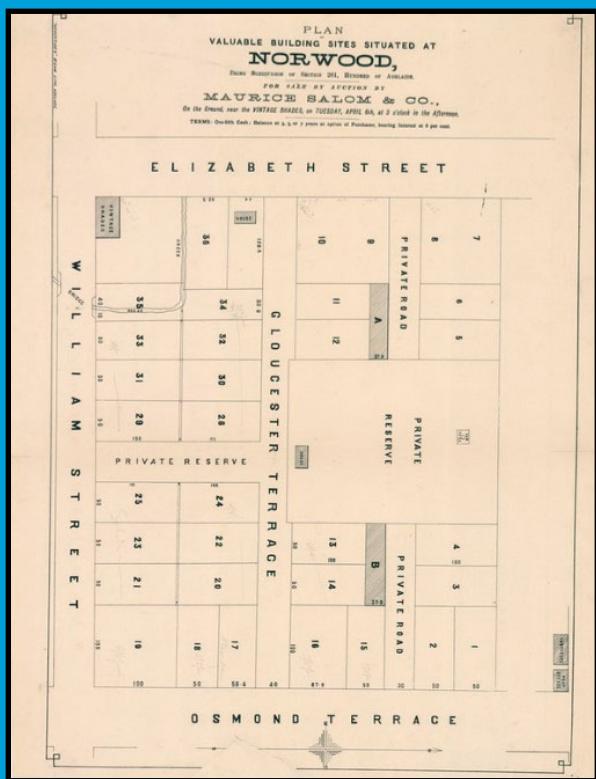


# SUBDIVIDING PROPERTY



DEPARTMENT OF  
COMMUNITY PLANNING  
AND BUILDING

## LEGAL FRAMEWORK

Subdivision requirements and processes are governed by the *Community Charter*, the *Local Government Act*, the *Condominium Act*, the *Land Title Act*, and the *Strata Property Act*.

City bylaws also outline requirements for subdivision of land within city limits. The relevant municipal bylaws include:

- *Plan Parksville: A Vision for our Future, Official Community Plan Bylaw, 2013, No. 1492;*
- *Zoning and Development Bylaw, 1994, No. 2000;*
- *Subdivision Servicing Bylaw, 2017, No. 1540;*
- *Works and Services Bylaw, 1995, No. 1235;*
- *Fees and Charges Bylaw, 2015, No. 1515; and,*
- *Development Cost Charges Bylaw, 2008, No. 1437.*

## CAN MY PROPERTY BE SUBDIVIDED?

The subdivision process is very technical, and the review of an application covers many aspects of development. Due to the technical nature of the process, it is not simple to answer the question “can my property be subdivided?” without considering a large amount of information, most of which requires professionals to provide.

We encourage applicants to discuss their proposal with department staff before submitting an application. However, staff cannot give a yes or no answer without completion of the technical review.

It is generally easier to determine when a subdivision is not possible. First, if you do not have sufficient land to meet the minimum parcel size required under the zoning, you cannot subdivide under the current regulations. You will need at least double the minimum parcel size specified in the property’s zoning designation to pursue an application to subdivide. For example, in the RS-1 zone the minimum parcel size is 560 sq m, so a property cannot be subdivided unless the parcel is at least 1,120 sq m in area.

Having the right amount of land does not necessarily mean you can subdivide. There are many other requirements, including minimum lot dimensions and adequate road frontage to accommodate access to the property. Please discuss your proposal with staff.

## APPLICATION PROCESS

The process of subdivision is typically a four-stage process:

- 1. Preliminary Layout Approval (PLA):**  
Typically, the submission is prepared by a land surveyor or engineer. City planning staff review the application, refer it to other City departments and provincial agencies. The Subdivision Approving Officer provides the applicant with a letter listing the requirements to be completed before PLA is granted.
- 2.** The applicant works to complete the conditions outlined in the letter and submits the applicable items.
- 3. Final Approval:** When the applicant is confident the conditions are met, evidence of compliance with all items in the PLA, including a subdivision plan prepared by a registered BC Land Surveyor is submitted to the Approving Officer.
- 4.** Upon approval from the City's Approving Officer, the plan is registered in the Land Title Office. This is usually done by the applicant's lawyer or surveyor.

## SUBDIVISION COSTS

There are several costs associated with the subdivision process, some of which are outlined below:

- City subdivision fees (as set out in Fees and Charges Bylaw, 2015, No. 1515);
- Development cost charges: \$28,344.74 per new single family lot created (subject to change);
- Development permit or development variance permit costs, where applicable;
- Works and services/frontage improvement costs, as required by engineering (i.e. road dedication, road upgrades, street lights, etc.);
- Park land dedication, where applicable, up to 5% of the land or land value;
- Legal fees for registration of covenants, statutory rights of way or easements;
- Surveyor costs;
- Fees for professional consultant services;
- Registration fees for Land Title Office;
- Additional fees may apply depending on proposal.

### Photo Captions

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*Information is for convenience only. Contact department staff to discuss current and applicable bylaws*



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