Topic

Subdivision Application Guide

Overview

This handout provides information on the requirements and processes for a subdivision of land. It is intended for general guidance only. Applicants should also refer to:

Key Information

- Citywide Official Community Plan and Zoning Bylaw Overview Brochure
- The Zoning Bylaw and Zoning Maps for applicable regulations and designations
- The Subdivision and Development Servicing Bylaw
- Development Cost Charges Fee Guide
- Fee Schedule, Application Form and Checklist

These can be obtained on the City's website (www.coquitlam.ca) or at the City's Planning and Development Department.

When is a Subdivision Application Required?

Subdivision is the process of altering property (lot) boundaries. The subdivision approval process requires formal approval from the City of Coquitlam Approving Officer, and registration of the new subdivision at the Land Titles Office. A subdivision application is required when:

- Creating two or more lots from one or more existing lots;
- Consolidating two or more lots into one lot;
- Adjusting or realigning an existing property line;
- Dedicating property for a road or park;
- Cancelling an existing road allowance;
- Creating a bare land strata development;
- Creating several strata lots from one or more existing properties;
- Creating a phased strata development;
- Converting an existing multi-unit development to strata title ownership.

For further information please contact the Development Planning Section of the Planning and Development Department at 604-927-3430 or check our website, www.coquitlam.ca

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Coquitlam

The City disclaims any liability arising from the use of this guide, since the information is provided only as a guide for public use and convenience. If any contradiction exists between this document and relevant City Bylaws, Codes, or Policies, the text of the Bylaws, Codes or Policies shall be the legal authority.

Subdivision Application Guide

The Local Government Act, the Land Title Act, and the Strata Property Act of British Columbia, provide authority to a legally appointed City Approving Officer to approve subdivision applications. The City of Coquitlam Subdivision and Development Servicing Bylaw further sets standards and requirements to aid the City in reviewing subdivision applications.

Pre-Application

The following steps are recommended prior to submitting an application:

1. ***Citywide Official Community Plan – Land Use Designations:*** The Citywide Official Community Plan (CWOCP) designates the types of land uses intended for all areas of the City. Check the CWOCP land use maps for the designation of your property and the types of land uses allowed within that designation (corresponding zone). Copies of the land use maps are available at the Planning and Development Department or can be accessed on the City's website (www.coquitlam.ca).
2. ***Area or Neighbourhood Plan – Concept and Network Plans:*** Concept and network plans within an Area or Neighbourhood Plan show the proposed location of future roads, bike lanes, pedestrian paths and trails and the location of desired parkland and linear open spaces. A proposed subdivision layout should use these concept plans as a guide.
3. ***Area or Neighbourhood Plan – Watercourses:*** Depending upon the location of the proposed subdivision, if a watercourse is located within or adjacent to the proposed subdivision, a watercourse Development Permit will also be required.
4. ***Zoning Maps and Zoning Bylaw:*** All land in the City is assigned a zone as shown on the City's Zoning Bylaw Maps and is subject to specific zoning regulations. Check the City's Zoning Maps and Zoning Bylaw to find the zoning designation and zoning requirements for your property, including minimum lot size, minimum lot dept, and minimum lot width.
5. ***Development Servicing:*** All development must provide water, sanitary sewer, storm sewer systems, and other services at the developer's costs. The servicing of roads, lanes and sidewalks adjacent to the land being subdivided is required for all subdivision applications and must meet the requirements of the Subdivision and Development Servicing Bylaw.
6. ***Tree Management*** – The City of Coquitlam Tree Management Bylaw requires a property owner to apply for a Tree Cutting Permit for any tree, measuring 20 centimetres or more in diameter, intending to be removed. The Tree Management Bylaw applies to all properties in the City of Coquitlam. The "Resource Guide Book for Tree Cutting Permit Applicants", available on the City's website (www.coquitlam.ca), provides information on the required steps to apply for a Tree Cutting Permit application.
7. ***Contact the Planning and Development Department:*** Development Planning staff are available to meet with prospective applicants and their consultants to discuss the proposed development, and provide advice on submission requirements and the review procedure. This will assist in the efficient and timely processing of the application when submitted.

The Subdivision Application Process

To proceed with a subdivision application, complete a Subdivision Application Form and Checklist available on the City's website or at the Planning and Development Department. All information requested in the Checklist must be provided at time of submittal. This will ensure that your application will be referred to the appropriate City Departments and external agencies and responded to in a timely manner.

