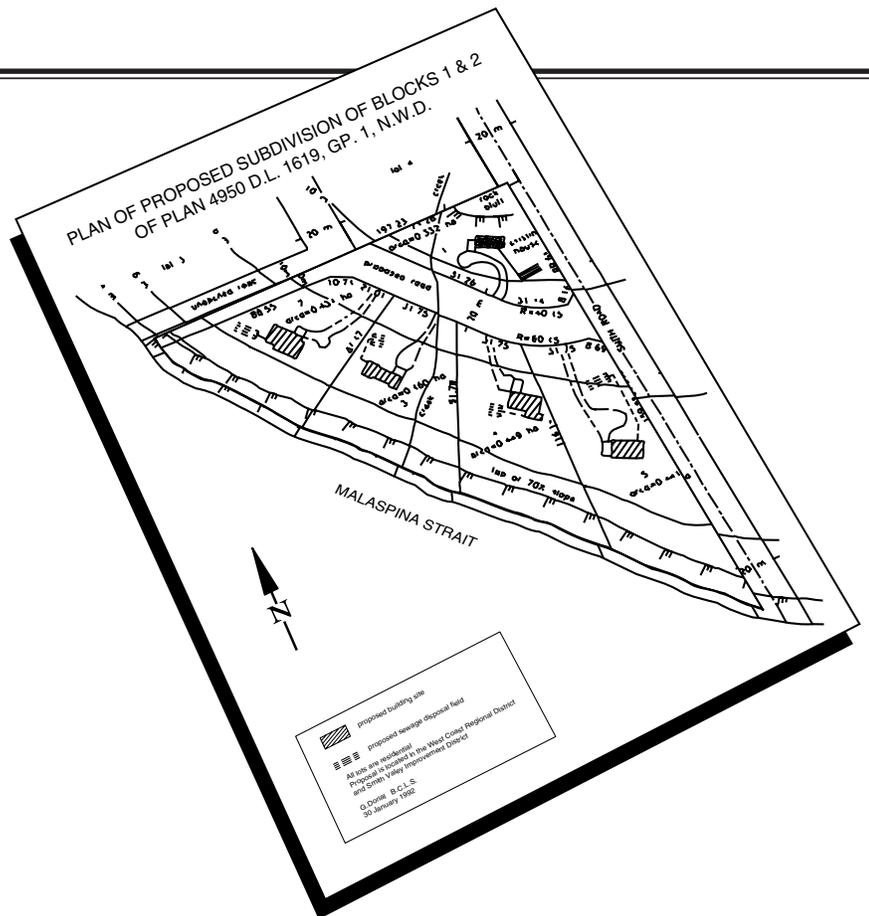


Subdivision Application Guide

Application Process

- ◆ Pre-application Check
- ◆ Application
- ◆ Evaluation Agencies
- ◆ Preliminary Approval
- ◆ Implementation
- ◆ Final Plans
- ◆ Final Approval
- ◆ Registration



July 2003



Ministry of Transportation

SUBDIVISION APPLICATION GUIDE

Highway Planning Branch

July 2003



Ministry of Transportation

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1 GENERAL INFORMATION

This section describes the following:

- What development means
 - Types of subdivisions
 - The role of the Ministry of Transportation in approving subdivisions
-

What Is Development?

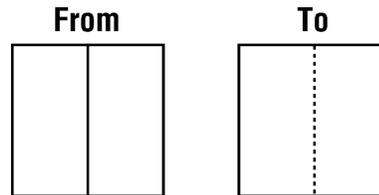
In this guide, the term development means the use or improvement of land either on or alongside a provincial road or highway. The scale of development may range from building a regional shopping centre, to subdividing your land, to having a driveway from a residence to the provincial highway or street.

This guide deals with subdivisions of property.

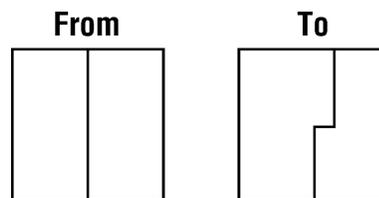
What Is a Subdivision?

Any of the following constitutes a property subdivision:

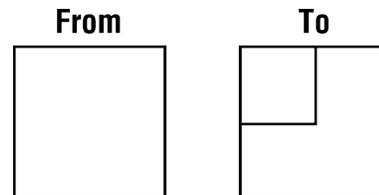
- Consolidating two or more properties into one lot



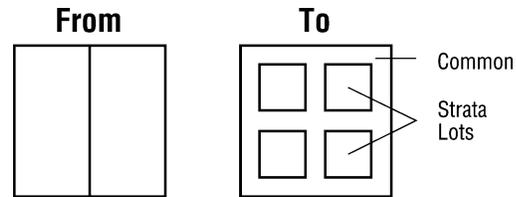
- Adjusting or realigning an existing property line



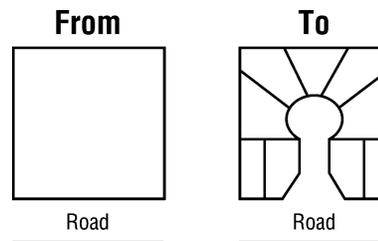
- Creating several lots from one or more existing properties



- Creating several strata lots from one or more existing properties



- Creating several lots from existing property, with creation of a road



Types of Subdivisions

There are five types of subdivisions:

- Fee simple
A land estate in which the owner is entitled to the entire property.
- Strata
A development where fee simple land is divided into multiple units, with all unit owners having a right to use common elements. Separate ownership is confined to the individual units.
- Cooperative Corporation
Under the Real Estate Act, it is permissible to sell shares in a land-owning company. The company share method of land ownership is called a cooperative corporation.
- Indian Reserves
On Indian Reserves, the subdivision of land is under federal jurisdiction unless it conforms to Part 24 of the Land Title Act.
- Leases
Leases of land for more than three years or with an option to extend past three years are considered subdivisions under Section 73 of the Land Title Act.

