

*This package contains a Subdivision Guide, Application Form and Checklist*



*A Guide to*

# Subdivisions

*And how to apply for them*





## What is Subdivision?

Subdivision is the creation of one or more lots from an existing parcel.

It is important to check the zoning of a property to make sure that the proposed lot sizes and dimensions conform to the Zoning Bylaw regulations.

## When do I need to apply for Subdivision?

If you are looking to subdivide land to develop a residential, commercial or industrial subdivision, you will need to apply for a Subdivision from the City.

If you are looking to change your parcel lines, or consolidate multiple lots you may also need to apply for a Subdivision from the city.

It is suggested that you contact a BC Land Surveyor to assist you with the subdivision process.

Contact Development Services today to schedule a Pre-Application Meeting to discuss your plans at 250-787-8150.

*Ask for a...*

### **Pre-Application Meeting**

This guide will get you started, but a Pre-Application Meeting with City staff will give you the opportunity to ask specific questions or to resolve any areas of concern.

Subdivision Type	Application Fee
3 Lots or Less	\$ 500.00 plus \$100.00 per lot (including the remainder)
4 Lots or More	\$ 500.00 plus \$200.00 per lot (including the remainder)
<i>Contact Development Services staff for assistance in determining which type applies to your project.</i>	



# What is the Subdivision approval process?

There is one Subdivision approval process for all applications. The process involves three (3) phases:

1. **INTAKE** (Pre-Application Meeting & Application Submission)
2. **REVIEW** (Referrals, Development Services Review)
3. **PRELIMINARY LETTER OF ASSESSMENT** (Outlines all conditions that must be met)
4. **APPROVAL** (Final Documents are signed and read for submission at the LTO)

PHASE		TARGET TIMELINE	WHAT HAPPENS	WHAT YOU NEED TO SUBMIT
1. INTAKE	PRE-APPLICATION MEETING	N/A	Pre-Application Meeting is an opportunity to ask questions on how to finalize the application.	Concept drawings & site plan are required for all Pre-Application Meetings.
	APPLICATION SUBMISSION	N/A	Applications are considered complete when: 1. <i>checklist items are received, accepted, and</i> 2. <i>application fees are paid.</i>	Completed Application & Checklist for INTAKE PHASE.  All plans must be metric, 1 paper and 1 digital; signed and sealed by registered professionals.
2. REVIEW	REFERRALS	30 days	Referrals are sent to applicable City departments, e.g., Public Works, Fire Department; and, external agencies, e.g., public and private utilities, Ministry of Transportation and Infrastructure.	<i>Completed Application is used for REVIEW PHASE.</i>  <i>All Civil plans must be authenticated by registered professionals for Engineering Review to commence.</i>
	PLANNING REVIEW		Planning Review ensures the proposal complies with relevant Bylaws and policies as required.	
	ENGINEERING REVIEW	30 days	Detailed Engineering Review of servicing and grading may be required dependent upon your proposal. <b>Revisions to Civil Plans submitted may be required.</b>	
3. ISSUANCE	PRELIMINARY LETTER OF ASSESSMENT	N/A	Upon review of the application staff will prepare a Preliminary Letter of Assessment (PLA) outlining any outstanding conditions to be met prior to Final Approval. The PLA is valid for 1 year and may be extended once for an additional 180 days.	
	APPROVAL	60 days	<p>Upon receipt of final subdivision plans staff will review the submission and ensure that all conditions of the PLA have been met.</p> <p>Should all documentation not be submitted by the date indicated on the PLA, the application will be refused.</p>	<p>Proof that all requirements and conditions noted in the Preliminary Letter of Assessment are complete.</p> <p><b>All Applications:</b> All plans, if applicable, must be authenticated by registered professionals for <b>APPROVAL</b>.</p>



ALL APPLICATIONS ARE SUBJECT TO A MINIMUM 60-DAY REVIEW OR APPROXIMATELY 8 WEEKS TO ISSUANCE OF THE PLA. REVISIONS SUBMITTED BY THE APPLICANT DURING THE APPLICATION PROCESS MAY EXTEND THE APPLICATION TIMELINE.



