



# Subdivision Application Guide

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**Development & Regulatory Enforcement Services**

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**Land Development Division**

**8550 Young Road**

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## What is a Subdivision?

Subdivision is the process of changing or creating new property (lot) boundaries.

A subdivision application is required for the following:

- Creating two or more lots from one or more existing lots
- 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
- Consolidating two or more lots into one lot

The *Local Government Act* and the *Land Title Act* of British Columbia require that all subdivisions be approved by a legally appointed Approving Officer prior to submission for registration at the Land Title Office. This approval is needed to ensure:

- adequate size and shape of lots;
- parkland is adequate;
- sewer, water and other services are fully provided;
- road, lane and emergency vehicle access is provided;
- natural features are protected; and
- future subdivision opportunities are preserved.



## How much time does it take?

The amount of time to process a Subdivision Application is largely dependent upon the complexity of the Application. Prior to submitting your application please ensure you have checked with our Planning Department to confirm if a Rezoning and/or Development Permit is required prior to your Subdivision.

After you apply for subdivision, it will take 8-12 weeks to prepare a Preliminary Layout Approval (PLA). The PLA will list all of the necessary legal, documentation, and engineering requirements in order for the subdivision to be granted final approval. Please provide a copy of the PLA document to your civil consultant as they will use the engineering requirements listed to prepare their civil design.

After issuance of the PLA, registration of the subdivision will depend on how long it takes the applicant to meet the specific servicing and other requirements of the PLA.

**Please note:** the PLA is valid for **one year** from the date of issuance, and the subdivision must be registered with the Land Title office before the PLA expires. If the PLA expires, you will need to resubmit a subdivision application with the application fee, and a new PLA will be issued to you within 8-12 weeks. Your new application will be subject to any bylaw changes and fee increases.

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## What do I need for a Subdivision Application?

To apply for a subdivision, please complete the Application form available on the City's website or in the Land Development department. All information must be provided at the time of submittal to ensure the application will be referred to the appropriate Departments and responded to in a timely manner.

- Application Form - a completed Subdivision Application form signed by all owners registered on title, as well as the applicant (please fill out the "Authorization of Applicant" section to give the applicant permission to act on your behalf if necessary).
- Proof of ownership - as evidenced by a title search from Land Titles Office (no older than 30 days).
- Application and site profile fees (if applicable).  
**Please note that the application will not be accepted until the fee is paid.**
- Relevant Sketch/Plans of property showing proposed subdivision layout (show location of existing buildings and the proposed changes you wish to make).
- A completed site profile - required by Provincial contaminated sites regulation for commercial or industrial properties.

## When do I get my new addresses?

Once all PLA requirements are met and the Approving Officer has granted Final Approval, your subdivision documents will be returned to your Solicitor or Notary Public to submit to the Land Title & Survey Authority of BC (LTSA).

Once LTSA has approved and registered your subdivision, they will provide us with the new lot information within 7-10 business days. At this time our Property Records Department will notify you that the new Subdivision Plan has been completed and provide you with any new civic addresses.



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## Subdivision Application Process

**Step 1 - Submit** the completed subdivision application, application fee and all applicable documents to the Land Development Department (once any rezoning or Development permits are completed). The Approving Officer will assign your file to a File Manager.

**Step 2 - Referrals:** The File Manager then consults with the appropriate City Departments and any external agencies depending on the proposed application (i.e. Engineering Department, Ministry of Transportation and Highways, Ministry of Environment, Agriculture Land Commission).

Once the comments and requirements are received, the Approving Officer can do one of three things:

- issue a letter of rejection for the subdivision proposal;
- request additional information; or
- issue a “conditional” approval in the form of a Preliminary Letter of Approval (PLA).

**Step 3 - Preliminary Letter of Approval (PLA):** When the Approving Officer is satisfied that preliminary approval may be given to a proposed Subdivision, the Preliminary Letter of Approval will be sent to you listing all of the requirements and conditions which must be met prior to them granting final approval by signing the legal survey plan (and thus permitting its registration). The PLA is effective for a period of **twelve months** from the issue date and cannot be extended. After the twelfth month mark a new application is required.

Some examples of requirements in a PLA may be:

- Preparation and submission of a **Legal Survey Plan** by a British Columbia Land Surveyor (BCLS);
- Preparation and submission of **Civil Design Drawings** by Professional Engineer;
- Installation of **complete engineering works and services** prior to final approval 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;
- Preparation and submission of **Legal Documents** by a Solicitor or Notary Public: i.e. Plans, Restrictive Covenants, Easements or Statutory Rights-of-Way;
- Compliance with requirements depending upon the particular characteristics of the Subdivision, e.g. hillside properties may require the submission of a Geotechnical Report;

**Step 4 - Payment of required fees,** some examples are:

- Signing fee - \$100.00;
- Property taxes - if final approval is obtained prior November 1st, payment of the current year’s property taxes will need to be paid. If final approval is after November 1<sup>st</sup>, the following year’s taxes, in an 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, Performance Deposits, Parkland Monies in Lieu.

**Step 5 - Final Approval and Registration:** Once all requirements set out in the PLA have been satisfactorily completed, the Approving Officer is able to give approval to the Subdivision by signing the final legal survey plan. In accordance with the Land Title Act the registration of the Subdivision plan at the Land Title Office in New Westminster must take place within 60 days or the re-approval of the Approving Officer must again be obtained.

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## Subdivision Process Checklist

- Submit Application to the Land Development Department
- City to issue Preliminary Layout Approval (PLA)
- Engineer to submit 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 & Letter confirming non-trespass of pre-existing utilities
- Servicing Agreement – signed and 125% of cost estimate deposited
- Liability Insurance – Insurance Certificate provided
- 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
- Lawyer/Notary to forward their Letter of Undertaking along with applicable documents for subdivision
- Payment of all applicable fees and deposits
- Payment of Property Taxes in full
- City to return documents with our Letter of Undertaking to your Lawyer/Notary for them for registration
- Once new properties have been registered in the Land Title Office, new addresses will be provided

### FOR FURTHER INFORMATION PLEASE CONTACT:

**City of Chilliwack**  
**Development & Regulatory Enforcement**  
**Land Development**  
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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.