



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.

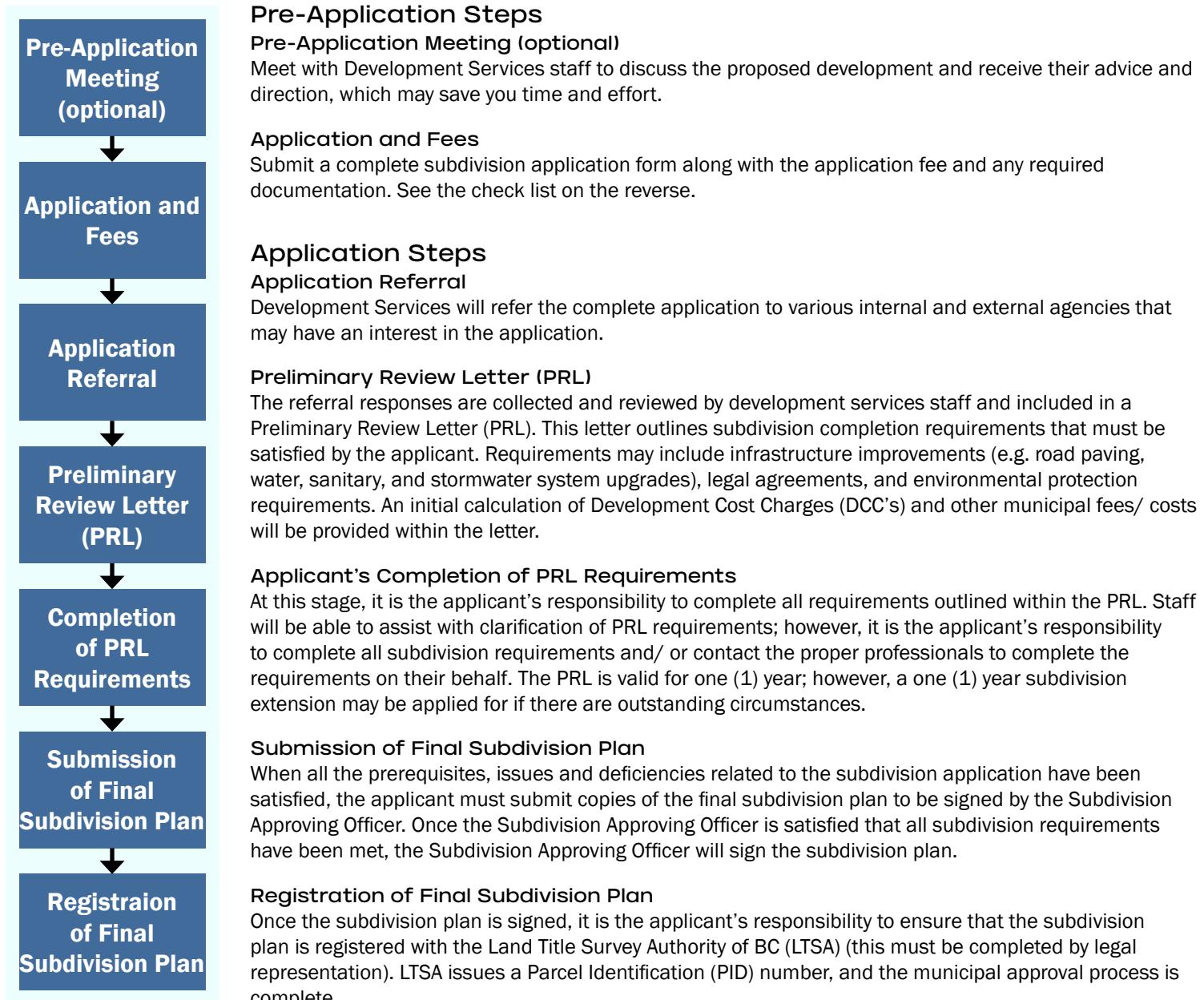
How much does it cost?

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

Subdivision Base Fee	\$1,350
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?



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.