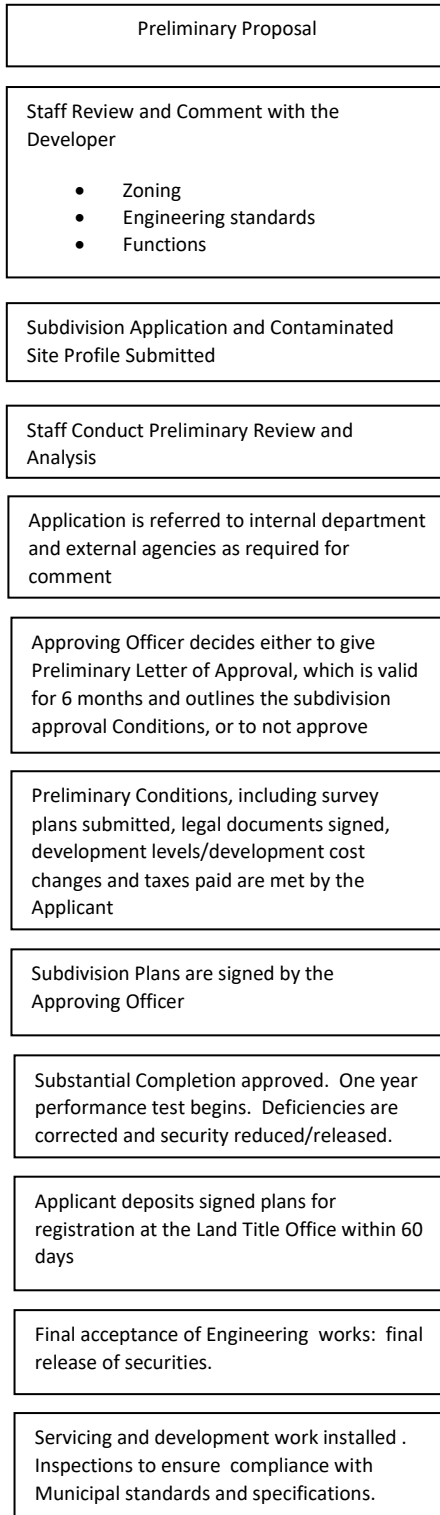




SUBDIVISION APPROVAL PROCESS GUIDE

START



A subdivision alters the legal property boundaries of a parcel of land. Subdivision can include dividing a property into smaller lots, consolidating several lots into one lot, creating bare land strata or changing the alignment of an existing property line. As required by the Local Government Act and the Land Title Act, all subdivisions must be approved by the City of Prince Rupert (COPR) appointed Approving Officer.

The process, for any subdivision project should begin with a discussion of your proposal with the Approving Officer and Development Services Staff. We can ensure that the zoning is correct for the proposed use, and discuss the fees, and the plans required for approval.

It is strongly encouraged that you discuss your development ideas and plans with COPR staff as soon as possible to avoid mistakes and to help your development occur in the best possible manner. They can provide valuable advice and direction, which may save you notable time and effort.

The length of time to consider a subdivision application depends on size and complexity. During the preliminary consultations, a timeline will be determined, which could last from several weeks to several months. The process outlined on the flow charts to the left and further described on the following page can be used as a guideline to determine tasks, requirement and the length of time for each specific project.

The information requirements are determined on project by project basis. A general checklist is included in this guide and more complete and accurate packages will improve the efficiency of review and evaluations. After the preliminary consultations, and when you feel you are ready to initiate the subdivision application, you will need to submit an application. A copy of the City of Prince Rupert Application for subdivision is included with this guide. The application must be accompanied with a non-refundable application fee. It is recommended that before the preliminary consultations, applicants review both the Zoning Bylaw and Subdivision Bylaw which are available at the COPR website or from the Development Services Clerk.



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SUBDIVISION APPROVAL PROCESS

A subdivision application proceeds through a review and approval process that included the steps summarized below:

Pre-Application – Prior to submitting a subdivision application. The applicant is urged to prepare a preliminary development proposal. The applicant should first review the City's Official Community Plan (OCP), Zoning Bylaw and the Subdivision Servicing Bylaw to determine whether the proposal meets all of the City's requirements and standards. In addition, the applicant should meet with staff to discuss the proposal. Depending upon the scale of the subdivision, it may be necessary to retain the services of a Surveyor, Civil Engineer or other project related professional licensed to practice in British Columbia at this time.

Application Submission – Once a proposal has been prepared, a completed subdivision application package including the applicable fees are submitted to the Development Services Clerk.