## What information is required and why?

Development information is required for Subdivision applications.

INFORMATION REQUIRED	ALL APPLICATIONS
	Subdivision
Application Form	✓
Owner Authorization	✓
Title	✓
Charges on Title	✓
Photos of Existing	✓
Site Plan	✓
Elevations (colour)	May be requested
Floor Plan	May be requested
Landscaping (colour)	May be requested
Servicing	✓
Grading (metric)	✓
Stormwater Calcs	May be requested
Truck Turn Plan	May be requested
Phasing Plans	May be requested

## What additional costs may be required?

The following may be required and will be discussed during your Pre-Application Meeting:

- Security (to ensure the development is completed in accordance with the terms and conditions of the permit)
- Servicing and off-site works may be required
- Registration of covenants, statutory right-of-ways, easements
- Other agreements as necessary



## Can I apply for other Permits at the same time as I apply for a Subdivision?

- Development Permit: Yes, you may submit your Development Permit application at any time after the Pre-Application Meeting. A Development Permit may be required prior to Approval of the Subdivision.
- Building Permit: Yes, you may submit your Building Permit application at any time after the Pre-Application Meeting. However, a Building Permit may not be issued before your Subdivision is approved.

## Who is my contact during the Subdivision process?

Your contact during the Subdivision process will be determined at the Intake Phase of the Subdivision process. For application intake, email and deliver digital and hard copies to the Development Services Administrative Assistant.

To schedule a Pre-Application Meeting, contact the Development Services Department.

### Contact

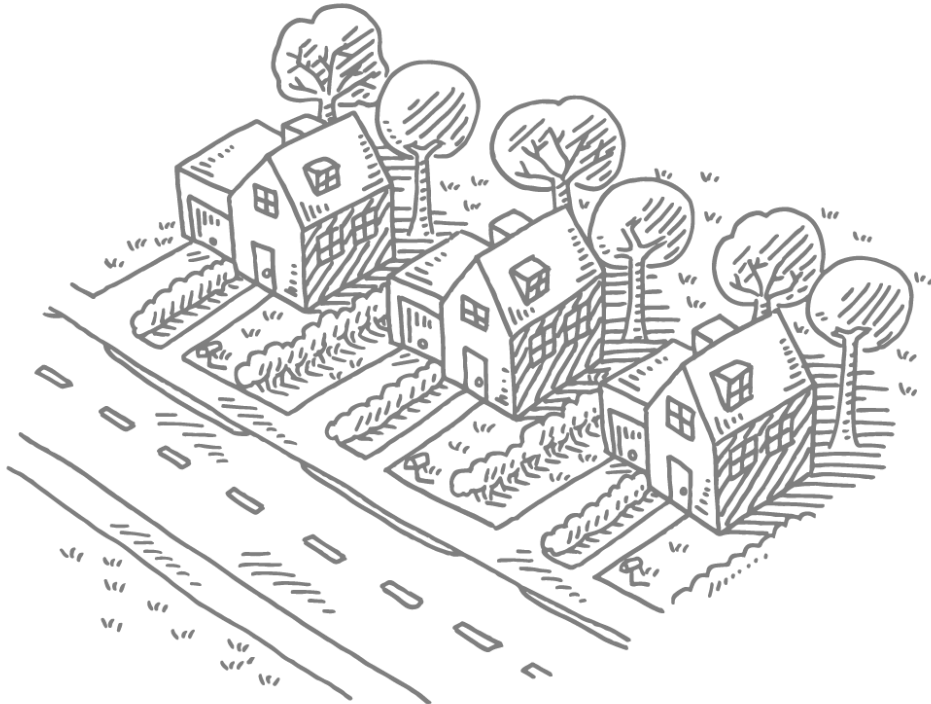
Development Services:

10648 100 St

Fort St. John, BC V1J 3Z6

250 787 8150

[developmentservices@fortstjohn.ca](mailto:developmentservices@fortstjohn.ca)





## APPLICATION FOR SUBDIVISION

### **Subdivision Application Fees** (please indicate which subdivision type you are applying for):

☐ 3 lots or less = \$500.00 plus \$100.00 per lot (including remainder)

☐ 4 lots or more = \$500.00 plus \$200.00 per lot (including remainder)

☐ **PRE-APPLICATION MEETING IS REQUIRED.** Date Completed: \_\_\_\_\_

☐ **SUBDIVISION APPLICATION CHECKLIST** (submitted with this application)

### **PLEASE PRINT**

Registered Owner(s): \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### **APPLICANT IF DIFFERENT THAN OWNER:**

Applicant Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### **SUBDIVISION INFORMATION:** \*Attach a separate page if more space is needed to provide information below.

