



Subdivision Application Guide

This handout provides information and general guidance on the requirements and processes for a subdivision. It is intended for general guidance only. Applicants should also refer to:

- Citywide Official Community Plan and Zoning
- Bylaw Overview Brochure
- Zoning Bylaw and Zoning Maps
- The Subdivision and Development Servicing Bylaw
- Development Cost Charges Fee Guide
- Fee Schedule, Application Form and Checklist

These can be obtained on the City's website (coquitlam.ca/subdivision) or at the City's Planning and Development Department.

Planning & Development

3000 Guildford Way, Coquitlam, BC Canada V3B 7N2
604-927-3430
coquitlam.ca/subdivision

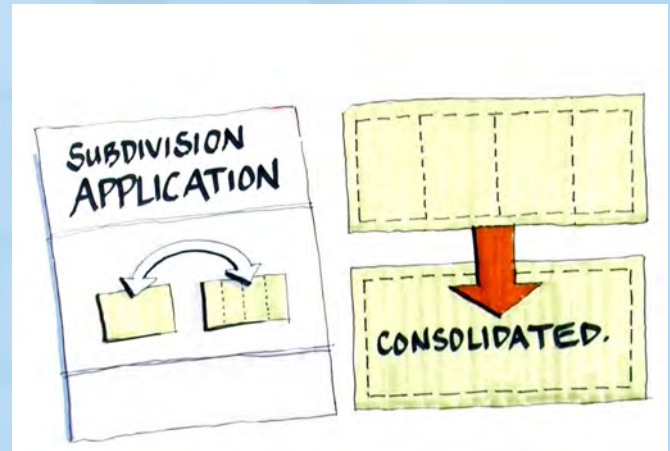
Subdivision Application Guide

When is a Subdivision Application Required?

Subdivision is the process of changing or creating new property (lot) boundaries and the process requires approval from the City's **Approving Officer** for registration of the new subdivision at the Land Titles Office.

A subdivision application is required for the following:

- ♦ Creating two or more lots from one or more existing lots
- ♦ Consolidating two or more lots into one lot
- ♦ Adjusting or realigning an existing property line
- ♦ Dedicating property for a road or park
- ♦ Cancelling an existing road allowance
- ♦ Creating a bare land strata development
- ♦ Creating several strata lots from one or more existing properties
- ♦ Creating a phased strata development
- ♦ Converting an existing multi-unit development to strata title ownership



Prior to Application

The following steps are recommended prior to submitting a Subdivision Application:

- Official Community Plan (OCP) – Land Use Designations:** Check the OCP land use maps for the designation of your property. (coquitlam.ca/cwoocp)
- Network Plans:** A proposed subdivision layout should use concept and network plans as a guide as they show the proposed location of future roads, bike lanes, pedestrian paths and trails and the location of desired parkland and linear open spaces.
- Watercourses:** A Watercourse Protection Development Permit will also be required if a watercourse is located within or adjacent to the proposed subdivision.
- Zoning Maps and Zoning Bylaw:** Check the City's Zoning Maps and Zoning Bylaw to find the zoning designation and zoning requirements for your property, including minimum lot size, minimum lot depth, and minimum lot width.
- Servicing:** The servicing of roads, lanes and sidewalks adjacent to the land being subdivided is required for all subdivision applications and must meet the requirements of the City's Subdivision and Development Servicing Bylaw.
- Tree Cutting:** Any tree measuring 20 centimetres or more in diameter that is proposed to be removed will require a Tree Cutting Permit, prior to removal. The "Resource Guide Book for Tree Cutting Permit Applicants" provides information on the required steps to apply for a Tree Cutting Permit application.

Contact Development Planning staff at 604-926-3430 to discuss any of the above steps and receive advice on submission requirements.

Concurrent Applications

For subdivision applications also requiring a rezoning and/or development permit application, the subdivision application will be processed concurrently. However, subdivision preliminary approval cannot be granted until an accompanying rezoning amendment bylaw has been given three readings by City Council.

Role of the Approving Officer

The Approving Officer is a municipal employee appointed by City Council to review and approve subdivisions. The Local Government Act, the Land Title Act, and the Strata Property Act of British Columbia, provide authority to a legally appointed City Approving Officer to approve subdivision applications.

Subdivision and Development Servicing Bylaw

The Subdivision and Development Servicing Bylaw sets standards and requirements for works and services which are referred to in reviewing subdivision and building permit applications and are required of a developer of property. Works and services include roads, sidewalks, boulevards, streetlights, underground utilities such as water distribution systems and sewage collection systems, and drainage systems.

Subdivision Application Submission

To proceed with a subdivision application, complete a Subdivision Application Form and Checklist available on the City's website or at the Planning and Development Department. All information requested in the Checklist must be provided at time of submittal - this will ensure that your application will be referred to the appropriate City Departments and external agencies and responded to in a timely manner.