Role of the Ministry of Transportation

The Land Title Act, Strata Property Act, Real Estate Act, and Local Government Act of British Columbia require that subdivisions be approved by an official known as an Approving Officer.

Approving Officers are appointed under section 77 of the Land Title Act. There are three separate jurisdictions:

- Municipal Approving Officers, who are appointed by municipal councils to rule on subdivision proposals within municipal boundaries
- Regional district and Islands Trust Approving Officers, who are appointed by the regional district board or the Islands Trust council to rule on subdivisions proposals within the boundaries of those local governments that have assumed the rural subdivision approving authority
- Ministry of Transportation Provincial Approving Officers, who are appointed by Cabinet to rule on subdivision proposals outside municipal boundaries and those regional districts and the Islands Trust boundaries that have assumed the rural subdivision approving authority

In rural areas of the Province the Ministry of Transportation is the agency responsible for maintaining public highways including those dedicated and constructed by subdivision plans. Therefore, the Ministry has a regulatory role regarding access and highways for rural and certain municipal subdivisions which is established by the Highways Act, Land Title Act, Local Government Act and other statutes. These statutory authorities are administered by the Provincial Approving Officer. There are two components to this regulatory role.

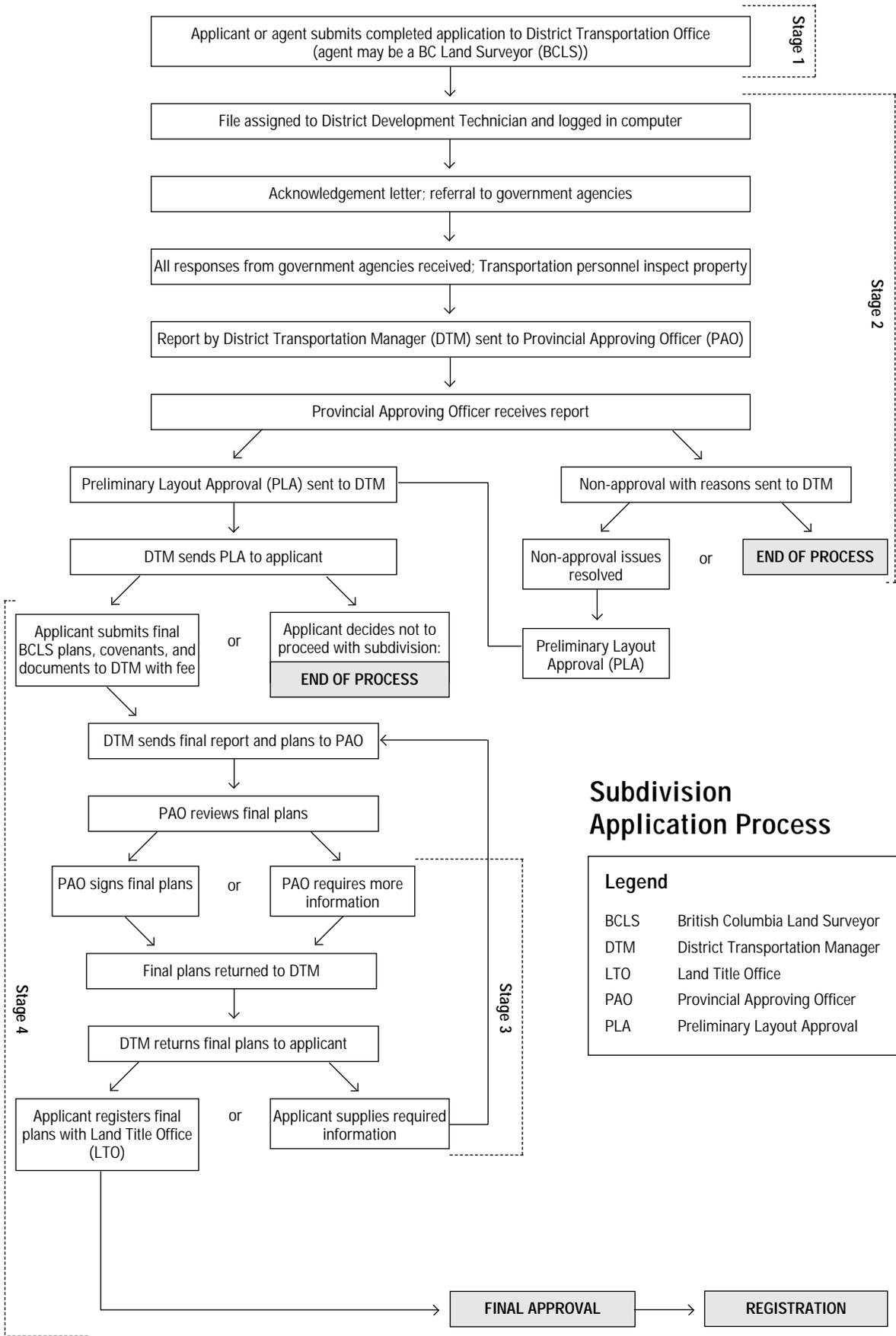
The first role is to ensure suitable access and highway dedication is obtained for rural subdivisions. The Ministry will establish rural subdivision highway standards, determine suitable highway dedication, inspect highway construction, and approve the highway component on the final subdivision plan for all rural subdivisions. The Ministry determines highway alignments for highways in the subdivision, acquires highway dedication for subdivisions adjacent to existing highways, ensures necessary and reasonable access to the lots,

lands beyond and water bodies is obtained, grants relief to these access provisions and other highway functions. Where the Ministry is the subdivision approving authority this highway regulatory role is administered concurrently with the subdivision approval process. Where a regional district or the Islands Trust has the authority the Ministry exercises this regulatory role upon referral of the subdivision from the rural local government.

