

September 29, 2009
PLANNING DIVISION

SUBDIVIDING YOUR PROPERTY

IF YOU ARE DEVELOPING LAND IN SURREY
YOU MAY NEED TO SUBDIVIDE YOUR PROPERTY

THIS GUIDE PROVIDES AN OVERVIEW OF SUBDIVISION APPLICATION PROCEDURES

**THIS PAMPHLET IS FOR GENERAL GUIDANCE ONLY.
IT DOES NOT REPLACE BY-LAWS OR OTHER LEGAL DOCUMENTS.**

What is Subdivision?

Subdivision is the process of altering legal property boundaries. Most often, this involves the dividing of larger tracts of land into smaller properties. But, subdivision can also include a re-alignment of existing property lines or the consolidation of two or more properties.

- Creating several properties from one or more existing properties.
- Adjusting or re-aligning an existing property line.
- Consolidating two or more properties into one lot.

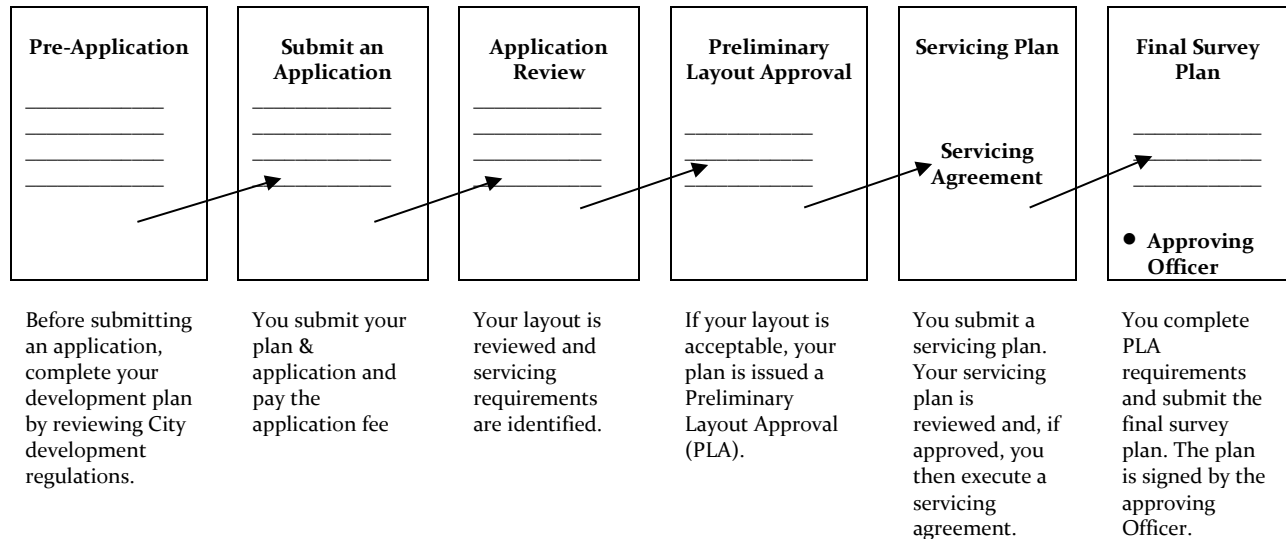


The Local Government Act, the Land Title Act of British Columbia and the City of Surrey Subdivision By-law require that all subdivisions be approved by a legally appointed Approving Officer. This approval is needed to ensure:

- Adequate size and shape of lots.
- Open space is adequate.
- Views are protected.
- Sewer, water and other services are fully provided.
- Road, lane and emergency vehicle access is provided.
- Natural features are protected.
- Subdivision patterns are compatible.
- Future subdivision opportunities are preserved.

The Subdivision Application Process

Here are the stages in the subdivision application process. Each stage is explained in the following sections:



Pre-Application

Your proposal should be well prepared before making an application. You should be aware of the following City plans, policies and regulations that may apply to your property:

Official Community Plan – Surrey's Official Community Plan divides the City into 12 land use designations. Each designation allows specific types of land uses and zoning categories. Check the Official Community Plan for the designation of your property and the land uses or zoning allowed within that designation.

Local Area Plans and Neighbourhood Concept Plans provide more detailed plans for specific areas of Surrey. Check to see if your property is located within one of these areas, and if so, what land use and zoning is planned.