Application review and Circulation – The application is circulated to internal departments and external agencies such as the Ministry of Transportation. Staff members review the application to ensure that the proposed development complies with the City's development bylaws and policies. The applicant may be requested to submit additional information or revise the proposal as a result of the review.

Preliminary Letter of Approval – The City's Approving Officer issues a Preliminary Letter of Approval, which outlines the comments received from circulation and provides a preliminary list of technical requirements for final approval of the subdivision. The requirements may include infrastructure improvements. The technical requirements identified in this letter forms the basis for any required financial security and/or Servicing Agreement discussed in this document. The Approving Officer may also issue a letter of rejection of the subdivision and the application is closed.

Submission Plans – If necessary, the applicant submits plans to address the Preliminary Letter of Approval. Staff members review the plans. Re-submission of the plans may be requested to address staff comments. Based on the submission and estimates provided by the applicant or the City, security and fee amounts for works are determined.

Servicing Agreement – A servicing agreement may be required in support of the civil works. The agreement is in the form of a restrictive covenant prepared by the applicant's Solicitor. Legal documents such as rights-of-way and easements may also be necessary to support the civil work required. The applicant's Solicitor should submit drafts of the documents

Final Subdivision Approval – Once all necessary technical and legal requirements are addressed, and if required, external agency approval received, the applicant pays all necessary fees and provides required securities. The survey plans are also submitted for signing by the Approving Officer.

Plan Signing – If the survey plan is acceptable and all conditions of the Preliminary Letter of Approval are fulfilled, the Approving Officer signs and subdivision plans. The applicant or applicant's Solicitor is required to deposit the plans at the Land Title Office within 60 days of the plan being signed by the Approving Officer.



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APPLICATION CHECKLIST

General Information

- Application
- Contaminated Site Profile
- Location of property including adjacent streets with names
- Legal description, lot dimensions, right -of-ways and easements
- Zoning
- Existing site conditions including any existing structure (s) etc.
- Dimensions and setbacks of existing and proposed buildings
- North arrows, scale, and date of plan
- In some instances, changes to the Official Community Plan and/or Zoning Bylaw could be required before subdivision plan can be approved. Please discuss this process with the Approving Officer or Development Services Staff.

Engineering Information

- Existing and proposed municipal services including water mains, sanitary and storm sewer connections and sizing (existing lot servicing information can be obtained from the Operations Department).
- Site grading plans showing existing and proposed grades and proposed site drainage.
- Existing abandoned and proposed access points.
- Existing signs, street lights, hydrants, bus stops/shelters, power/telephone structures, etc.
- Any other information specific to your project.

Design Information

- A site plan showing buildings and structures, unenclosed storage areas, garbage areas, parking and loading areas, circulation elements and access.
- Floor plans
- Drawings including building elevations and perspectives, illustrating all sides of the building(s).
- A landscaping and screening plan showing existing and new plantings, trees and fencing. Native species shall be also identified. Then landscaping plans are to be prepared by a professional landscape architect. Where existing trees are to be retained an arborist report on the trees' condition and proposed retention shall be required.
- Parking and loading layout including location and width of access and maneuvering aisles, handicapped parking, access ramp to sidewalk and/or main entrance location of ticket dispensers and number and size of all parking and loading spaces.
- Cost estimates for landscaping and paving proposed in plans submitted.
- Internal Road(s) to or around the building for fire truck access.
- Other information as may be necessary to assess the development proposal.



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APPLICATION FOR SUBDIVISION

OFFICE USE ONLY

Date Received: _____ Application/File No.: _____

SUBJECT PROPERTY INFORMATION

Civic Address: _____

Legal Description: _____

Current OCP Designation: _____

Contaminated Site Profile Attached : Y / N Zoning: _____

Two full sets of plans provided: Y / N

PROPOSAL DESCRIPTION:

Description of property: _____ Proposal Zoning: _____

Describe Proposal Amendment(s):

ATTACH ADDITIONAL INFORMATION INCLUDING LETTER OF INTENT, DRAWINGS

REQUIRED SUBMISSIONS:

- | | |
|---|--|
| <input type="checkbox"/> Application Fee | <input type="checkbox"/> Owner's Authorization |
| <input type="checkbox"/> Certificate of Title | <input type="checkbox"/> Site Profile – in accordance with Environmental Management Act or Contaminated Sites Regulation |

AUTHORIZATION:

As applicant or approved agent, I hereby make application in accordance with the City of Prince Rupert Bylaws and declare that statements in this application are true and correct. I understand that this application is a public document including personal information and it is open for inspection by the public and may be reproduced and distributed to the public as part of report(s) to Council or for the purpose of public hearing.

Name/Signature: _____ Date: _____

This application is made with my full knowledge and consent.

Registered Owner Name/Signature: _____ Date: _____