The second role is to regulate subdivisions adjacent to controlled access highways in municipalities and rural areas. The Ministry is involved to ensure that provision of alternative access, by highways other than the controlled access highway, is available to the subdivision. In such cases, the Ministry is generally concerned only about highway interests, such as right of way, highway drainage and access. It is not generally concerned about Approving Officer or local government interests such as public interest, parcel size, servicing, land use, or other land regulatory factors. Controlled access highways are usually high speed highways and freeways or important urban arterial streets where accesses (such as driveways or commercial entrances) are regulated to maintain safety, traffic flows, and the traffic handling capacity of the highway.

Approving Officers must ensure that the subdivision follows provincial acts and regulations as well as local government bylaws, and that the best interests of the whole community are protected. Factors that they consider include:

- Size and shape of lots
- Adequacy of buildable area
- Adequacy of roads, lanes, and emergency vehicle access
- Natural hazards, such as flooding, erosion, landslides, or avalanches
- Adequacy of open spaces and walkways
- Preservation of natural features
- Compatibility of overall subdivision pattern with the neighbourhood
- Adequacy of sewer, water, and other services
- Opportunity for future subdivisions
- Legal and reasonable access to all lots being created, lands beyond, and access to water as per requirements of Section 75 of the Land Title Act



2 APPLICATION PROCESS

This section describes the application process for subdividing property where the Ministry of Transportation is the subdivision approving authority. This occurs outside municipalities and in rural areas outside those regional districts and the Islands Trust that have assumed the subdivision approving authority. Approval of these subdivisions is by the Provincial Approving Officer.

The steps in the application process fall into four distinct stages:

1. The applicant or an authorized agent prepares and submits an application for Preliminary Layout Approval.
 2. The Ministry evaluates the subdivision proposal and lets the applicant know how acceptable it is.
 3. The applicant completes any work required by the Preliminary Layout Approval.
 4. The applicant submits final plans and the Approving Officer grants final approval if everything is in order.
-

Stage 1 – Application

The applicant or an authorized agent prepares and submits an application for Preliminary Layout Approval.

Step 1.1 – Pre-Application

Since you have this guide in your hands, you have probably already contacted the District Transportation Office and asked how to go about applying for approval to subdivide property. Ministry staff should have explained the process to you and given you the necessary forms to fill out.

Read this guide carefully, then decide on your subdivision layout and prepare your application. Depending on the complexity and size of the project, you may need the services of a consultant to prepare the initial proposal.

Consider the following:

- Is your proposal in keeping with the land use bylaws of the local government body? If not, ask yourself whether you wish to redesign the proposal or apply to rezone the property before submitting your subdivision application.
 - Is your proposal affected by the Agricultural Land Reserve? If so, has the Agricultural Land Commission agreed to your subdivision?
 - Does the local government body have an established policy on the provision of parkland and open space?
 - Does the local government body have development concept plans to guide the format of subdivisions in your area?
 - Is the road serving as access to your property a public road? The District Transportation Manager can advise you.
 - Is the road leading to your property of sufficient standard to support further development? Again your District Transportation Manager can advise you if it is sufficient or if improvements are necessary before further subdivision activity can be supported.
 - Are there water licences appurtenant to the property? If so, these licences will need to be amended if the property is subdivided. You are directed to contact your regional Land and Water British Columbia Office for further information on amending water licences.
 - Is your land subject to natural hazards such as flooding, snow avalanche, rockfall, erosion, landslip, tidal action, and so on?
 - Has the land been used for commercial or industrial purposes? If so, the Contaminated Sites Regulation may apply.
-

Step 1.2 – Application

Submit your application and plans to the appropriate District Transportation Office. A Transportation District map and the addresses and telephone numbers of the different District offices are found at the back of this guide. You should include the following:

- The Preliminary Layout Approval fee
- Subdivision application or proposal
- An authorized letter is required from the owner if someone else is applying on owners behalf (e.g. agent)
- Sketch plan of the proposed layout
 - The plan must be drawn to scale. Dimensions and areas should be in metric units. Make sure that the following are shown:
 - The date it was drawn
 - The scale
 - North arrow
 - Legal description of the property being subdivided and adjacent properties
 - Outline of the subdivision in red or heavy black line
 - All proposed lots, remainders, parks, rights of way, easements and roads showing approximate dimensions and areas
 - Any existing property lines or roads proposed to be removed
 - All steep banks or slopes within or adjacent to your proposal that exceed 2 m in height and all slopes that are 25% or greater
 - Elevations with grades and/or contour intervals as required above
 - Location of existing buildings and structures on the property and adjacent properties
 - All water bodies, water course and drainage routes on the property and adjacent properties
 - Location of any onsite water sources to be developed
 - Approximate location of all existing and proposed utility services
 - Existing access roads and other roads and trails on the property(state names of roads)
 - Existing and proposed land use on the property and adjacent properties
 - Site locations of the soil inspection test holes and the percolation tests on each parcel
 - Approximate extent of area available for sewage disposal surrounding the test holes
 - Location of sewage disposal system on adjacent properties

- One copy of the State of Title Certificate identifying ownership
- One copy of the current B.C. Assessment Authority Tax Notice showing property tax classification
- If there are any covenants, easements or other charges on title please supply copies of these documents which are available from the Land Title Office in your area
- A statement regarding the intended use of the proposed lots and whether you intend to service them with water and sewer.