Zoning Maps and the Zoning By-law - Each property in Surrey has specific zoning regulations. Check the zoning map for the existing zoning on your property. Then check the Zoning By-law to find the regulations for that zone. If your present zoning does not allow you proposed development, you will also have to consider rezoning your property (see the brochure titled, "A Guide to Rezoning").

The Concept Plan for Your Area – Concept Plans show the proposed alignment of future roads and the general location of desired parkland and linear open spaces. Your subdivision layout should use the Concept Plan as a guide.

Guidelines for Residential Character Studies and Building Schemes – See the Planning & Development Information sheet titled, "Designing Neighbourly Homes".

Engineering Services – All developments must meet City standards for sanitary sewer, storm water disposal, water supply, roads, sidewalks and street lighting. These services are provided at developer's expense. Check at the Engineering Department to see what services are available and if additional servicing is needed for your development.

Tree Preservation – If you intend to remove trees from the property, you may need a tree removal permit. Applying for a permit requires you to submit a tree survey and a tree removal / replacement plan. For details, see the "*Developer's Guide to the Tree Preservation By-law*".

Submit an Application

Once you have prepared your proposal, you can submit a subdivision application form and pay the application fees. Planning staff will assist you, but you must provide the following information:

- The property owner's name and address. If someone is applying on behalf of the property of the owner, a *Letter of Authorization* must be signed by all property owner(s) and submitted with the development permit application. A standard *Letter of Authorization* is part of the application form.
- The civic address and legal description of the property.
- The current zoning and, if applicable, the proposed zoning for the subject property.
- A brief description of the proposed development (e.g. single family, commercial or industrial).
- A *Soil Contamination Review Questionnaire* to determine if the site requires a Site Profile review.

Application Review

Your application is assigned to a City Planner for review of the layout and the adequacy of services. Following this initial review, your planner will contact you regarding the status of your application, and to ask for any clarification, further information or plan revisions if your proposal does not meet the required standards. Additional information required may include, but is not limited to, subdivision data sheets, lot grading and topographic information, tree surveys and replacement plans, survey plans and legal documents such as Restrictive Covenants.

If your subdivision is to be serviced by wells or a septic field, you are required to perform specific testing procedures as required by the Fraser Health Authority. Your application cannot proceed if your well or septic field does not meet standards and requirements of the Fraser Health Authority.

Erect a Development Proposal Sign on the Property. The applicant is responsible for erecting a Development Proposal sign on the subject property. Applications will not proceed to Council until the applicant submits a photograph providing the sign is in place. Staff will inform of the procedures for erecting this sign. Handouts showing the sign specifications are available at the Planning & Development Department.

If Necessary, Apply for a Tree Cutting Permit. If you intend to remove trees from the property, you may require a tree removal permit, depending on the size, species and location of trees being removed. Please refer to the "*Developer's Guide to the Tree Preservation By-law*".

Preliminary Layout Approval (PLA)

A PLA is a letter stating that your proposed subdivision layout is acceptable to the Approving Officer. The letter specifies any conditions that must be met prior to final approval of the subdivision. The PLA is valid for 12 months, and all conditions must be met within this time period. Typical conditions or requirements in the PLA are:

- A building scheme.
- Layout specifications (lot dimensions, road patterns).
- Dedication of parkland, linear open space and walkways.
- Restrictive Covenants and Easements.
- Tree removal permit.
- Certificate of non-encroachment.
- Requirements of outside agencies.
- Payment of current year's taxes.

Final Approval

Once the Servicing Agreement and other conditions of the PLA are complete, submit the final Survey Plan to the Approving Officer. Survey Plans must be prepared by a registered land Surveyor. Two mylar copies, a minimum of 10 paper copies and a digital copy of the Survey Plan must be submitted. The two mylar copies and one paper copy must be signed by all parties having a registered interest in the land. Along with the Survey Plan, a Letter of Undertaking from a Solicitor or Notary Public must also be submitted indicating that they will register the Survey Plans, and any other legal documents associated with the project, at the Land Title Office.

Register the plans and supporting documentation (such as restrictive covenants, easements or rights-of-way) at the Land Title Office. This must be done within two months of the plan approval date. Upon registration of the subdivision plan, please provide the City with the new legal plan number and copies of the documents bearing Land Title Office registration numbers.

The City will inspect your subdivision to ensure you meet Engineering Department standards. When standards are met, the Letter of Credit (submitted as part of the Servicing Agreement) will be released. Servicing must be 90% complete before building permits will be issued.

For further information on specific development proposals, contact the Planning and Development Department, 8:30am to 4:30pm, Monday through Friday.