Strata Processes

Strata Subdivision Process

Strata subdivisions involve the subdivision of land (bare land strata) or the subdivision of buildings. Within a strata development, some areas are owned collectively (in common) by all owners within the development with the remaining areas independently owned.

- ♦ **Bare Land Strata** - These applications follow the same general subdivision process as outlined in this document.
- ♦ **Phased Strata Plans** - To complete a phased strata plan, please complete and submit a subdivision application form and checklist, strata plans, and a "Form P Phased Strata Plan Declaration" from the

Strata Property Act to the Planning and Development Department. Form "P" is a legal document that identifies the number of phases and timing of those phases within the proposed strata. If found acceptable, the Approving Officer will sign the Form "P" and the strata plans once all requirements are met.

- ♦ **Strata Title Conversions** - The process is outlined in the Strata Title Conversion Guide and, generally, the conversion must be acknowledged and consented to by the tenants and meet all applicable fire, safety and Bylaw requirements to be considered for approval by City Council and the Approving Officer.

Subdivision Application Process

STEP 1 **File Manager Assigned:** File Manager assigned in Development Planning.

STEP 2 **Referrals:** The File Manager refers the application to appropriate City Departments and any external agencies depending on the proposed application.

STEP 3 **The File Manager:** Reviews the subdivision application to ensure it meets certain City standards, including but not limited to the following:

- ♦ Official Community Plan policies;
- ♦ Lot size and dimensions;
- ♦ Road, lane, walkway and emergency vehicle access;
- ♦ Parks, natural features protection;
- ♦ Compatibility with existing subdivision patterns and future subdivision potential of neighbouring properties;
- ♦ Sewer, water, street light, and other services;
- ♦ Neighbourhood amenity preservation.

The Approving Officer may refer the application to the neighbouring property owners for comment if the neighbourhood's established amenities may be negatively impacted by the proposed subdivision.

STEP 4 **Requirements Letter:** The applicant is sent a letter or email detailing the results of the review and may be required to supply further information such as a soils report, proposed lot grading and site servicing plans, an arborist report, a flood proofing study, and/or a transportation impact study. etc.

STEP 5 **Preliminary Layout Approval (PLA):** Upon receipt of any required additional information, and the title manager is satisfied, they will either find the subdivision "Technically Feasible" (where an associated rezoning application is necessary) or grant the proposed subdivision PLA with conditions that must be met prior to final approval. Conditions of the PLA typically include, but are not necessarily limited to, the applicant providing:

- ♦ Final adoption of the rezoning;
- ♦ Development servicing infrastructure, including roads, sewer, sidewalks,
- ♦ Legal documents for any required statutory rights-of-way, covenants, or easements,
- ♦ Payment of Development Cost Charges (DCCs),
- ♦ Connection Fees, Greater Vancouver Sewerage and Drainage District Fees, and School Site Acquisition Charges,
- ♦ Dedication of five percent (5%) parkland, or payment in-lieu for a subdivision creating three or more lots, and
- ♦ Payment of any current or estimated property taxes/utility charges.

STEP 6 **Final Approval:** Once the conditions are satisfied, the **Approving Officer** can grant Final Approval and the applicant is then responsible for registering the subdivision plan with the Land Title Office.

Important Note - The PLA is valid for one year from the date of the PLA issuance letter. If the conditions cannot be satisfied within one year, an application for a time extension may be requested and upon review the Approving Officer may add to or revise the PLA conditions.

Other Considerations

Road Cancellations

Any subdivision that proposes to cancel a road or a lane, or portion thereof, will require a road cancellation application. City Council is the authorizing body for all road cancellations. The applicant is responsible for all associated costs for the application, including appraisals, surveys, legal fees, and monetary compensation to the City for the value of the land being acquired, as determined by an independent appraiser.

Provision of Parkland

An owner of land that is being subdivided must either provide park land equivalent to five percent (5%) of the total land area being subdivided (without compensation) or pay to the City five percent (5%) of the market value of the land being subdivided. This provision does not apply to a subdivision of land creating fewer than three additional lots or for subdivisions where the smallest lot being created is larger than two hectares.

Development Cost Charges

Subdivision applications must pay Development Cost Charges (DCCs) to the City at the time of final approval of the subdivision. The File Manager will provide the applicant with an estimate of the City's DCCs, in addition to the Greater Vancouver Sewerage and Drainage District DCCs and School Site Acquisition Charges that will be required at the time of PLA.

Legal Costs

Restrictive covenants, statutory rights-of-way or other legal agreements and documents may be required as part of the PLA conditions. It is the applicant's responsibility to have these documents prepared for the City's review.



Questions?

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3000 Guildford Way,
Coquitlam, BC Canada V3B 7N2

☎ 604-927-3430

✉ planning and development
@coquitlam.ca

🌐 coquitlam.ca/subdivision



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