



SUBDIVISION APPLICATION/APPROVAL PROCESS

In this brochure:

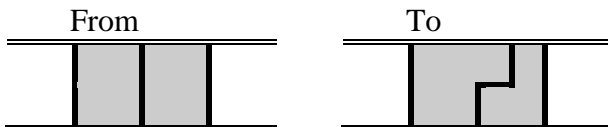
- What is a Subdivision and why City approval is required;
- An overview of the Subdivision Application / Approval process; and
- Where to obtain additional information.

This brochure is a general guide to the subdivision process in the City of Langley. It is provided for your convenience only, is not intended to replace Bylaws or other legal documents and should not be construed by anyone as a right to a development approval if the steps indicated are followed.

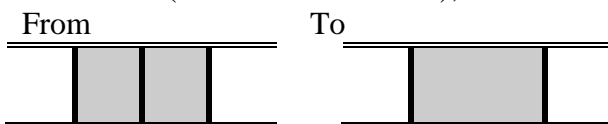
What is a Subdivision?

Subdivision is the process of altering legal property boundaries and creating new parcels of land. There are several types of subdivision:

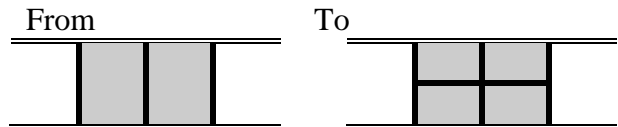
- Adjusting or **re-aligning** an existing lot line;



- **Consolidating** two or more lots into one lot (with road dedication); and



- **Creating several lots** from one or more existing lots

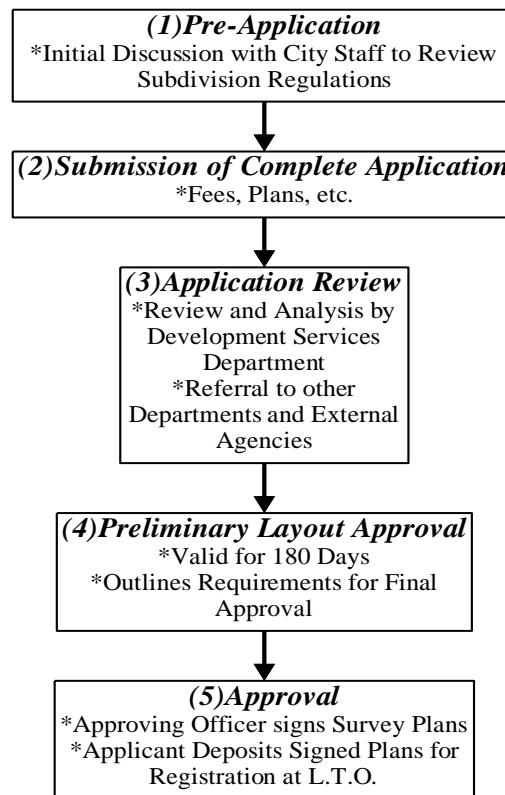


Why you need to obtain the City's Approval for Subdivision

The *Local Government Act* and *Land Title Act* of British Columbia and the City of Langley Subdivision & Development Control Bylaw require that all subdivisions be approved by the Approving Officer (the Approving Officer is appointed by City Council, under the *Land Title Act*, to make decisions and exercise discretionary powers with respect to the subdivision of land). Approval for subdivisions is necessary to ensure that all statutory and City Bylaw requirements are addressed including:

- size and shape of lots / adequacy of buildable area;
- roads, lanes and emergency vehicle access;
- open space and walkways;
- preservation of natural features (ravines, streams, trees, etc.);
- compatibility of subdivision pattern with surrounding neighborhood;
- sanitary sewer, water, drainage, street lights and other services; and
- protection of opportunity for future subdivisions for lands adjacent to or beyond the lands being subdivided.

The Subdivision Application / Approval Process



1. Pre-Application

The more information you are able to gather before submitting an application, the more smoothly the process is likely to run. Accordingly, you are strongly encouraged to discuss your proposal with city staff to identify any plans, policies and regulations which may apply:

- *Official Community Plan (OCP), Zoning Bylaw and Subdivision & Development Control Bylaw*

Check the OCP map for the designation of your property and the types of land uses allowed within that designation. Check the Zoning map to find out the present zoning of your property (lot sizes, density, etc.) and the Subdivision

& Development Control Bylaw for servicing and access requirements.

