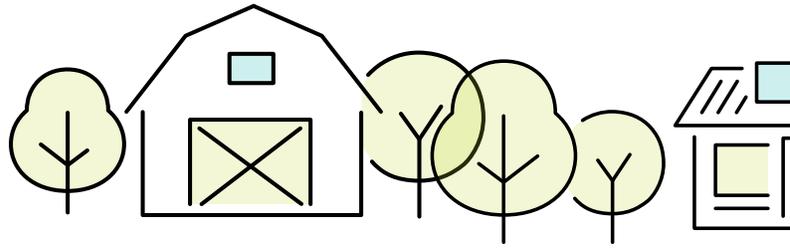


What is a Subdivision?



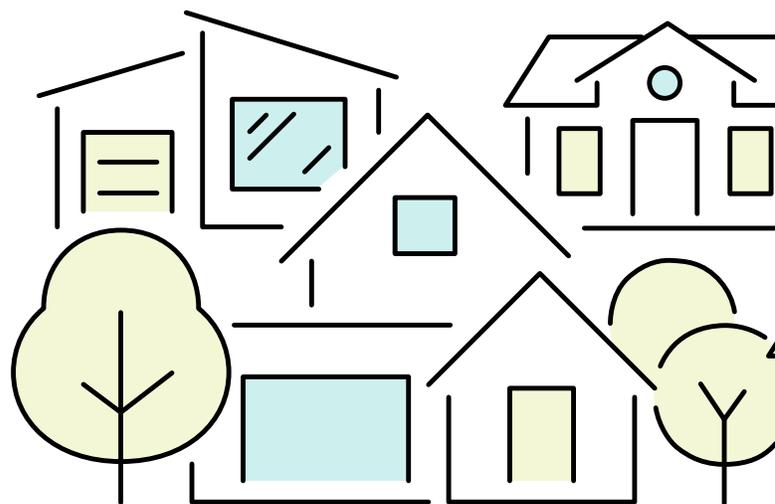
Subdivision is the process of dividing a property into smaller parcels of land. Subdivision can also include consolidating two or more properties into one lot, adjusting or realigning an existing property or creating several strata lots from one or more existing properties. In order to subdivide a piece of land, the proposed lot must meet the minimum lot size established in the CVRD Zoning Bylaw. In addition, the new parcel must meet the standards for water supply and sewer servicing outlined in the CVRD Zoning Bylaw.

Can I subdivide?

To subdivide land within an Electoral Area of the CVRD an applicant must apply to the [Ministry of Transportation and Infrastructure \(BC MoT\)](#). A Provincial approving officer, appointed by the B.C. government, approves subdivision plans in regional district electoral areas after all requirements are met. The CVRD must sign off on the subdivision and will consider regulations such as minimum parcel size requirements, servicing, and development permit areas.

Things to consider before you apply:

- The cost of surveying your land
- The cost of water and sewer servicing
- The cost of building new public or strata roads to BC MoT standards
- The minimum parcel size for your property
- Which development permit areas are relevant
- The potential for park land dedication



Subdivision Referral Process

Need Assistance?

Call **250.746.2620** to speak with staff.

Applicant will pay all applicable subdivision application fees to the **CVRD**.



The **Planner** will review all bylaws that apply to your project.



The **Planner** will send **BC MoT** and the applicant a report confirming the application meets **CVRD** requirements. If it does not, the planner will identify outstanding requirements.



Applicant must satisfy all **CVRD** requirements listed on the **PLR**. This will often include applying for a **Development Permit**.



After all requirements listed on the **PLR** have been satisfied, **BC MoT** will consider the subdivision for final approval.



Submit all documents in one complete package to **BC MoT**.



The application will be referred to the **CVRD** for comment. A **Planner** will be assigned to review your application.



The **Planner** may conduct a site visit.



BC MoT determines whether to grant **Preliminary Layout Review (PLR)** based on comments from all referral agencies. The PLR outlines the requirements necessary for final approval.



Once all **CVRD** requirements have been satisfied, the Planner will send final comments to **BC MoT**.

Please note:

Timelines may vary depending upon the completeness of the application and workload.