

Subdivision Application Guide

When is a Subdivision Application required?

Subdivision is the process of creating new lots and/or changing property boundaries. In order to complete this process, the City's Approving Officer will need to approve and sign off on your project first.

A subdivision application is required when you are:

- Creating two or more lots from one or more existing lots.
- Consolidating two or more lots into one lot.
- Adjusting or realigning an existing property line.
- Creating a bare land strata development.
- Creating a phased strata development.
- Converting an existing multi-unit development to strata title ownership.

**Prior to submitting your application please ensure you have checked with our Planning Department to see if a Rezoning and/or Development Permit is required first.*

What do I need?

When you are ready to submit your application, the easiest way is online here:

<https://www.chilliwack.com/apps/docusign/subdivision-application.cfm>. If you would prefer paper, the form can be found on our website and at City Hall.

Please provide all of the necessary documents outlined below to ensure your application is processed in a timely manner.

- Application Form** – completed and signed by all applicants and owners registered on title (please fill out the “Authorization of Applicant” section to give the applicant permission to act on your behalf if necessary).
- Site Disclosure Statement** – a form required by the Province that needs to be submitted with each property (unless previously received).
- Relevant Sketch/Plans** – showing your proposed subdivision layout.

How long will it take?

The amount of time to process a Subdivision Application is largely dependent upon the complexity of your project. On average the approximate timeline to receive your Preliminary Layout Approval (PLA) is **8-12 weeks**. This document will outline the specific servicing and other requirements that will need to be met in order to successfully complete your project.

Steps in the Process:

Step 1 - Submit your application with all proper signatures and required documents as described above. The Approving Officer will assign your application to a File Manager.

Step 2 – Your application is referred to any relevant internal City Departments, as well as external agencies if applicable (e.g. Ministry of Environment, Agriculture Land Commission). Once comments are received and reviewed, the Approving Officer can either issue a letter of rejection; request more information from you or grant a conditional approval in the form of a **Preliminary Layout Approval (PLA)**.

Step 3 – If the Approving Officer grants a conditional approval, you will be sent a letter (PLA) that lists all of the requirements and conditions which must be met in order to complete your project. The PLA is effective for a period of **twelve months** from the issue date. After the twelve-month mark, a new application is required. These are some examples of common requirements:

- **Legal survey plan** by a British Columbia Land Surveyor (BCLS);
- **Civil design drawings** by Professional Engineer;
- Installation of complete **engineering works and services**. Or entering into a Subdivision Servicing Agreement (SSA) with the City, wherein the developer guarantees the completion of the engineering works and services by a specified date. A Deposit amount of 125% of the consulting Engineer's cost estimate is required;
- **Legal documents** prepared by your Notary/Lawyer: i.e. Plans, Restrictive Covenants, Easements or Statutory rights-of-way (3 copies required);
- **Compliance with requirements** depending upon the particular characteristics of the Subdivision, (e.g. hillside properties may require the submission of a Geo-Technical Report);
- **Payment of required fees**, some examples are:
 - Signing fee, Property taxes - if final approval is obtained after November 1st, payment of the next year's property taxes will need to be paid. If it is prior to the Tax notice being issued, then the estimated amount will be required to be deposited with the City;
 - Sanitary sewer, storm sewer and water connection servicing costs (connection to City utility infrastructure);
 - Development cost charges, Servicing Agreement administration fee, School site acquisition charges, Tree and green space management security, Soil deposit and removal charges, Highway access fee.

Step 4 – Once all requirements set out in the PLA have been satisfactorily completed, the Approving Officer is able to give approval by signing off on your new survey plan and legal documents. These documents are then returned to your Notary/Lawyer to register at the Land Titles Office.

When do I get my new addresses?

Once your Notary/Lawyer submits your documents and they are accepted and registered at the Land Titles office, the new legal information is sent to the City in approximately **5-7 business days**. Our Property Records Department will notify you once the new addresses are ready and have been assigned. The new addresses are sent out to E911, Fire, Police, Canada Post, BC Assessment, School District and the utility companies.

Checklist:

- Engineer to submit 2 (two) sets of signed and sealed Civil drawings to the City;
- Engineer to submit Cost Estimate for services (i.e. sanitary sewer, water, storm);
- Engineer to submit Form F-15 Confirmation of Commitment;
- Servicing Agreement – signed and 125% of cost estimate deposited;
- Liability Insurance – Insurance Certificate received;
- Applicable forms to be signed: tree bylaw, soil removal, highway access;
- Surveyor submits Confirmation of conformity letter confirming any buildings remaining on property, will not be made non-conforming;
- Notary or Lawyer sends legal package to the City to be reviewed and signed;
- All applicable fees to be paid in full;
- Documents returned to your Notary or Lawyer.

FOR FURTHER INFORMATION PLEASE CONTACT:

City of Chilliwack
Development and Regulatory Enforcement Services
8550 Young Road
Chilliwack, BC V2P 8A4
T: 604-793-2902
development@chilliwack.com

The City of Chilliwack is providing this information to assist you in understanding the process of subdivision. It has been prepared for convenience only and is not intended to take the place of municipal bylaws or provincial legislation. Subdivision requirements may vary depending on site specifics.