



# The City of White Rock's Guide to the SUBDIVISION PROCESS

*This brochure is provided as a guide for convenience only. It is not intended to replace Bylaws or other legal documents nor should it be construed by anyone as a right to development approval if the steps indicated are followed.*

## **What is a Subdivision?**

Subdivision is the legal mechanism used to create new parcels of land. The subdivision of a property or properties may include the creation of new fee-simple or strata lots as well as lot line adjustments which do not create any new lots. Strata-title conversion of an existing building involves a separate process and is approved by Council. Please contact Planning & Development Services staff for more information.

The *Land Title Act* gives the power to regulate the subdivision of land to municipalities through a Municipal Approving Officer. The Approving Officer ensures each subdivision is evaluated with respect to the following:

- Provincial statutes;
- The City's Official Community Plan, Zoning Bylaw, Subdivision Bylaw and any relevant guidelines/policies;
- Public safety;
- Floodplain construction requirements;
- Necessary utilities, services and access/egress;
- Environmental sensitivity; and
- Community compatibility.

### **Summary of the Subdivision Process**

- (1) Pre-application Meeting
- (2) Complete Application / Fee Submitted
- (3) Application Review / Internal Circulation
- (4) Preliminary Layout Approval (PLA)
- (5) Completion of PLA Conditions
- (6) Request for Final Approval
- (7) Final Approval

## **What is involved in the Subdivision Process?**

### *(1) Pre-Application Meeting*

Prior to submitting any development application, it is recommended that arrangements be made for a preliminary meeting with the Planning & Development Services Department to discuss your proposal. In preparing your project you should be aware of the following:

- the zoning of your property and the development requirements, including lot dimensions and areas, for that zone; and,
- the requirements contained in the Subdivision Bylaw (including engineering requirements). The following is a list of the minimum lot dimensions and areas under each zone:

<b>Minimum Lot Dimensions and Areas</b>			
<b>Zoning</b>	<b>Minimum Width</b>	<b>Minimum Depth</b>	<b>Minimum Area</b>
RS-1	15m	27.4m	464m <sup>2</sup>
RS-2	10m	27.4m	362 m <sup>2</sup>
RS-3	9m	27.4m	278 m <sup>2</sup>
RS-4	30.5m	N/A	6000 m <sup>2</sup>
RS-7	9.1m	35m	333 m <sup>2</sup>
RT-1	18m	30.5m	742 m <sup>2</sup>
RM-1	18m	30.5m	742 m <sup>2</sup>
RM-2	18m	30.5m	742 m <sup>2</sup>
RM-3	18m	30.5m	742 m <sup>2</sup>
CS-1	50m	Max 2x width	1394 m <sup>2</sup>
CS-2	50m	Max 2x width	1115 m <sup>2</sup>
CS-3	18m	Max 2x width	1394 m <sup>2</sup>
P-1	18m	30.5m	742 m <sup>2</sup>
P-2	18m	30.5m	742 m <sup>2</sup>
P-3	18m	30.5m	742 m <sup>2</sup>
P-4	18m	30.5m	742 m <sup>2</sup>
P-5	18m	30.5m	742 m <sup>2</sup>
P-6	18m	30.5m	742 m <sup>2</sup>

*(2) Submitting an Application*

Applicants should first consult with Planning & Development Services staff regarding application submission requirements applicable to the proposal. When you are ready to proceed, a Land Use & Development Application form must be completed and all applicable fees and submission requirements must be submitted to the Planning & Development Services Department. Staff will not begin processing your application until **ALL** applicable submission requirements and fees have been received. The application form can be obtained online or from the Planning & Development Services Department.

*Where more than one type of development approval is needed for one project, applications may be submitted jointly and may go through the application process concurrently. Please contact the Planning & Development Services Department for more information.*

*(3) Application Review / Internal Circulation*

Your application will be reviewed by the Planning & Development Services Department and referred to other City departments and external agencies for review, as required. Following the receipt of internal / external comments, Planning & Development Services staff may schedule a consultation meeting with owners / applicants to determine if revisions are required.

*(4) Preliminary Layout Approval (PLA)*

The Approving Officer then either rejects the application or prepares a Preliminary Layout Approval (PLA) as an “approval with conditions” and issues it to the owner/applicant. Notification of decision to reject the application or to issue a PLA must be completed within 60 days of submission of a complete or revised application. The PLA will list all requirements and conditions that must be met prior to the granting of Final Approval by the Approving Officer.

*(5) Completion of Conditions of the PLA*

The applicant is responsible for ensuring that all conditions and requirements of the PLA are met. The PLA is valid for a period of **12 months** following the date of issuance. Time extensions and/or amendments to a PLA may be considered and will require the submission of an application complete with an additional fee. Should the PLA lapse without application for time extension, you may re-apply complete with a new application fee.

*(6) Request for Final Approval*

When all PLA requirements are complete, you may submit a request for Final Approval complete with the required fee and all documents for registration which require signature by the Mayor and City Clerk. Planning & Development Services staff circulate the request for final approval to all applicable internal departments for written confirmation that all requirements of the PLA have been met.

The following documents are available from the Planning & Development Services Department at City Hall or on the City’s website at [www.city.whiterock.bc.ca](http://www.city.whiterock.bc.ca):

- *White Rock Zoning Bylaw, 1999, No 159,1 as amended*
- *City of White Rock Planning Procedures Bylaw, 2009, No. 1869*
- *White Rock Subdivision Bylaw, 1980, No. 777, as amended*
- *Official Community Plan*

*(7) Final Approval*

The Approving Officer then gives final approval to the subdivision plans and releases them to the owner/applicant along with any other documents for registration at the Land Title Office. The owner/applicant’s notary or solicitor is required to provide copies of all registered documents to the Approving Officer within 2 weeks of registration.

**For More Information**

If you have any questions or require further information, please contact the Planning & Development Services Department at: 604-541-2155 or at [planning@city.whiterock.bc.ca](mailto:planning@city.whiterock.bc.ca).