If you do not intend to provide a community sewer system, you will have to submit soil test information for review by the Environmental Health Officer.

- A Development Permit or plan where applicable
- Copy of Land Reserve Commission approval (if located within ALR)
- Minimum of ten copies of scaleable sketch plan of layout
- A completed site profile if the property has been used or is used for commercial or industrial purposes or activities.

Collection of Information

The Freedom of Information and Protection of Privacy Act was proclaimed on October 4, 1993. All personal and business information collected by the ministry is subject to the provisions of the Act. The personal information on this form is collected under the authority of the Land Title Act. The information collected will be used to process your preliminary subdivision application, and it may be necessary for the ministry to provide this information to other agencies (see Step 2.1, page 15, of the Guide booklet). If you have any questions about the collection, use, and disclosure of this information, contact the local Ministry of Transportation, District Development Technician.

Stage 2 – Evaluation

The Ministry evaluates the subdivision proposal and lets the applicant know how acceptable it is.

Step 2.1 – Application Goes to Referral Agencies

The District Development Technician will review your application and may refer it to other agencies, such as the Regional Health Authority or the Ministry of Water, Land and Air Protection, for their recommendations or approval. You will receive a letter acknowledging receipt of your application and telling you which agencies have been asked to respond to your proposal.

The letter will contain the file number assigned to your application. Keep this number handy for reference whenever you contact the Ministry about the application.

Step 2.2 – Referral Agency Review

The referral agencies will review your application and send their recommendations or comments to the District Development Technician. A representative of the Ministry or one of the referral agencies may contact you to:

- Obtain more information
- Discuss the details of your proposal
- Discuss changes that would make your proposal more acceptable
- Perform a field inspection

Step 2.3 – Application Goes to Approving Officer

After receiving all referral agency responses, the District Transportation Manager will send your application to the Approving Officer.

Step 2.4 – Preliminary Layout Approval (PLA)

Once all the information (zoning, health requirements, access, layout and other) on your application has been received and reviewed you will be notified of the decision on the subdivision proposal. If your proposal conforms to all the legislation, regulations, bylaws and policies concerning subdivision, you will be issued a Preliminary Layout Approval (P.L.A.). If not, you will be notified with the reasons why your subdivision proposal was not approved.

Some examples of the P.L.A. conditions are:

- Layout changes
-

- Road or park dedication
- Servicing requirements such as access, water, sewer, drainage, etc.
- Referral agency comments such as local government, Health, Environment, Agricultural Land Commission, etc.
- Obtaining specialists' reports on traffic impacts, geophysical hazards, environmental assessments, etc.

The PLA is valid for one year. Applicants who cannot meet the conditions within one year should apply to the District Transportation Office for an extension to the PLA.

Although Preliminary Layout Approval gives you a measure of assurance that the subdivision will be approved, it is not a guarantee of such final approval. If any law, regulation, or bylaw changes, the Approving Officer must follow the new law, regulation, or bylaw and consider new information that may impact the subdivision proposal.

Getting preliminary approval is not a statutory requirement, but it is strongly recommended. The process is designed to minimize your risk of proceeding with construction only to find that it is not acceptable.

Stage 3 – Completion

The applicant completes any work required by the Preliminary Layout Approval.

Step 3.1 – Implementation of PLA

- Obtain approval for design of water and sewer systems from the responsible authorities.
- Construct roads and services.
- Have your B.C. Land Surveyor prepare the final survey plans for the subdivision.
- Arrange for other documentation as required in the PLA, such as restrictive covenants, easements, and statutory rights of way.
- Obtain a tax certificate confirming that current taxes are paid. You can get this from Provincial Collectors located in the Provincial Government Agent's Office.

As you develop your subdivision, it is important to get work inspected by the responsible agency. For example, roads must be inspected at several steps along the way. The local District office will advise you of the standards and the inspection schedule.

Similarly, the construction of other servicing may require periodic inspections by the responsible authority. In some instances, it may be necessary for a Professional Engineer to certify that the work has been constructed in accordance with established standards.

As a general rule, it is good practice to maintain contact with the agency who will take over the utility or facility after the subdivision is approved. Representatives from those agencies can supply you with information on inspections.

Stage 4 – Finalization

The applicant submits final plans and the Approving Officer grants final approval if everything is in order.

Step 4.1 – Final Plans

After completing the requirements of the PLA, submit the following to the District Transportation Office:

- Original tracing of the survey plan, plus a minimum of five paper prints
The survey plan is the final subdivision plan prepared by a registered B.C. Land Surveyor. It must contain the signatures of all parties with a registered interest in the land before being deposited in the Land Title Office. You should submit the survey plan within three months from the date the survey was completed. If the survey plan is older than three months, the Approving Officer may require reinspection of the survey by the Land Surveyor.
- Current Tax Clearance Certificate
- Originals of all legal documents requiring approval, such as covenants and statutory rights of way
- Copies of permits, certificates, licenses, approvals, orders, and so on
- Plan examination fee
The plan examination fee is paid to the Provincial Government for the final checking, approval, and signing of the subdivision plans.

