



CITY OF COURTENAY  
Planning Services  
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# SUBDIVISION APPLICATION GUIDELINES

Subdivision is the process of altering legal property boundaries and creating new parcels of land. The subdivision of land must meet requirements provided for in the Zoning Bylaws and other relevant regulations. Authority to grant subdivision approval is granted to the Approving Officer in the *Land Title Act* and the *Strata Property Act*. Fee simple subdivision of land, strata conversion of previously occupied buildings and phased strata developments, must be approved by the Approving Officer before they can be registered in the Land Title Office.

## APPLICATION PROCESS



1. **Pre-Application Meeting:** The applicant is encouraged to arrange for a pre-application meeting. This meeting provides an opportunity to discuss the proposal and ask questions in advance of submitting a formal application and fees.
2. **Application Submission:** This *Subdivision Application* contains a checklist outlining required documents and plan criteria that must accompany a submission. Ensure your application contains all required items and any additional items identified during pre-application meeting. After receiving a complete application, the application is reviewed by the Engineering Division.
3. **Internal & External Application Review:** Applications will be circulated for review and comment by the internal departments, through the Development Application Review Team (DART), and by external agencies, where appropriate.
4. **PLR Preparation:** The Approving Officer collects, compiles and reviews all internal and external review comments, and reviews relevant legislation and City Bylaws in order to determine if a proposal is eligible for Preliminary Layout Review (PLR) letter issuance. The PLR will outline conditions that must be met before final approval. If the Preliminary Layout Review Letter is issued, it is valid for **6 months**.
5. **Completion of PLR Requirements:** Applicants must retain the services of professionals, such as an engineer (P.Eng.), who will design the works and services required in accordance with the Subdivision Bylaw and support the completion of the PLR requirements. **Note:** All studies required to support the application must be reviewed and accepted by the City prior to the applicant submitting detailed engineering drawings for review.
6. **Completion or Bonding of Works and Services:** All services are required to be installed at the owner's expense prior to subdivision approval, unless the owner provides security and enters into a subdivision servicing agreement with the Municipality to complete the required works by a specified date.
7. **Approval:** Once all the requirements outlined in the PLR have been addressed, the applicant may submit all required plans, documents and final version of all technical studies for approval. If appropriate, the Approving Officer will approve and sign the Subdivision Plan.
8. **Register Plan:** Once signed by the Approving Officer, documents are returned to the applicant for registration with the Land Title Office in Victoria.



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# SUBDIVISION APPLICATION

**BEFORE SUBMITTING YOUR APPLICATION IT IS IMPORTANT TO NOTE THE FOLLOWING:**

1. Incomplete applications will be returned to the applicant;
2. It is the applicant's responsibility to be familiar and knowledgeable of all requirements, policies and applicable bylaws within the City of Courtenay, and to clearly represent how the application conforms to these requirements, policies and bylaws before the application will be accepted;
3. The owner or coordinating professional must ensure that the submissions, including all plans are internally consistent. Plans that are not internally consistent will be returned to the applicant with no further review;
4. Where the PLR has expired and application is inactive, the file will be closed at the discretion of the Approving Officer. The applicant will receive written notice to this effect from the Approving Officer

APPLICANT INFORMATION		DESCRIPTION OF PROPERTY
Business Name:		Civic Address:
Contact Name:		
Address:		
City:	Postal:	Full Legal Description:
Tel:	Fax:	
Email:		

**IF APPLICANT IS NOT THE OWNER OF THE PROPERTY**

Owner's Name(s):	Tel:
Address:	Email:

**APPLICATION FEES (ask staff for assistance calculating fees)**

<input type="checkbox"/> FEE SIMPLE or <input type="checkbox"/> BARE LAND STRATA SUBDIVISIONS Base Fee: <b>\$600</b>	STRATA CONVERSION SUBDIVISIONS Base (\$500) & Inspection Fee (\$100): <b>\$600</b>
Processing Fee (for each lot created): <b>\$150/Lot X (# of lots) = \$</b>	Processing Fee (for each unit created): <b>\$100/Unit X (# of units) = \$</b>
<b>Total Fees</b> (Sum of above): <b>\$</b>	<b>Total Fees</b> (Sum of above): <b>\$</b>

**SITE & BUILDING INFORMATION**

<b>Current OCP Designation:</b>	<b>Is an OCP amendment required?</b>
<b>Current Zoning Designation:</b>	<b>Is rezoning required?</b>
<b>Number of proposed lots:</b>	<b>Is parkland required? <input type="checkbox"/> Yes <input type="checkbox"/> No</b>

**Is the land within 800m of a Controlled Access Highway? (Ministry of Transportation and Infrastructure (MoTI) route)**

**Is the land within 30m of the ocean, a river, stream, watercourse or other permanent waterbody, or drainage ditch?**

**Describe buildings or structures on the land and whether they are to be demolished or removed:**

**APPLICANT/AGENT AUTHORIZATION**

**Complete ONE of the following:**

**IF THE OWNER IS APPLYING PERSONALLY:**

a. I am the owner of the real property, legally described as:

\_\_\_\_\_ and that I am registered as such in the Land Registry Office in Victoria, BC; and that

b. I hereby agree to indemnify and save harmless the City of Courtenay and its employees against all claims, liabilities, judgements, costs and expenses of whatsoever which may in any way occur against the said City and its employees in consequence and of incidental to, the consideration of the application.

