

# **M** BP Application Pending Subdivision Approval **aster Requirement GEN 103**

## **Purpose**

To ensure a simple efficient process and remove the risk of error being found in the subdivision plans subsequent to issuance of a permit.

## **Background**

Applications for subdivision are subject to extensive consideration including reviews by the Planning, Engineering and Environment Departments as well as opportunity for public comment. During this review period the proposed plans and subdivision are subject to change. After the subdivision plan has been signed by the Approving Officer and deposited with the Land Title Office (LTO) it is still subject to change until such time as the Land Title is confirmed.

The District will not accept any building permit applications for a property which is the subject of a subdivision application until the approving officer has sent the "Subdivision Conditions Letter" letter. Once the Subdivision Conditions Letter has been sent an application will be accepted, and a permit issued, for one house on the existing lot of record. Except for the registration of legal documents the conditions in the letter apply to the application.

Applications for construction on the proposed new lots will not be accepted until such time as the Municipal Approving Officer has signed the subdivision plan. Further, to avoid the risk of error being found in the subdivision plans subsequent to issuance of a permit, a building permit for construction on a new lot will only be issued upon confirmation from the LTO that the subdivision has been accepted.

Confirmation that the subdivision has been accepted includes receipt of a *Title Search Print* AND a copy of the signed subdivision plan complete with the new LMP number. In order to issue a permit the Property Record clerk must enter the new property information into the District's property records system and create a new civic address.

A building permit application will be accepted, and issued, for construction on the original lot of record. Amendments or adjustments to the building permit or constructed works that may be required as a result of changes to the subdivision plan are the responsibility of the applicant/owner.

## Requirements

**Content:** Prior to building permit issuance the applicant must provide a copy of the Title Search Print and the subdivision plan complete with LMP number.

**Timing:** The District will not accept an application for a building permit for construction on a new lot until such time as the Municipal Approving Officer has signed the subdivision plan.

The District will not issue a building permit for construction on a new lot until such time as the District receives a copy of the subdivision plan complete with LMP number AND a Title Search Print.

**Owner:** Provide *Title Search Print* and Subdivision Plan complete with LMP number.

## Related Requirements/Documents/Forms

Master Requirement GEN102: *Title Search Print*  
Corporate Policy 8-3320-4

## Contacts

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