

INFORMATION FOR SUBDIVIDERS

*The information contained herein is of a general nature and the subdivider is advised to investigate the specific requirements pertaining to his particular subdivision.

PRELIMINARY

1. Before planning subdivision, the subdivider should review the requirements of the Land Title Office with a B.C. Land Surveyor and the requirements of the District's Zoning, Subdivision and OCP Bylaws and any other applicable policies with municipal staff.

Consideration should be given to:

- area and width of proposed lots;
- building locations and setbacks;
- dedication of roads, lanes, walkways, parks;
- width, grade and construction of roads, lanes, walkways;
- *installation, relocation, upgrading of services;
- granting of rights of way for services and road fills;
- width, grade and location of access to lots;
- need for easement for driveways and service connections;
- access to lands beyond the subdivision and to the sea;
- the configuration of the land;
- flooding, erosion, landslip, creek protection;
- the need to enter into a covenant for a creek protection area.

*Services include:

*It should be noted that even one lot being split into two might require the extension or upgrading of works and services.

- Municipal:
- water lines and hydrants
 - sanitary sewers and pump stations
 - storm drains
 - streetlights

- Non-municipal:
- electricity
 - telephone
 - cable TV
 - gas

2. The subdivider is advised to discuss the subdivision proposal with the Approving Officer before proceeding with a Legal Survey.
3. Approval of the subdivision plan does not obligate the Municipality to provide utility services. The subdivider should review his utility requirements with the appropriate agency, following which approval may or may not be given.
4. Before making application for approval of a subdivision plan, notice of the application together with a dimensioned, true to scale sketch of the plan of subdivision shall be served on owners of all property within 50 metres of the land to be subdivided together with a statement that objections may be heard by the Approving Officer at the Municipal Hall. The notice shall be sent by registered mail to the owners at the mailing address shown on the assessment roll, or otherwise a signed acknowledgement of receipt of the notice shall be obtained from the owners.

SUBDIVISIONS REQUIRING WORKS AND SERVICES

1. In order to determine the engineering standards to be applied to any subdivision requiring new or extended works and services, other than service connections to individual lots, and to be informed of the approval procedure to be followed and the requirements for payment of security to cover the costs of works and services, it will be necessary for a Professional Engineer representing the subdivider to meet with a representative of the Engineering and Transportation Division of the Municipality.
2. A Professional Engineer approved by the Approving Officer and hired by the subdivider will undertake design of works and services and construction will be by the subdivider's contractor supervised by the same Engineer.
3. Following application for approval of the subdivision plan, no works or services shall be installed before municipal staff have approved the drawings sealed by the Professional Engineer.
4. The Municipality, at the subdivider's expense, will normally undertake construction of works in existing municipal roads or rights of way (including connections to existing services).
5. After all utilities are installed and all site works completed to the satisfaction of the Engineering and Transportation Division, as-built drawings prepared by the Professional Engineer supervising construction shall be supplied, together with operation manuals for pump stations or other installed mechanical equipment.

APPLICATION CHECKLIST FOR APPROVAL OF SUBDIVISION PLAN

1.	The applicant will present, to the Approving Officer, the subdivision plan prepared by a B.C. Land Surveyor. The subdivision plan must be in a form acceptable for registration by the Registrar of Land Titles. The plan must be signed by all persons whose signatures are necessary for the deposit of the plan in the Land Title Office (apart from that of the Approving Officer.)	
2.	The following must be submitted prior to, or with, the subdivision plan:	
a)	a title search not more than one week old together with copies of all easement, right of way and covenant documents registered on title;	
b)	a sample copy of the notice and sketch plan sent to each owner of property within 50 meters of the land to be subdivided together with acknowledgments from such owners or receipts for registered mail (not required if a development permit or development variance permit has been issued for the subdivision);	
c)	copies of an executed and valid development permit if required under the District's Official Community Plan or of an executed and valid development variance permit required for any variance from the Zoning or Subdivision Bylaw.	
d)	A print of the subdivision plan showing: <ul style="list-style-type: none"> - existing easements, rights of way, and underground services on the property; - contours at 1.0m intervals except when greater intervals may be accepted by the Approving Officer on steep slopes; - location of existing buildings and structures showing setback from proposed lot lines; - width of each lot as defined in the Zoning Bylaw. 	
e)	when it is reasonable to expect further subdivision of the land, or of adjacent land, the Approving Officer may require a sketch plan showing the possible future subdivision;	
f)	topographic plans, cross sections and supporting calculations sealed by a Professional Engineer showing the Creek Protection Area as defined in the District of West Vancouver Creeks Bylaw #3492. Reference should also be made to the Streamside Protection Regulations.	
g)	a certificate from the Finance Department that all taxes and utility charges for the current and past years and any other debt owed to the District are paid;	
h)	payment of all application and processing fees related to the subdivision, Development Cost Charges, and payment in lieu of dedication of land as Park if required;	
i)	engineering drawings, specifications and calculations sealed by a Professional Engineer for works and services required by the Approving Officer.	

3.	Before the Approving Officer signs the subdivision plan, the following will be required:	
a)	completion of all works and services required by the Approving Officer or deposit of security acceptable to the Approving Officer for the cost of completing such works after approval of engineering drawings (this is normally in the form of an irrevocable letter of credit); and entering into a servicing agreement with the Corporation.	
b)	if all works and services are already completed, deposit of security for maintenance for one year of works constructed or installed by the developer on roads, lanes, walkways, parks or rights of way and for the presentation of as-built drawings and operation manuals;	
c)	payment of the construction fee and charges for work undertaken, or materials supplied, by the Municipality;	
d)	presentation of signed easements, right of way and covenants required by the Approving Officer;	
e)	presentation of an undertaking from a lawyer that he or she will deposit the subdivision plan concurrently with any required easements, rights of way, or covenants and that if he is unable to do so he will return them to the Approving Officer;	
FEES DEVELOPMENT APPLICABLE FEES & DEPOSITS		
Please see Fees and Charges Bylaw No. 5025, 2019		



SUBDIVISION APPLICATION

*Application to be submitted with subdivision plan.

DATE: _____

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____



APPLICANT'S CONTACT INFORMATION:

Cell: _____ Office: _____ Home: _____

Email: _____ Fax: _____



Description of Property to be subdivided:

Legal Description: _____

Street Address: _____

Zoning: _____

1. I / We also certify that the owners of those properties within 50 meters of the land to be subdivided have been notified of my/our intention to subdivide and given a dimensioned, true to scale sketch of the plan of subdivision and have been advised that objections may be heard by the Approving Officer.
2. Accompanying this application are the items listed in Sections 1 and 2 under the heading Application for Approval of a Subdivision Plan in the Information for Subdividers.

REGISTERED OWNER'S NAME:

ADDRESS:

Signature of Applicant

Freedom of Information and Protection of Privacy Act: *personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act section 26(c) and will be used for the purpose of processing your development application. If you have any questions about the collection and use of this information please contact Legislative Services, Records & Information Management Coordinator at 604-921-3497, District of West Vancouver, 750 17th Street, West Vancouver BC V7V 3T3.*