

Subdivision can include a consolidation of properties; boundary adjustments between properties; the creation of new parcels from one or more existing parcels; or the creation of strata or phased strata lots.

The City's Subdivision and Development Servicing Bylaw sets out the requirements for works and services associated with a subdivision proposal. Subdivision proposals must align with the City's Official Community Plan and Zoning Bylaw. Subdivision is the only form of land development that does not require Council approval.

The City's Approving Officer may consider the following as part of the Preliminary Review:

- Topography
- Soil characteristics
- Potential hazards
- Adequacy of water supply
- Road accessibility
- Lot configuration
- Design
- Impact on neighboring properties
- Cost of servicing
- Public interest

As a condition of a subdivision, an applicant may be required to install works and services and enter into a Servicing Agreement with the City. If these services benefit other properties, the City may also consider cost sharing in the works and services through a Cost Sharing Agreement or Latecomer Fees.

There may be instances in which you may require a Development Approval before you can proceed with a proposed Subdivision. It is recommended that you meet with staff prior to submitting application to ensure that you are aware of any requirements.

### Where Can I Find Out More?

Copies of the City's Bylaws can be obtained from City Hall or on-line from [castlegar.ca](http://castlegar.ca). The City also has an on-line mapping system where you can obtain further details on your property.

### Application Timelines

The City is committed to processing Development Approvals in a timely manner as resources permit. Processing time is dependent on application volume and staff capacity. Common delays include incomplete applications, missing information, and poor quality plans or drawings.

### What Are The Costs Associated With Subdivision?

Subdivision fees are calculated based on the fee schedule of Subdivision and Development Servicing Bylaw 1018. Fees are payable at the time of application. Applications that are withdrawn or unable to proceed will be refunded accordingly. Additional fees associated with servicing and utilities, development cost charges, and security deposit fees may also apply.

### Required Supporting Documents

Application requirements are dependent on what is being proposed. A detailed checklist is included with the Subdivision Approvals application. If you have questions regarding application requirements, please contact the City of Castlegar Approving Officer or Deputy Approving Officer for assistance prior to making submission.

### How do I Submit an Application?

Applications and fees can be submitted in person or electronically to Development Services at [devserv@castlegar.ca](mailto:devserv@castlegar.ca).

**Step 1: Pre-Application**

- Investigate whether your subdivision proposal is in alignment with applicable land use regulations, such as the City's Official Community Plan, Zoning Bylaw and Subdivision and Development Servicing Bylaw.
- Prepare your Subdivision application and the required supportive documentation as outlined on the application checklist, including the drawings and plans of the proposed subdivision. A pre-application meeting is recommended. Please contact the City of Castlegar Approving Officer or Deputy Approving Officer to arrange a meeting to discuss your proposal.

**Step 2: Submit Application**

- Applications may be submitted in person at City Hall or virtually by emailing [devserv@castlegar.ca](mailto:devserv@castlegar.ca).
- Application fees will be calculated as per the fee schedule of Subdivision and Development Servicing Bylaw 1018. Preliminary fees are payable at the time of application. Additional costs may include costs associated with surveying, legal documentation, excess or extended services, parkland dedication and any supportive analysis of traffic, drainage, provision of services and provision of amenities. Development Cost Charges may also apply.

**Step 3: Land Suitability Review**

- Once an Application has been accepted and received in full, staff will review the application for compliance with applicable regulations and required approvals. Incomplete applications will not be processed until such a time as required documentation is received.
- Preliminary review may include other City departments and external agencies whose interests may be impacted by the proposal, including adjacent local governments, First Nations, Interior Health Authority, Ministry of Transportation and Infrastructure and other Provincial Ministries.
- Staff may conduct a site visit as part of the evaluation process, identify preliminary development issues, identify additional approval requirements, or request further information as identified through the referral process.

**Step 4: Preliminary Layout Review**

- The Preliminary Layout Review outlines the City's conditions that must be satisfied before final approval is granted.
- Prior to final approval of a subdivision, it may be necessary to revise the subdivision plan; enter into a servicing and/or latecomer agreement; or obtain a Development Permit and/or Development Variance Permit from Council. If parkland is being dedicated, its location and configuration must be reviewed by the City's Public Works department.
- Conditions typically found in a Preliminary Layout Review include: completion of the required survey plan in preparation for signature by the Approving Officer, preparation, submission and approval of engineering drawings, payment of development cost charges, dedication of parkland or payment of cash-in-lieu and related agreements including statutory rights-of-way, easements or covenants. Final Ministry review and approval may also be required.

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- A Servicing Agreement may be required for any off-site services (roads, sewer, drainage) prior to final approval. Both on-site and off-site works will be reviewed by the City's Engineering Department to ensure that they meet minimum standards under the Master Municipal Construction Documents (MMCD) standards of the Province. Any extended services may trigger Latecomer Agreements or other forms of municipal financing.

### Step 5: Final Approval

- Once the conditions of the Preliminary Layout Review have been addressed, the applicant may apply for final subdivision approval from the City's Approving Officer. To do so requires submission of: a letter identifying the request and providing documentation demonstrating that all conditions have been met; final survey plans as prepared by a B.C. Land Surveyor (BCLS); payment of all application fees and/or outstanding service/connection fees or other fees (as applicable); proof that all property taxes are paid in full; payment of applicable Development Cost Charges (DCCs); and any other requested documentation.
- After plans are signed by the Approving Officer, all plans will be returned to the applicant to facilitate registration. The plans and agreements must be registered in the Land Title Office to give title to the new lots being created by subdivision. The applicant or the applicant's solicitor is responsible for registration. The plans must be registered within two months of signing by the Approving Officer.