- ***Step 1 - File Manager Assigned:*** The application will be assigned a File Manager in the Development Planning section.
- ***Step 2 - Referrals:*** The File Manager refers the application to appropriate City Departments, including but not limited to Development Servicing, Transportation Services, Leisure and Parks Services, Building, Environmental Services, Engineering and Public Works, Fire and RCMP. The File Manager may in some circumstances refer the application to an external agency including the Provincial Ministry of Transportation, the Provincial Ministry of Environment, and/or the Department of Fisheries and Oceans.
- ***Step 4 –Subdivision Advisory Committee:*** The Subdivision Advisory Committee, which includes City staff from Planning and Development, Engineering and Public Works, and Leisure and Parks Services Departments, reviews the subdivision application to ensure it meets certain City standards, including but not limited to the following:
  - Citywide Official Community Plan policies;
  - Lot size and dimensions;
  - Road, lane, walkway and emergency vehicle access;
  - Parks, natural features protection;
  - Compatibility with existing subdivision patterns and future subdivision potential of neighbouring properties;
  - Sewer, water, street light, and other services;
  - Neighbourhood amenity preservation.

The Committee may refer the application to the neighbouring property owners for comment if the neighbourhood's established amenities may be negatively impacted by the proposed subdivision.

- ***Step 5 - Requirements Letter:*** The applicant is sent a letter detailing the results of the Subdivision Advisory Committee meeting. The applicant may be required to supply further information to assist the Committee in its review. This may include a soils report, proposed lot grading and site servicing plans, an arborist report, a flood proofing study, and/or a transportation impact study.
- ***Step 6 – Preliminary Layout Approval:*** Upon receipt of any required additional information, the application will be scheduled for a Subdivision Advisory Committee meeting. If the Subdivision Advisory Committee is satisfied, it will either find the subdivision "Technically Feasible" (where an associated rezoning application is necessary) or grant the proposed subdivision Preliminary Layout Approval (PLA) with conditions that must be met prior to final approval. Conditions of the PLA typically include, but are not necessarily limited to, the applicant providing the following:
  - Development servicing infrastructure, including roads, sewer, sidewalks,

- Legal documents for any required statutory rights-of-way, covenants, or easements,
- Payment of Development Cost Charges (DCCs), Connection Fees, Greater Vancouver Sewerage and Drainage District Fees, and School Site Acquisition Charges,
- Dedication of five percent (5%) parkland, or payment in-lieu for a subdivision creating three or more lots, and
- Payment of any current or outstanding property taxes.

The PLA is valid for 180 days from the date the Subdivision Advisory Committee grants approval. If the conditions cannot be satisfied within 180 days, an application for a time extension may be requested. Upon review of the extension application, the Subdivision Advisory Committee may add to or revise the PLA conditions.

- ***Step 7- Final Approval:*** Once the conditions are satisfied, the Approving Officer can grant Final Approval. The applicant is then responsible for registering the subdivision plan with the Land Title Office.

Road Cancellations

City Council must approve lane or road cancellations. The applicant is responsible for all costs such as appraisals, surveys, legal fees, and monetary compensation to the City for the value of the land being acquired, as determined by an independent appraiser.

Provision of Parkland

Under the provisions of the Local Government Act, an owner of land that is being subdivided must either:

- provide, without compensation, park land equivalent to five percent of the total land area being subdivided, or
- pay to the municipality five percent of the market value of the land being subdivided.

This provision does not apply to a subdivision of land creating fewer than three (3) additional lots or for subdivisions where the smallest lot being created is larger than two (2) hectares.

Development Cost Charges

Anyone who obtains approval for a subdivision must pay Development Cost Charges (DCCs) to the City. For subdivision applications these are paid at the time of final approval of the subdivision. The File Manager will provide the applicant with an estimate of the City's DCCs, in addition to the Greater Vancouver Sewerage and Drainage District DCCs and School Site Acquisition Charges that will be required at the time of PLA.

Legal Costs

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

Strata Subdivision Process

Strata subdivisions involve the subdivision of land (bare land strata) or the subdivision of buildings. Within a strata development, some areas are owned collectively (in common) by all owners within the development and remaining areas independently owned.

Bare Land Strata

Bare land strata applications follow the same general subdivision process as outlined above.

Phased Strata Plans

For phased strata plans, complete and submit a subdivision application form and checklist, strata plans and a "Form P Phased Strata Plan Declaration" from the Strata Property Act to the Planning and Development Department. Form "P" is a legal document that identifies the number of phases and timing of those phases within the proposed strata. The Subdivision Advisory Committee reviews the application and, if found acceptable, the Approving Officer will sign the Form "P" and the strata plans once all requirements are met.

Strata Title Conversions

The process for Strata Title Conversions is outlined in the Strata Title Conversion Guide, available on the City's website or in the Planning and Development Department. Generally, the conversion must be acknowledged and consented to by the tenants and meet all applicable fire, safety and Bylaw requirements to be considered for approval by City Council and the Approving Officer.

More Questions?

If you have questions regarding:

- Subdivision applications contact Development Planning at 604-927-3430.
- Site servicing, street works or utility construction contact Development Servicing at 604-927-3466.
- Grading or earth work, contact Development Servicing at 604-927-3467.
- Transportation contact Transportation Services at 604-927-3414.

Note: For subdivision applications also requiring a rezoning and/or development permit application, the subdivision application will be processed concurrently. However, subdivision preliminary approval cannot be granted until an accompanying rezoning amendment bylaw has been given three readings by City Council.