**Signature of Registered Owner:**

**Date:**

**Signature of Registered Owner:**

**Date:**

***\*If multiple owners are listed or the property(ies) is/are owned by a company, the signatures of all owners or required company signatories must be included (please print additional copies of this page). Please initial here that all required signatures are shown on this form:***

**IF AN AGENT IS APPLYING ON BEHALF OF THE OWNER:**

a. I am the authorized agent of \_\_\_\_\_ who is the registered owner of the real property, legally described as:

\_\_\_\_\_

b. I hereby agree to indemnify and keep harmless the City of Courtenay and its employees against all claims, liabilities, judgements, costs and expenses of whatsoever which may in any way occur against the said City and its employees in consequence and of incidental to, the consideration of the application;

It is understood that until the City of Courtenay is advised in writing that I am no longer acting on behalf of the undersigned registered owner, the City of Courtenay shall deal exclusively with me with respect to all matters pertaining to the proposed application;

I hereby declare that the foregoing information is true and proper and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

**Signature of Agent:**

**Date:**

**Signature of Registered Owner:**

**Date:**

**Signature of Registered Owner:**

**Date:**

- Proof of Signing Authority if Applicant is a numbered company**
- Written Strata Council Approval (if applicable)**

**This checklist outlines the mandatory requirements for a complete submission. Please ensure you have included all required documentation and drawings or your application will not be processed. Please note that further submission materials may be required during application processing.**

### REQUIRED SUBMISSIONS

<input type="checkbox"/>	Completed Application signed by the registered owners, or written authority for an agent to act on behalf of the owner and written Strata Council approval (if applicable)
<input type="checkbox"/>	Certificate of Title * dated no more than 5 business days prior to the date of the application <b>* Copy of Certificate of Title shall also include copies of any easements and covenants (this information is available from the Land Title Office).</b>
<input type="checkbox"/>	Application Fee (staff will help determine application)
<input type="checkbox"/>	BC Land Surveyors sketch plan in <b>metric</b> including any existing buildings on the property in relation to legal property boundaries and showing proposed roadways, lots with dimensions, existing and proposed easements and rights of way, topography and bylaw sized trees (see <i>Tree Management and Protection Bylaw</i> )
<input type="checkbox"/>	Ministry of Environment & Climate Change Strategy Site Disclosure Statement for Contaminated Sites
<input type="checkbox"/>	Written statement on conformance to <i>Sustainability Evaluation Checklist</i> (if applicable)
<input type="checkbox"/>	Written statement on conformance to the <i>Affordable Housing Policy</i> (if applicable)
<input type="checkbox"/>	Design Brief (report outlining anticipated servicing needs based on design criteria)
<input type="checkbox"/>	Written summary, including a description of the proposed development and reasons/rationale for the proposal. The written summary must include a completed “The written summary must explain how the proposal complies with the applicable development permit guidelines. When an element of the proposal does not comply with a guideline a justification stating the divergence and the reason shall be included
<input type="checkbox"/>	Electronic submissions of all drawings (must be in PDF format)

### ADDITIONAL STUDIES

**The following studies may be required to support your application at the discretion of the Approving Officer. Please contact Planning staff prior to submission.**

<input type="checkbox"/> Environmental Impact Assessment including Environmentally Sensitive Features	<input type="checkbox"/> Acoustical Impact Study
<input type="checkbox"/> Construction and Environmental Management Plan	<input type="checkbox"/> Hydrological Study including Groundwater Management Assessment
<input type="checkbox"/> Tree Assessment Study including Wind Study	<input type="checkbox"/> Stormwater Management and Drainage Study
<input type="checkbox"/> Geotechnical Study	<input type="checkbox"/> Soil Agrology Study
<input type="checkbox"/> Transportation and Traffic Impact Study	<input type="checkbox"/> Greenhouse Gas emission profile
<input type="checkbox"/> Site Access and Servicing including Municipal Infrastructure Impacts	<input type="checkbox"/> Wildfire Hazard Assessment
<input type="checkbox"/> Demand for Local Community Service Study	<input type="checkbox"/> Archaeological Assessment
<input type="checkbox"/> Visual Impact Study	<input type="checkbox"/> Other Studies as Deemed Necessary