Civic Address: \_\_\_\_\_ Parcel Identifier (PID): \_\_\_\_\_

Lot/Unit: \_\_\_\_\_ Section: \_\_\_\_\_ Block: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ W6M Plan: \_\_\_\_\_

Existing Use of Land &/or Building: \_\_\_\_\_

Description of Proposed Use/Development: \_\_\_\_\_

Has Development Started? ☐ YES ☐ NO

Lot Size (m<sup>2</sup>): \_\_\_\_\_ # of lots proposed (including the remainder): \_\_\_\_\_



**SUBDIVISION TYPE**

- ☐ Residential (Fee Simple)    ☐ Residential Strata    ☐ Industrial Strata  
☐ Commercial (Fee Simple)    ☐ Commercial Strata    ☐ Phased Development Agreement  
☐ Industrial (Fee Simple)    ☐ Bare Land Strata    ☐ Institutional

**REGISTERED OWNER/AGENT**

I, (print Owner name) \_\_\_\_\_ hereby certify that I am the registered owner of the land described above.

- ☐ And further that, I have designated (print Agent name) \_\_\_\_\_ as an agent to act on my behalf of this application with signed consent.

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AGENT SIGNATURE

\_\_\_\_\_  
DATE

*Only complete applications will be accepted for processing, as verified by Development Services Staff.*

*Submission of a duly signed Subdivision Application authorizes the City of Fort St. John staff to enter the property to carry out required inspections during the process of this application.*

*All development must have proper permits and authorizations prior to commencement, as outlined in the City of Fort St. John Bylaws.*

**FOR OFFICE USE ONLY:**

Pre-Development Meeting Date: \_\_\_\_\_

SD File #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Fee: \_\_\_\_\_ Receipt # / Invoice #: \_\_\_\_\_

Checklist Complete? \_\_\_\_\_ Y/N Staff initial & Date: \_\_\_\_\_



## SUBDIVISION APPLICATION CHECKLIST

This checklist of submission requirements shall be attached to all Subdivision applications. All of the following information is necessary to facilitate the review and evaluation of your application. All items submitted must be clear and legible.

The City of Fort St. John will accept complete applications only for review. Thank you for your cooperation.

### **All Boxes Shall be “Checked” And Items Attached to the Application**

#### **COPY OF CURRENT CERTIFICATE OF TITLE(S):**

- ☐ **No more than 30 days old at time of application.** May be obtained from BC Online or a British Columbia Land Title Office. If applicant is not the registered owner, a letter of authorization from the registered owner must accompany the Certificate of Title.
- ☐ Copies of any restrictive covenants, easements or caveats registered on title(s).

#### **APPLICABLE FEES / DEPOSITS:**

Subdivision Application fee must be made payable to the City of Fort St. John and is payable at time of application submission. Subdivision Preliminary Review Process will not commence until after the Subdivision Application fee is paid in full.

Approvals and Permits will not be issued prior to payment of deposits. Deposits requirements may vary. A list and calculation of required deposits will be provided to the applicant based on the Subdivision application submitted.

#### **DEVELOPMENT SPECIFIC INFORMATION:**

- ☐ Detailed Studies (upon request) – Studies showing the potential impact of the proposed development on traffic patterns, shadowing, utilities, drainage in the area etc.
- ☐ Geotechnical reports (upon request) covering aspects such as slope stability, pavement structure, compaction requirements, etc.
- ☐ Environmental Studies (upon request)
- ☐ Submission of Detailed Description of the proposed use and/or development.
- ☐ Site Disclosure Form – Required for all commercial and industrial subdivisions.
- ☐ Any other information as deemed necessary by the Development Services Department to properly evaluate the application.



