

The Corporation of the **City of North Vancouver** **Development Services**

Subdivision Process from Preliminary Application to Completion

Subdivisions allow for a tract of land to be surveyed and divided into lots which can then be marketed and sold. The process for applying and obtaining approval for subdivision in the City of North Vancouver is generally as follows:

To apply for preliminary subdivision approval, the applicant must provide Development Services with the following:

1. A letter stating that he/she is the registered owner or authorized representative of the owner;
2. A letter from property owner or owner's authorized agent permitting City Staff to access the lands for review purposes;
3. A sketch, along with a letter describing how the applicant intends to subdivide the property. If existing buildings are involved, a more detailed sketch should be provided indicating locations of the proposed lot(s);
4. \$1,000.00 examination fee for new lot line subdivision
\$600.00 examination fee for realignment of lot line subdivision
\$1,000.00 examination fee for air space parcel subdivision
\$100.00 application fee for 1st lot created; remaining lots \$50.00 each.

A formal application fee of \$500.00 will be charged if the subdivision application is approved. This fee is collected when site servicing costs are paid.

Before an application can be processed, Development Services must be in receipt of all previously noted documentation and the required fees.

A response will be provided to the applicant 60 days from the date of application. A preliminary letter of approval will detail the process and associated fees and deposits to be paid to Development Services to obtain formal subdivision approval.

If the application is rejected, a letter will be forwarded, reasons will be supplied and, where possible, what steps would be necessary to bring the application to a state where it might be approved.

The applicant will have 120 days in which to decide if he/she intends to proceed with the subdivision application. If after such time, no action is taken by the applicant, the application will be considered expired and no longer a work in progress.

Some of the items that will be considered during the examination process:

- Lot size conforms with current zoning

- Maintenance of required setbacks of existing structures to be retained for the new (proposed) lot lines.
- Dedication of right-of-way required to complete the City's network (full width on key streets, completion of lanes).
- Establishment of required off-street parking.
- Relocation of existing utility connections to avoid trespass (statutory rights-of-way, easements, may be considered under extraordinary circumstances).
- Identify any studies or investigations that may be required (ie: geotechnical investigation).
- Confirm that existing utility right-of-ways are being adequately protected.
- Confirm water courses are being appropriately protected and that approvals from applicable authorities have been received, (Department of Fisheries and Oceans; Ministry of the Environment).
- Ensure bank stability issues have been addressed, if applicable.
- Required servicing as defined under the Subdivision & Development Control Bylaw.
- Development Cost Charges (DCC's) applicable.
- List required covenants (vehicular access, slope protection, flooding, land slip, etc.).
- Where applicable, check need for District of North Vancouver, Ministry of Transportation and Highways, Metro Vancouver, etc., approvals are in place.
- Other issues that may arise.

If a preliminary application for subdivision has been approved, the applicant must submit payment and plans to be registered, reviewed and signed by the approving officer. This must be done within 120 days from the date of the approval letter. All copies of the servicing agreement and/or covenants must have been signed and received by the Engineering Department.

One (1) full size white paper print

Four (4) 11x17' white paper prints

Application to Deposit Plan complete with signatures of owner and ALL people with registered interest, including the signature page for the approving officer

Date surveyor completed work (date must be within the last two months)

A copy of the letter of preliminary acceptance must accompany the submission

Requirements noted in the preliminary acceptance letter must be fulfilled, including covenants, rights-of-way agreements and payment of all servicing fees, deposits and DCC's

The Finance and Planning Departments will return their respective comments to the Development Services. After review, the Manager of Development Services execute as the approving officer. In addition, he/she will compose a letter of transmittal or, in the event the subdivision has not been approved, a letter of rejection. The subdivision plans will be forwarded to the applicant for registration at the land registry.