Step 4.2 – Final Approval

The District Transportation Manager checks that all field aspects are satisfactory, and forwards the application to the Approving Officer. The Approving Officer checks the plans and documentation and grants final approval if everything is in order.

Step 4.3 – Registration

Register the plans and other required documents in the Land Title Office. You should do this within two months after final approval is granted.

Subdivision plans that are not deposited in the Land Title Office within two months of approval must be approved again, or the Land Title Office may reject them. If there has been no change in legislation, regulation, or bylaw, it is not necessary to go through the full application process again. However, you must produce another Tax Clearance Certificate and pay another plan examination fee.

Costs Involved in Obtaining Approval

The Ministry will charge a fee for processing a subdivision proposal at the preliminary and final stages. Under the Local Government Act, local governments may adopt bylaws with a schedule of fees to be paid for examining or processing a subdivision proposal.

Other possible costs include:

- Fee for review of site profile
- Servicing costs for roads and utilities
- Development Cost Charges
Some local government bodies have Development Cost Charge bylaws. Charges must be paid directly to the local government authorities.
- Cash in lieu of parkland
If the local government requires that parkland or open space be provided and if such a dedication is not desired, the local government may take cash in lieu of dedication. You should discuss this with representatives of the local government.
- Current taxes
- Professional fees
To conduct the legal survey work and prepare the final survey plans, you must retain the services of a B.C. Land Surveyor. You may also have to pay additional consultant fees for engineers, lawyers, planners, and so on.
- Referral fees may be charged by other agencies.

Appeals

Application Reconsideration

If you are not satisfied with a condition or decision laid out in the PLA, you may contact the District Transportation Manager to request reconsideration. The request must be in writing and must describe the basis for the appeal. If the condition or decision results from the requirements of another agency, you may be directed to that agency.

If you are not satisfied with the District Transportation Manager's response, you may then appeal to the Approving Officer for reconsideration of the decision. Your request should include new or previously unreported information. The Approving Officer will either grant your appeal or uphold the condition or decision.

Administratively, your route of appeal is to the Regional Director, Transportation, as the senior official in the Region.

Legal Appeal

If a final subdivision plan is not approved or is rejected by the Approving Officer, you may appeal to the Supreme Court of British Columbia pursuant to Section 89 of the Land Title Act. You must make this appeal within one month of the date you receive the letter of rejection, or within one month of the expiration of the time limited by Section 85 of the Land Title Act.

The next section describes some of the criteria used by the Approving Officer in evaluating your subdivision application.

3

SUBDIVISION CRITERIA

Subdivisions must meet a number of requirements. This section describes important things you should know about the following:

- Access
- Road requirements
- Subdivision parcel layout
- Health and safety considerations
- Other considerations

You can obtain more information from your District Transportation Office.

Access

Access to the development is an essential part of any subdivision. Except in special circumstances, access to a subdivision should be via at least one two-lane road which conforms to Ministry standards. In all cases the road must be sufficient to serve the intended land use.

Access to Lands Beyond

If a property being subdivided borders on a lot without access by public road, access to that lot through the property being subdivided may be required.

Access to a Body of Water

If a property borders a body of water, the Land Title Act requires that access to the body of water be provided. This is to allow upland property owners and the general public to use the water for recreational or other purposes.

Under certain conditions, the Approving Officer may grant partial or absolute relief from this requirement. Check with the staff at the District Transportation Office for these conditions as well as the criteria for the access to a body of water.

Road Requirements

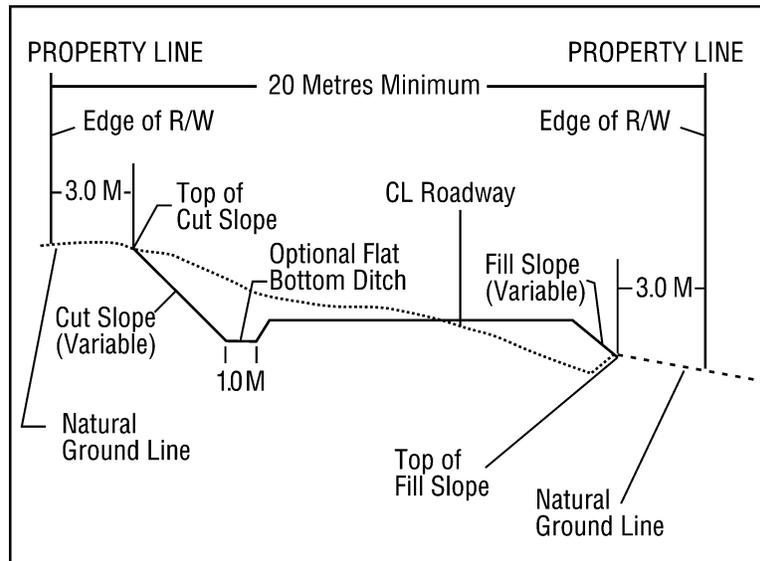
The following provides some basic guidelines for road construction in subdivisions. For more specific information refer to the Subdivision Engineering Requirements Manual and the British Columbia Supplement to the TAC Geometric Design Guide.

Local Roads

Local roads provide access to properties fronting directly on the road as well as to lands beyond such properties.

