

The Subdivision Process

Pre-Application Meeting

Applicants are encouraged to discuss the proposal with RDOS staff prior to submitting.

Submit an application to MoTI

MoTI Refers Application to RDOS

MoTI staff will review the application and refer it to various agencies, including the RDOS for input.

Application Reviewed by RDOS

RDOS staff review the subdivision proposal and prepare comments indicating bylaw compliance & fees payable.

Decision by Provincial Approving Officer

The Provincial Approving Officer reviews proposed subdivision, including comments from RDOS. If approved, MoTI will issue a list of conditions to be completed prior to final subdivision approval and registration with Land Title Office.

Applicant completes conditions of approval

RDOS Confirmation of Bylaw Compliance

When the applicant completes all conditions related to RDOS bylaws, RDOS staff will provide MoTI a "Letter of Compliance".

Final Approval by MoTI

When all conditions of approval have been completed, MoTI will consider final approval of a subdivision.

For further information, or to schedule a pre-application meeting, please contact RDOS Development Services staff at:

Phone: 250.492.0237 Email: info@rdos.bc.ca

Toll Free (BC/AB): 1.877.610.3737

Regional District of Okanagan-Similkameen

101 Martin Street
Penticton, BC V2A 5J9

The contents of this brochure may be subject to changes at any time. Please contact the RDOS to confirm any requirements and costs.

For more information and to find mapping, Zoning Bylaws and Official Community Plans, visit the RDOS website:
<http://www.rdos.bc.ca>

Ministry of Transportation and Infrastructure

Penticton Area Office

102 Industrial Place
Penticton, BC, V2A-7C8

T: 250-490-8200 / F: 250-490-2231

Chilliwack Area Office

45890 Victoria Avenue
Chilliwack, BC, V2P-4N3

T: 604-795-8211 / F: 604-795-8214

The Chilliwack Area Office is responsible for properties in Electoral Area "H" west of the Town of Princeton.

**Development
Services**

Subdivision Applications



**A Guide to subdividing land within the
Regional District of
Okanagan-Similkameen**

What is a Subdivision?

Subdivision includes any of the following:

- Consolidation of two or more parcels;
- Boundary adjustments (i.e. realigning an existing parcel line);
- Creating several parcels from one or more existing parcels;
- Creating several strata lots from one or more existing parcels.

How do I apply for a Subdivision Approval?

The approving authority for all subdivisions within the Regional District is the Ministry of Transportation and Infrastructure (MoTI).

Therefore, applications to subdivide property must be submitted online to MoTI:

http://www.th.gov.bc.ca/da/L1_apply.asp

MoTI will then refer a subdivision application to the RDOS for comment.

What does the RDOS require to complete a referral?

- a detailed plan of subdivision prepared by a British Columbia Land Surveyor (BCLS);
- the certificate of title and any charges (i.e. covenants or right-of-ways); and
- a digital file of the proposed subdivision (i.e. “shape”, “.dwg” or similar CAD format).



What is the RDOS reviewing?

A subdivision referral is generally assessed for compliance with the following:

• Official Community Plan (OCP) Bylaw:

- ⇒ Land Use Designation
- ⇒ Hazard lands
- ⇒ Development Permit Areas:
 - ◇ Environmentally Sensitive
 - ◇ Hillside
 - ◇ Protection of Farming
 - ◇ Watercourse
- ⇒ Park Land Dedication
 - ◇ dedication of land; and/or
 - ◇ cash in-lieu of land.

• Zoning Bylaw:

- ⇒ minimum parcel size
- ⇒ minimum parcel width/depth
- ⇒ minimum useable area
- ⇒ setbacks from existing buildings

• Subdivision Servicing Bylaw:

- ⇒ community water/sewer system
- ⇒ fire protection
- ⇒ road access
- ⇒ storm water management
- ⇒ electrical / street lighting

• Development Cost Charges Bylaws:

- ⇒ water connection:
 - ◇ Naramata
 - ◇ Faulder
 - ◇ Olalla
- ⇒ sewer connection:
 - ◇ Okanagan Falls

How long does the subdivision process take?

The time it takes to complete the requirements for subdivision is largely dependent upon an applicant.

The Regional District usually responds to a referral from MoTI within four (4) weeks, however, a final decision from MoTI could take several months or years depending on the complexity of the subdivision.

MoTI will issue a Preliminary Layout Review (PLR) incorporating the RDOS's comments and other conditions that the applicant must complete before a final approval can be considered by MoTI.

If your property is within the Agricultural Land Reserve (ALR), requires an amendment to a land use bylaw or the issuance of a permit, obtaining these will take time.

What are the costs?

The RDOS requires that an applicant pay the following fees as part of the assessment of a subdivision referral:

- Referral Review Fee:
 - ◇ base fee \$400.00
 - ◇ each additional parcel \$500.00
- Boundary Adjustment: \$600.00/lot
- Review of Revised Plans: \$150.00
 - ◇ each additional parcel \$500.00
- Application Extension: \$150.00

NOTE: these fees are separate to any application fees paid to MoTI.