

### What is subdivision?

Subdivision alters the legal property boundaries of a parcel of land and includes dividing a property into smaller parcels, consolidating several parcels into one, creating a bare land strata or changing the alignment of an existing property line.

### What do I need to consider before I apply?

There are a few things to consider before submitting an application. The Development Services Department can help verify the following:

- 1) Check the **Official Community Plan (OCP)**. The OCP provides guidance on land use decisions in Smithers.
- 2) Check the **zoning** of the property. Zoning outlines the minimum parcel size, width and permitted density. Subdivision approval will only be given if your proposal conforms to the zoning.
- 3) Check to see if your property is in a **Development Permit Area**. Certain commercial areas, residential areas and environmentally sensitive areas are subject to development permit requirements.
- 4) Check for **easements** or **right-of-ways** on your property.
- 5) Check to see whether a 5% **parkland dedication** will be required.
- 6) Check the **Subdivision Servicing & Development Standards Bylaw** to confirm what off-site works and services will be required.

### What must I include in my application?

The following is a general breakdown of the information to be included with the subdivision application. Information includes:

- ❑ Preliminary Subdivision Application & fee
- ❑ Site Profile
- ❑ Site Plan (Two 8.5x11 copies) showing dimensions of the proposed subdivision including:
  - ❑ Existing and proposed property dimensions and location (including setbacks) of existing buildings.
  - ❑ The location of watercourse(s), steep banks or slopes, easements or statutory rights-of-ways.
  - ❑ Existing and proposed site conditions including vegetation cover, fences, etc.
  - ❑ Existing and proposed roads and driveways.
  - ❑ Existing signs, street lights, hydrants, bus stops, utilities, etc.
  - ❑ Existing and proposed municipal services, including water mains, sanitary and storm sewer connections.

### What is the process for approval?

- 1 **Preliminary Subdivision Application** – Begin the approval process by submitting a complete application, plans, drawings and fee.
- 2 **Review** – Once submitted, Town staff review the application for conformance with Town Bylaw and may refer it to external agencies for comment. At this point, the Approving Officer may reject the

application, request changes or request further information.

- 3 **Preliminary Layout Approval (PLA)** – If the application is accepted, the Town's Approving Officer issues a Preliminary Layout Approval (PLA), which outlines the requirements and conditions that must be met before final approval. The PLA is valid for 6 months and can be extended upon written request.
- 4 **Final Subdivision Application** - Once the conditions of the PLA are met, a Final Subdivision Application, including fees and final plans, are submitted.
- 5 **Submission of Plan Sets** - If necessary, the applicant submits landscape and civil engineering plans to address the PLA. Based on the submission and estimates provided by the applicant or Town, security and fee amounts are determined.
- 6 **Servicing Agreement** - A servicing agreement may be required in support of the civil works. Legal documents such as right-of-ways and easements may also be necessary to support the civil works required.
- 7 **Final Subdivision Approval** – Once all necessary technical and legal requirements are addressed, and if required, external agency approval received, the applicant pays all necessary fees including Town development levies and provides any required securities. The survey plans are also submitted for signing by the Approving Officer.
- 8 **Plan Signing** – If the survey plan is acceptable and all conditions of the PLA are fulfilled, the Approving Officer signs the subdivision plans. The applicant or the applicant's Solicitor is required to deposit the plans at the Land Title Office within 60 days of the Approving Officer signing the survey plans.

**How long will it take & who makes the final decision?**

It generally takes **1 month** for the issuance of a PLA provided that a complete application is submitted. It should be recognized that the more complex the proposal, the more time required. The Town of Smithers appointed Approving Officer makes the decision to approve the application.

**How much does it cost?**

The preliminary subdivision application fee is **\$50**. If approved, there is a fee of **\$500** for the first parcel created by subdivision and **\$100** for every subsequent parcel created.

**For Further Information Contact:**

**Town of Smithers Development Services Department**  
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PO Box 879  
Smithers, BC V0J 2N0

**Office Hours**  
Monday to Friday (except holidays)  
8:30 am to 4:30 pm

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*This brochure is meant for informational purposes only. Please consult the Local Government Act and its regulations, the Town of Smithers Subdivision Servicing Bylaw and Zoning Bylaw and other bylaws for definitive requirements and procedures.*

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