In general, the minimum right-of-way width required is 20 metres or cross section plus 3 metres on each side, whichever is greater. Cross section is defined as road prism plus any slope areas necessary to contain the road prism. It also includes drainage requirements. The Approving Officer may require greater widths depending on local conditions.

The following diagram shows a typical roadway cross section.



Major and Minor Roads

Major and minor roads carry vehicles between major traffic-generating areas or between such areas and the primary and secondary highways. Local access to individual properties from these roads should be minimized.

The minimum right-of-way width is 25 metres or cross section plus 3 metres on each side, whichever is greater. Some major network roads may require additional right of way. You will be required to dedicate this additional right of way to provide enough land for four lanes of traffic and the necessary channelization and drainage, plus 3 metres on each side.

Primary and Secondary Highways

Primary and secondary highways allow high-speed movement of inter- and intra-provincial traffic and provide little access to individual properties.

Intersections

All intersections with Ministry roadways must meet Ministry intersection requirements. Corner cut-offs of six metres along each boundary are required at all intersections. This is to ensure that safe sight distance can be maintained.

Turnarounds

Typical cul-de-sac turnarounds must be at least 30 metres in diameter or enough to provide an adequate vehicle turnaround. In areas of heavy snowfall, the diameter must be 36 metres or greater to allow for snow storage.

Hammerhead (T-shaped) turnarounds may be allowed in rare cases, such as in summer recreational subdivisions or in steep topography. They should be typically 25 metres by 15 metres. They are used instead of cul-de-sacs in places where the road may be extended in the future.

Lanes

Lanes can provide secondary access to lots. They are useful if direct access is not desirable, such as in business districts or major streets that have a heavy volume of traffic or pedestrians. In narrower lots, they can be used to access carports or garages. The minimum width for a lane is 6 metres, except when lane provides alternative access to lots on a Controlled Access Highway. In this case the lane should have a minimum right of way width of 8 metres or greater at the discretion of the Provincial Approving Officer.

Drainage Easements

Easements for road drainage are required if the District Development Technician determines that there may be a drainage problem. They are necessary to ensure that runoff ground water does not collect in the development but is carried to an approved natural outfall.

Drainage easements should be located where they have a minimal effect on property values, such as along a property line rather than through the middle of the property. They should be at least six metres wide, so that equipment can be brought in to maintain the drainage channel.

Drainage easements must be in favour of an appropriate corporate body with taxing powers.

Subdivision Parcel Layout

The question of parcel size in subdivisions is tied to two things:

- Health concerns such as water supply and sewage disposal capability (more about this on page 26)
- Regional District zoning bylaws

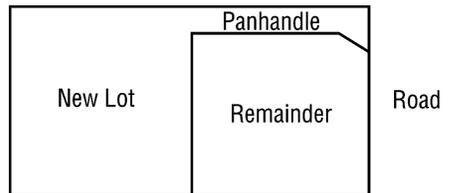
Frontage

If a parcel being created by a subdivision fronts on a highway, the Local Government Act requires that the minimum frontage on the highway be the greater of the following:

- 10% of the perimeter of the lot, or
- The minimum frontage required by a bylaw

Panhandles

A panhandle is a long, narrow portion of a lot whose principal function is to provide access to the lot. It generally touches a road. Panhandles should be of sufficient width to serve the intended use. If the lot can be further subdivided, the panhandle must be wide enough to contain a public road. This is a discretionary item which varies between local governments. Some Regional Districts have bylaws establishing minimum widths for panhandles.



Remainders

Remainders are always considered as though they were another lot in the subdivision. They may be required to conform to all subdivision requirements. They must be considered for road requirements, including access to lands beyond and access to a body of water.

Sketch of Further Subdivision

The Approving Officer may require you to submit a sketch showing how the proposed lots can be further subdivided.

Parks

The Local Government Act allows Regional Districts to acquire for park purposes up to 5% of the land being developed. Such areas should be shown as parkland on the subdivision plan. In some cases, the Regional District may accept cash in lieu of park dedication.

Health and Safety Considerations

Sewage Disposal

One of the most important requirements for a subdivision is an adequate means of sewage disposal.

Community Sewer System

If the subdivision will be served by a community sewer system operated by an Improvement District or Regional District, you must get a letter from the Improvement or Regional District stating that suitable arrangements for the installation of the sewer system have been completed. You must submit this to the District Transportation Office before final approval of the subdivision plan.

On-Site Sewage Disposal

The Environmental Health Officer must approve on-site sewage disposal, such as septic tanks. Two important tests must be performed:

- Ground water table elevation test, which indicates the height of the water table and the likelihood that the septic tank system will be submerged and therefore ineffective
- Percolation (perc) test, which indicates the rate at which water soaks into the soil

Please contact your Regional Health Authority for instructions on how to perform these tests. You should submit the test results to the District Transportation Office with your subdivision application. They will be forwarded to the Environmental Health Officer for comments.

Water Supply

Regardless of parcel size, a proven water supply is necessary in places such as residential subdivisions where ground water supply is known to be scarce. If there is no subdivision bylaw regulating proof of water supply, the Approving Officer may require proof of 2500 litres per day per dwelling unit, as well as a statement from a laboratory regarding the water's quality. If there is a bylaw regulating proof of water supply, it must be complied with.

Refer to the Health Act regulations, B.C. Reg 230/92, the B.C. Drinking Water Quality Standards on potable water criteria, Canadian Drinking Water Quality Standards on potable water, and contact local government for their guidelines on potable water.

If the water source is to serve two or more lots, you must submit a construction permit and an operating permit approved by the Regional Health Engineer.