- *Engineering Services*

Generally, all developments must be provided with adequate services for sanitary sewerage and stormwater disposal, water, roads, sidewalks and street lights at the developer's cost. Check with the Engineering Department to see if the required services are available, or whether additional services are required.

- *Tree Preservation*

While the City does not have a tree cutting Bylaw, tree preservation is an important consideration in the evaluation of subdivision applications. Your proposal should be designed so as to

have a minimum impact on mature trees (an arbourist's report may be required).

2. Submission of Complete Application

When you are ready to proceed, complete a subdivision application form (available in the Development Services Department). All subdivision applications must be accompanied by:

- The name(s) and address(es) of the property owner(s). If the applicant is applying on behalf of the property owner(s), a letter of authorization must be signed by the property owner(s) and submitted with the subdivision application;
- The civic address and legal description of the subject property;
- A detailed subdivision layout showing lot dimensions, roads, etc.; and
- State of Title Certificate.
- Completed Sustainability Checklist.

3. Application Review

A member of the Development Services Department will coordinate the review of your application. It will be circulated to a number of municipal departments (e.g. Engineering) and relevant outside agencies (e.g. Ministry of Environment). During this process, you may be asked for clarification, additional information or plan revisions.

4. Preliminary Layout Approval

A Preliminary Layout Approval (PLA) is a letter stating that your proposed layout is acceptable to the Approving Officer. It is valid for 6 months (180 days) but may be extended under certain circumstances.

The PLA outlines the conditions which must be met prior to final approval of the subdivision. Typical requirements and conditions include: layout specifications (lot dimensions & road patterns), dedication of parkland, restrictive covenants and easements, requirements of outside agencies, engineering servicing requirements, developments cost charges, etc..

5. Approval

Once all requirements outlined in the PLA have been satisfied (including payment of all applicable fees and security deposits) you may submit the final Survey Plan to the Approving Officer for approval. The Survey Plan is the final subdivision plan. It must be prepared by a registered land surveyor and be signed by all parties having a registered interest in the land.

The plans are now ready to be registered at the Land Titles Office (by you or your solicitor) along with other documents which may have been required (restrictive covenants, rights-of-way, etc.). The plans must be registered within 60 days of signing by the Approving Officer.

Building permits will not be issued on the newly created lots until new legal plan numbers have been received by the City and the Engineering services have been inspected.

Costs Involved in Obtaining Approval for a Subdivision

The subdivision applicant is responsible to pay for the following costs (where applicable):

- Application fee;
- On- and off-site engineering costs;

- Development Cost Charges;
- Current assessed taxes;
- Land surveyor fees;
- Consultant fees (engineers/solicitors/planners, etc. are sometimes hired for large projects);
- Any fees required by other utility companies or agencies; and
- Plan registration by a solicitor or notary public.

Timetable for the Subdivision Application / Approval Process

The length of the subdivision application / approval process is dependent upon a number of factors including the complexity of the project and preparedness of the applicant. The average duration is 1 - 2 months, however, this may vary if external agency approval is required.

Departments / Agencies Involved in the Application / Approval Process

There are several City departments and external agencies which may be involved with a given subdivision application:

- Development Services Department;
- Engineering Department;
- Fire Department;

- Parks and Recreation Department;
- Administration/Clerk's Department;
- School District No. 35;
- Ministry of Transportation & Infrastructure
- Department of Fisheries & Oceans
- Ministry of Environment;
- Ministry of Health;
- Agricultural Land Commission;
- Metro Vancouver;
- B.C. Hydro;
- Telus;
- FortisBC;
- Shaw Cable; and
- Canada Post.

For further information

This brochure is intended to serve only as a general guide to the subdivision process. Please consult the *Local Government Act, Land Title Act*, and the *City of Langley Subdivision & Development Control Bylaw and Zoning Bylaw* for definitive requirements and procedures. For more specific information please contact us at:

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