**THE FOLLOWING MUST BE PROVIDED:**      **ONE (1) HARD COPY SET OF ALL PLANS (TO SCALE) AND;**  
**ONE (1) SET OF DIGITAL DRAWINGS (DWF/DWG/PDF)**

**PLANNING REVIEW REQUIREMENTS**

**Items lowlighted in gray may not be applicable.**

**SITE PHOTOS:**

- ☐ Colour photographs of the site in its current state.

**SITE PLAN:**

- ☐ Standard Information: legal description of the land, civic address, north arrow, plan scale.
- ☐ All dimensions to be in **METRIC** – meters and decimals thereof.
- ☐ Location and dimensions of proposed property lines. Please note adjacent uses.
- ☐ Location of any encroachments on the property.
- ☐ Location of any existing buildings dimensioned to property lines and/or structures including all appurtenances (street lights, utility pedestal, etc.) retaining walls, fences, sidewalks, playgrounds and all other physical features.
- ☐ Existing utility right of ways and easements.
- ☐ Existing and proposed access and egress.

**DETAILED LANDSCAPE PLAN:**

**Landscape plan(s) may be required. Landscape Plan(s) must be drawn at a scale of 1:500 or larger, be submitted IN COLOUR, and must clearly identify the following:**

- ☐ North Arrow.
- ☐ Property lines.
- ☐ Adjacent land uses.
- ☐ All on-site structures and buildings.
- ☐ All storage areas (for snow, garbage, recycling, goods).
- ☐ Pedestrian pathways and connections to off-site routes.
- ☐ Surface treatments of all areas, hard and soft (ire: mulch, stone, concrete, sod).
- ☐ Existing plant material drawn and labeled.
- ☐ Proposed plant material drawn to scale based on mature canopy size.
- ☐ Location of any bike racks.
- ☐ Location of any bus stops.
- ☐ Buffering and screening as applicable to the development.
- ☐ Proposed plants labeled with a key, cross referenced to a plant list.
- ☐ Plant list includes botanical and common name, size, condition and quantity columns.
- ☐ Plans match City of Fort St. John's current Zoning Bylaw and/or Subdivision and Development Servicing Bylaw.



- ☐ Detailed installation notes to the Landscape Contractor based on the instructions within the current Zoning Bylaw and/or Subdivision and Development Servicing Bylaw.
- ☐ Itemized areas of on-site pavement, landscaping – existing lighting, trees, and any other pertinent features.

### **ENGINEERING REVIEW REQUIREMENTS**

**Note: Complex subdivisions with works and services constructed within City property or rights-of-way must follow drawing submission requirements in the Subdivision and Development Servicing Bylaw.**

#### **SERVICING PLANS (must be authenticated by a Registered Professional Engineer):**

- ☐ Location of all existing services on site and on adjacent lands that may be affected by the proposed subdivision.
- ☐ Proposed location of all deep services, including water, storm and sanitary services. Include information on service sizes, pipe length, and slopes, rim and invert elevations on all manholes/catch basins/hydrants.
- ☐ Proposed location of all shallow utilities including power, telephone, cable and gas services, including proposed locations of all transformers and other appurtenances.
- ☐ Existing or proposed driveway accesses.

#### **GRADING PLANS (must be authenticated by a Registered Professional Engineer):**

- ☐ Designed storm water management plan and design calculations as per the current Subdivision and Development Servicing Bylaw Design Standards.
- ☐ Proposed elevations at the corners of all proposed structures.
- ☐ Proposed slopes/grades (indicated as a percent).
- ☐ Spot elevations throughout the site and at property line and corners demonstrating positive and effective drainage. Show existing elevations along property lines and 5.0 m off-site along the perimeter.
- ☐ The location of manholes/catch basins onsite with rim and invert elevations.
- ☐ Location and heights of existing and proposed retaining walls.

The Zoning Bylaw, Subdivision and Development Servicing Bylaw and any other statutory documents can be located on the City of Fort St. John website: [www.fortstjohn.ca](http://www.fortstjohn.ca).

***Additional information may be required during the processing of any Subdivision Application.***