – depending on connection size. 	\$4,370 - \$4,739 per lot	Paid in full prior to plan signing. Where exact cost is not known, an estimated amount is taken by the District as security.
<ul style="list-style-type: none"> Sanitary sewer connections – varies depending existing services 	\$6,775 – 9,563 per average lot	
<ul style="list-style-type: none"> Storm sewer connections – varies depending existing services 	\$6,642 – 9,375 per average lot	
<ul style="list-style-type: none"> Driveway crossings 	\$860 per lot minimum	
<ul style="list-style-type: none"> Utility crossings 	\$612 per lot	
<ul style="list-style-type: none"> Hydro, telephone and cable connections 	Consult utility. Costs can range from \$5,000 to \$15,000 per lot depending on location and if services are underground.	Paid directly to utility companies. The District may require a security deposit for these items.
<p>LANDSCAPING (boulevard) The number of trees required for each lot is to be one for lot frontage sizes between 9.14m (15 ft) and 15.25m (50 ft) and may vary to include a second tree for lot frontages greater than 15.25m (50 ft). Corner lots will typically require three trees one on the short frontage and two on the long.</p>	Installation of street tree(s) – per tree is \$720	Security deposit of \$2,500 per lot is required prior to plan signing (this is returned upon completion of landscaping).
PROFESSIONAL FEES – Applicants will require most or all of the following consultant services during the subdivision process.		
<ul style="list-style-type: none"> Tree Survey (of existing trees) 	“ “	With detailed application
<ul style="list-style-type: none"> Arborist Report (by certified Arborist) 	“ “	
<ul style="list-style-type: none"> Civil Engineer 	“ “	
<ul style="list-style-type: none"> Legal Survey plan of subdivision Legal Fees (registration at Land Title Office, etc.) 	“ “	Prior to plan signing

Note: All fees are subject to change.