If your subdivision will have a community water system serving five lots or more, you must submit the following to the District Highways Office before final approval of the subdivision plan:

- Letter from the Water Utilities Division of Land and Water British Columbia Inc. stating that the water system has been installed to acceptable standards
- One full set of drawings showing the water system as it was installed, with the approval stamp of the Comptroller of Water, Land and Water British Columbia Inc.
- An amendment to the Certificate of Public Convenience and Necessity if an extension to an existing water system was constructed, or a new Certificate for a new community water system

Storm Drainage and Flooding

Drainage is a critical requirement for every subdivision. Inadequate drainage can lead to flooding, resulting in property damage.

Storm water must be controlled both in the subdivision and downstream from it. You may be required to have a drainage study or design prepared by a Professional Engineer. Drainage should be carried to an approved natural outfall or to an approved storm drain capable of carrying the additional water.

In lands subject to flooding, the Preliminary Layout Approval may require you to construct protective works or enter into a

restrictive covenant specifying areas on which you can build.

Natural Hazards

Natural hazards include landslip, erosion, rockfall, snowslide, and avalanches. It is important that they be identified on land that is about to be subdivided.

You may be required to engage a Professional Engineer to:

- Perform a geotechnical study of the area if aerial reconnaissance, site inspection, or previous history suggests that there may be a natural hazard, or
- Perform a site-specific geotechnical study if a previous study, site inspection, or previous history of the area shows evidence that a natural hazard may adversely affect the subdivision

The District Development Technician will let you know what has to be done.

Contaminated Sites

On April 1, 1997 the Contaminated Sites Regulation took effect. If the subdivision involves land that has been used or is used for industrial or commercial purposes or activities, you may have to provide a site profile.

- Schedule 2 of the regulation sets out some examples of the types of industrial or commercial land uses to which site profile requirements apply. More information is available from Ministry of Water, Land and Air Protection Regional and Victoria offices.
- Applications involving contaminated sites will not be issued preliminary final approval unless Ministry of Water, Land and Air Protection consent is obtained.

Other Considerations

Besides other legal requirements, the following are considered when a subdivision proposal is reviewed.

- Traffic
By their existence, nature, layout, or design, subdivisions should not contribute to undue traffic congestion, which would jeopardize the integrity of the highway and street system and reduce the level of service to the public.
 - Environment
-

The subdivision should be designed so that it protects the natural environment as much as reasonably possible.

- **Aesthetics**
Difficult to quantify, this often involves visualizing the development in the context of the natural beauty of the area – skyline, view, streams, cliffs, and so on. In some cases, applicants may be asked to lessen the subdivision’s impact by adjusting lot siting, putting dwelling below a skyline, leaving tree screens, and so on.
- **Safety**
The subdivision proposal must not adversely affect the safety of adjacent lands by increasing the possibility of a natural hazard. Major concerns are flooding and loss of soil stability through increased ground water levels or disturbance of natural slopes.
- **Servicing needs**
This covers such services as schools, school buses, water, sewer, storm drainage, mail, hospitals, ambulance, fire, police, electricity, telephone, and natural gas.

Special Cases

This guide has described requirements for typical subdivisions. If your application involves one or more of the following special cases, the staff at the District Transportation Office will be able to give you more information.

- Accreted land
 - Creeks
 - Existing buildings
 - Farmland
 - Hardship cases
 - Indian reserves
 - Islands Trust
 - Land Use Contracts
 - Offsite road improvements
 - Pipeline crossings
 - Railway crossings
 - Subdivision of land for relatives
 - Utility right of way
-

4 FOR MORE INFORMATION ...

For more information concerning individual applications, contact the appropriate District Transportation Office. Lists of the addresses and telephone numbers of the District offices and a District map are found on the following pages.

