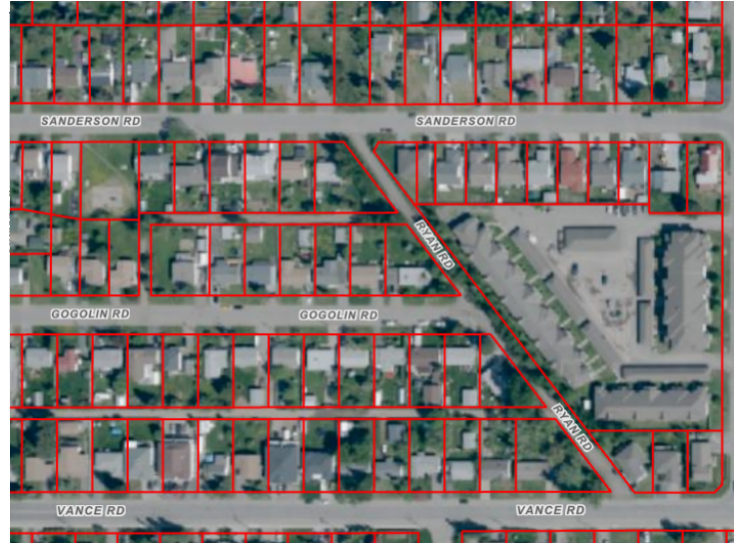


A Guide through the Process: Subdivision Applications

What is a subdivision?

Subdivision is the process of adjusting existing property boundaries or creating new property boundaries. This process requires approval from the City's Approving Officer for registration of the new subdivision at the Land Titles Office.

Property boundaries can be seen on PGMap. The image to the right shows the property boundaries in a portion of the Peden Hill Subdivision area.



When do I need to apply for a subdivision?

A subdivision application is required for the following:

- Creating two or more lots from one or more existing lots;
- Adjusting or realigning an existing property line;
- Creating a bare land or phased strata development;
- Converting an existing property or development to strata title ownership.

What is the role of the Approving Officer?

The Approving Officer is appointed by City Council to independently review and approve subdivisions. It is the Approving Officer's responsibility to ensure that subdivisions are in accordance with provincial statutes and regulations, and local government bylaws that regulate subdivision and zoning. The Local Government Act, the Land Title Act, and the Strata Property Act of British Columbia provide authority to the Approving Officer to review and consider subdivision applications for approval.

What is the Subdivision and Development Servicing Bylaw?

Any land alteration, subdivision or construction within a DP area may trigger the requirement for a DP to be issued. DP areas are specified in the City's Official Community Plan (OCP), and the City's online mapping system, PGMap. Development Permits in the City of Prince George are used for Form and Character, Environmental Areas and Hazard Areas. The DP use is dependant on the type of area, as shown and summarized below.

How long does it take to complete a subdivision?

The length of time required for each subdivision application is dependent upon the complexity of the project. On average, Subdivision applications may take anywhere from 8 to 18 months. Subdivision applications may also require a rezoning or variance application which can add additional time to the overall development process. Once all requirements have been met for each step in the process, the file manager will move your application forward to the next step.

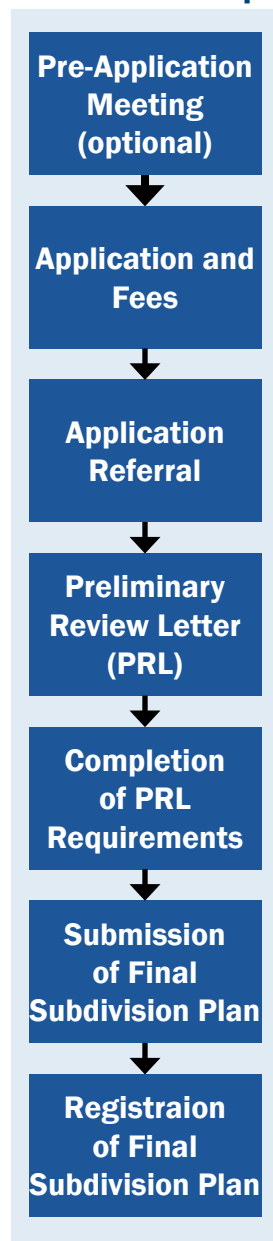
How much does it cost?

Subdivision application fees are regulated by the [Comprehensive Fees and Charges Bylaw No. 7557, 2004](#), and are listed below

Subdivision Base Fee	\$750
Lot Fee	Additional \$100/new lot created

Please note that application fees are non-refundable after the provision of a Preliminary Review Letter.

What are the steps in the subdivision application process?



Pre-Application Steps

Pre-Application Meeting (optional)

Meet with Development Services staff to discuss the proposed development and receive their advice and direction, which may save you time and effort.

Application and Fees

Submit a complete subdivision application form along with the application fee and any required documentation. See the check list on the bottom of this page.

Application Steps

Application Referral

Development Services will refer the complete application to various internal and external agencies that may have an interest in the application.

Preliminary Review Letter (PRL)

The referral responses are collected and reviewed by development services staff and included in a Preliminary Review Letter (PRL). This letter outlines subdivision completion requirements that must be satisfied by the applicant. Requirements may include infrastructure improvements (e.g. road paving, water, sanitary, and stormwater system upgrades), legal agreements, and environmental protection requirements. An initial calculation of Development Cost Charges (DCC's) and other municipal fees/ costs will be provided within the letter.

Applicant's Completion of PRL Requirements

At this stage, it is the applicant's responsibility to complete all requirements outlined within the PRL. Staff will be able to assist with clarification of PRL requirements; however, it is the applicant's responsibility to complete all subdivision requirements and/ or contact the proper professionals to complete the requirements on their behalf. The PRL is valid for one (1) year; however, a one (1) year subdivision extension may be applied for if there are outstanding circumstances.

Submission of Final Subdivision Plan

When all the prerequisites, issues and deficiencies related to the subdivision application have been satisfied, the applicant must submit copies of the final subdivision plan to be signed by the Subdivision Approving Officer. Once the Subdivision Approving Officer is satisfied that all subdivision requirements have been met, the Subdivision Approving Officer will sign the subdivision plan.

Registration of Final Subdivision Plan

Once the subdivision plan is signed, it is the applicant's responsibility to ensure that the subdivision plan is registered with the Land Title Survey Authority of BC (LTSA) (this must be completed by legal representation). LTSA issues a Parcel Identification (PID) number, and the municipal approval process is complete.

What do I need to submit?

- ☐ Subdivision Application Form
- ☐ Application Fees
- ☐ Current (within last 30 days) Title Search
- ☐ Copy of all charges on the Title Search
- ☐ Site plan of subdivision (with dimensions and area of proposed lots and location of servicing and access)
- ☐ Completed Site Disclosure Statement

Further Questions? Looking to Schedule a Pre-Application Meeting?

For any further questions, or to schedule a pre-application meeting, contact Development Services Division at: 250.561.7611 or devserv@princegeorge.ca

This guide has been prepared to provide information only. It is neither a bylaw nor a legal document. If any contradiction between this guide and the relevant Municipal Bylaws or applicable codes is found, such bylaws or codes shall be the legal authority.