

Subdivision Application Guide



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This handout provides information on the process and requirements for Subdividing a property in the City of Dawson Creek.



What is a Subdivision?

A subdivision is a process of creating new lots, adjusting the boundaries of lots, or consolidating lots. There are several types of subdivision, each with different requirements and uses.

Application Submission

Complete a Development Application Form and submit the information outlined on the Subdivision Checklist. All information requested in the checklist must be provided at time of submittal to ensure that your application will be referred to the appropriate City departments and responded to in a timely manner.

Prior to Application

Subdivision applications should be well planned before submittal. The following steps are recommended prior to submitting an application:

- 1. Official Community Plan – Land Use Designations:** Check the OCP land use maps for the designation of your property and the types of land uses allowed within the corresponding zone. The OCP also contains policies relating to the specific types of development.
- 2. Zoning Bylaw and Maps:** Check the City's Zoning Bylaw and Zoning Maps to find the zoning designation and zoning requirements for your property. The existing zoning may not allow your proposed project. If this is the case, a rezoning application may also be required.
- 3. Development Servicing:** All development must provide water, sanitary sewer and other services at the developer's costs. The servicing of roads, lanes and sidewalks adjacent to the land being developed is required for all development and must meet the requirements of the Subdivision and Development Servicing Bylaw.

Planning staff are available to meet with applicants and consultants, prior to application submittal, to discuss proposed development and provide advice on submission requirements and review procedures.

Subdivision Application Process

Process

- 1. Assigned:** The application will be assigned to a Planner in the Development Services Department.
- 2. Acknowledgement Letter:** A Planner will send a letter to the applicant acknowledging receipt of the application and provide contact information.
- 3. Referrals:** The Planner refers the application to appropriate City Departments, including but not limited to Building, Engineering and Fire Protection Services. The File Manager may in some circumstances refer the application to external agencies including the Provincial Ministry of Transportation and Infrastructure, BC Hydro and shallow utility companies.
- 4. Preliminary Layout Review** Once the Planner receives referral comments, they will prepare a Preliminary Layout Review (PLR). The PLR identifies the conditions and requirements that must be met prior to final subdivision approval.
- 5. Application for Final Subdivision Approval** The applicant will submit the final subdivision application for approval. This will include a plan prepared by a BC Land Surveyor, detailed engineering plans, any fees or charges, and anything else listed in the PLR.
- 6. Final Subdivision Approval:** Once all the conditions of the PLR are met, the Approving Officer will sign off on the subdivision plan, allowing for it to be deposited at the Land Title Office.

Fees

The fee for a Subdivision can be found in the Fees and Charges Amendment Bylaw No. 3932.

Applicants are responsible for any costs associated with surveying the properties and meeting the conditions of the PLR.



Concurrent Applications

The subdivision application process may run in parallel to a variety of different development applications, such as rezoning or development permits. Typically the subdivision is the last application to receive approvals.

Timeframe

The time required to process a subdivision application depends on a number of factors, including:

- If another development application is also required;
- Completeness of the application;
- Complexity of issues and the time required to address said issues; or
- Ability of applicant to provide information and address requirements in a timely manner.

Simple applications that are complete and correct may take only 4 to 6 weeks to get to the preliminary layout review stage. Time to final subdivision approval is mainly dependent on the speed in which applicants can meet the requirements of the PLR.

Security

A security (based on a percentage of the estimated construction value of offsite works) is required prior to Subdivision approval to ensure the development is completed in accordance with the terms and conditions of a works and services agreement. When the works and services are complete, the applicant may obtain a refund.

Development Cost Charge

Anyone who obtains approval for a Subdivision must pay Development Cost Charges (DCCs) to the City which are paid at the time of approval of the subdivision.

Consultant Costs

The applicant is responsible for the costs associated with hiring any professional needed for the application. This includes professionals like engineers, surveyors, landscape architects, and lawyers.

Legal Costs

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



Who is the Development Services Team?

The City's Development Services Team includes representatives from the following departments: Planning, Building, Engineering and Fire Protection Services.



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Talk with your Neighbours

Consultation with neighbours, local residents and others who may be affected by the proposed subdivision is strongly encouraged prior to and throughout the application review process. Obtaining neighbour input early better enables an applicant to address any concerns and/or modify their application before investing a lot of time in the review process.

Tips on Subdivision Applications

A complete and acceptable application for a Subdivision:

- complies with any neighbourhood plans;
- complies with the regulations of the Zoning Bylaw with accurate calculations on plans;
- Is well connected and follows best practices in planning;
- is designed to fit the context of the site;
- has coordinated landscape plans and servicing plans;
- addresses any high water table, flood plain, watercourse and/or other site constraints; and
- provides all information requested in the application form and application checklist.

Questions?

Subdivision Applications

- Planning 250-784-3601

Site Servicing, Street Works or Utility Construction

- Engineering 250-784-3621

Transportation

- Planning 250-784-3601

Signage

- Building Department 250-784-3654

Bylaws

- Bylaw Department 250-784-3657

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