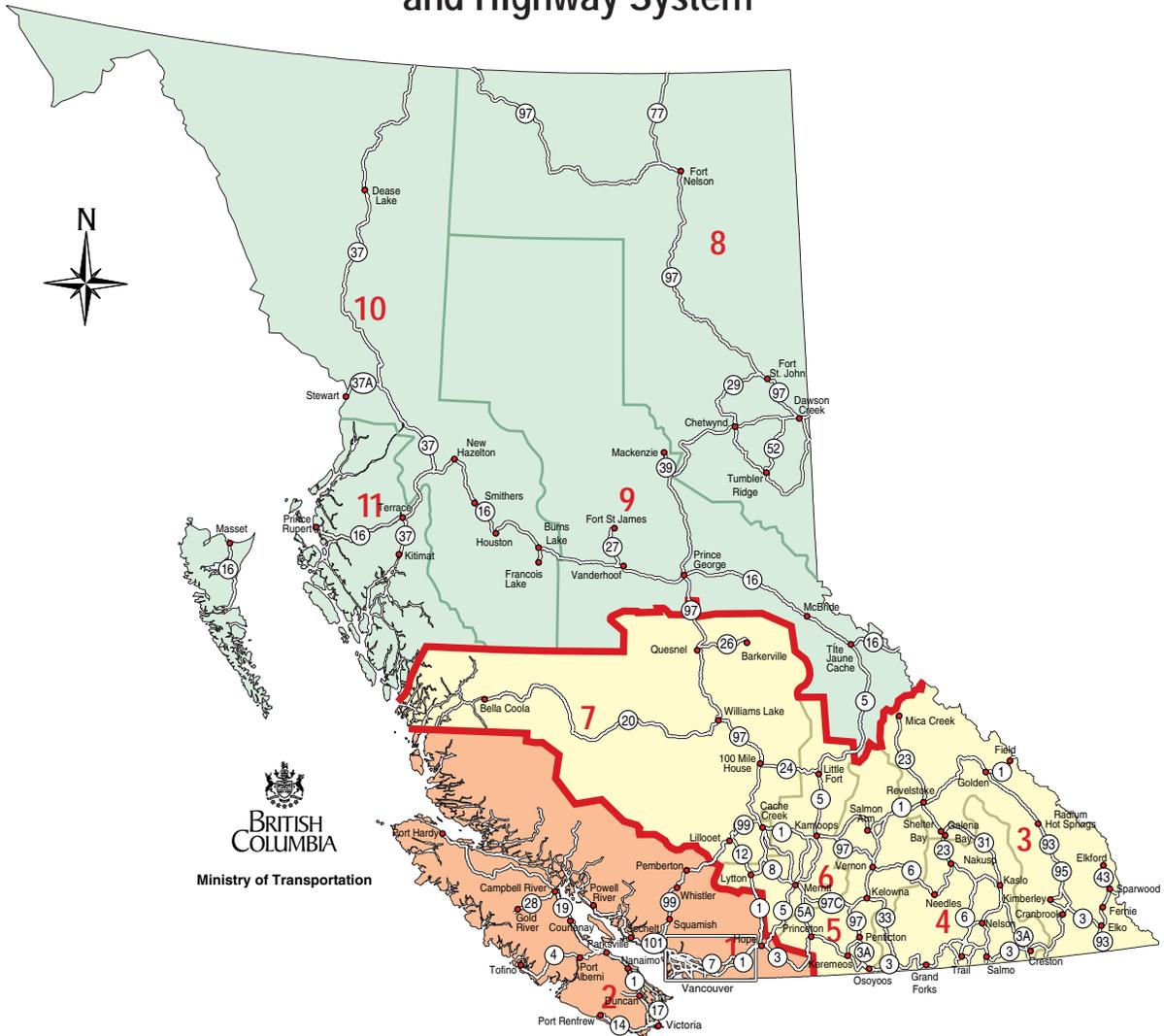
Hours of operation are from 8:30 to 12:00 and 1:00 to 4:30 weekdays, except statutory holidays.

Although you may drop into the office anytime during business hours to meet with our staff, it is recommended that you phone ahead and arrange an appointment.

This booklet is meant for guidance only. It does not give anyone a right to development approval if the outlined steps are followed.

Transportation Offices		Address	Telephone
District Offices			
1.	Lower Mainland Area office	200 - 1065 Columbia St., New Westminster, V3M 6H7 45890 Victoria Avenue, Chilliwack, V2P 2T1	604-660-8300 604-795-8211
2.	Vancouver Island Area office Area office	3rd Floor - 2100 Labieux Road, Nanaimo, V9T 6E9 550 Comox Road, Courtenay, V9N 3P6 240 - 4460 Chatterton Way, Victoria, V8X 5J2	250-751-3246 250-334-6951 250-952-4515
3.	Rocky Mountain Area office	129 - 10th Avenue South, Cranbrook, V1C 2N1 555 Victoria Road, Revelstoke, V0E 2S0	250-426-1500 250-837-8400
4.	West Kootenay Area office	310 Ward Street, Nelson, V1L 5S4 7290 - 2nd Street, Grand Forks, V0H 1H0	250-354-6521 250-442-4384
5.	Okanagan-Shuswap Area office Area office Area office	473 West Ave., Kelowna, V1Y 4Z3 2501 14th Ave., Vernon, V1T 8Z1 102 Industrial Place, Penticton, V2A 7C6 850 - 16th Street N. E., Salmon Arm, V1E 4S4	250-712-3660 250-260-4649 250-490-8200 250-260-4649
6.	Thompson-Nicola Area office	441 Columbia St., Kamloops, V2C 2T3 3840 Airport Rd., Merritt, V1K 1B8	250-314-6125 250-378-8479
7.	Cariboo Area office Area office	301 - 640 Borland St., Williams Lake, V2G 4T1 322 Johnston Ave., Quesnel, V2J 3M5 300 South Cariboo Highway, Box 1600, 100 Mile House, V0K 2E0	250-398-4345 250-992-4412 250-395-8948
8.	Peace Area office Area office	300 - 10003 110th Ave., Fort St. John V1J 6M7 1201 - 103rd Ave., Dawson Creek V1G 4J2 5016 - 50th Ave., Chetwynd V0C 1J0	250-787-3237 250-784-2363 250-788-9365
9.	Fort George	214, 1011 - 4th Ave., Prince George V2L 3H9	250-565-4410
10.	Bulkley - Stikine	3793 Alfred Ave. Smithers V0J 2N0	250-847-7403
11.	Skeena	4825 Keith Ave., Terrace V8G 1K7	250-638-6440

Regional and District Boundaries and Highway System



Regions

Districts

South Coast Region	1 Lower Mainland (New Westminster) 2 Vancouver Island (Nanaimo)
Southern Interior Region	3 Rocky Mountain (Cranbrook) 4 West Kootenay (Nelson) 5 Okanagan-Shuswap (Kelowna) 6 Thompson-Nicola (Kamloops) 7 Cariboo (Williams Lake)
Northern Region	8 Peace (Fort St. John) 9 Fort George (Prince George) 10 Bulkley-Stikine (Smithers) 11 Skeena (Terrace)