



Application Processing Time

Application submitted to Development Services Department.

Application forwarded to outside agencies as required for comment.

Technical review by Municipal staff.

Preliminary Letter of Review issued or application denied.

Engineered drawings prepared by applicant's engineer.

All reports, covenants and other legal documentation prepared by applicant.

Survey plan prepared by applicant's BCLS.

All works and services constructed; or security posted and servicing agreement executed.

All fees, legal documents and survey plan submitted for approval.

Subdivision plan approved and registered in Land Title Office in Kamloops.

Total Estimated Time following submission of complete application

week 1 - 12

Varies depending on application volume

week 12 - 20

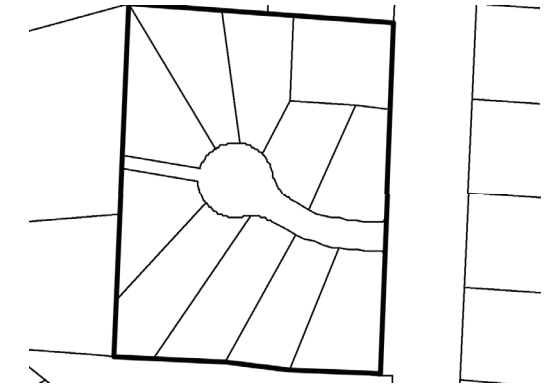
week 20 - 40

Varies depending on utility construction

Development proposal can now proceed to the next step.



Any person being the owner of land or having the written permission of the owner, may apply to subdivide.



The Subdivision and Development Servicing bylaw governs subdivisions within the District of Summerland.

All applications for subdivision must be approved by the Approving Officer for the District of Summerland. Approval by the Ministry of Transportation and Ministry of Environment may also be required. Applications are processed by the Development Services Department with the involvement of other Municipal Departments, Provincial Ministries and outside agencies, as necessary.

Subdivisions are technically complex and involve a myriad of provincial and municipal legislation. Applicants should discuss their proposals with the Development Services Department and consult a registered British Columbia Land Surveyor (BCLS) and lawyer or notary public prior to applying.

Copies of the Subdivision and Development Servicing bylaw are available online at www.summerland.ca or from the District Office at 13211 Henry Avenue.

Subdivision and Development bylaw establishes minimum levels of servicing such things as:

Road widths
 Domestic water
 Sanitary sewer / septic tank
 Curb, gutter & sidewalk
 Underground / overhead electrical

Access
 Utility rights-of-way
 Utility pipe sizing

**Application Fee \$100.⁰⁰
 plus \$100.00 for each new lot created**

Subdivision

Subdivision



Procedure for *Subdivision*

Application forms are available at the Development Services Department, Municipal Office

Subdivisions are defined as “the division of land into two or more parcels”. This includes a simple lot line adjustment, but with respect to this approval process does not include a site consolidation.

Provincial regulations governing subdivisions are contained in the Land Title Act and the Local Government Act.

Subdivisions must be approved by the Approving Officer. They are then sent to the Land Title Office in Kamloops for registration. Land Title Office staff prepare documents known as a “Certificated of Indefeasible Title” for each new parcel. At the top of the Certificate of Title the owner of the parcel is shown as “registered owner in fee-simple.” Fee simple basically means that the owner has a absolute right to deal with the land as he sees fit, subject to the law. Subdivisions of this type are commonly referred to as “Fee-Simple” subdivisions.

The Subdivision and Development Servicing by-law establishes levels of works and services to be provided within and adjacent to a subdivision. The bylaw also outlines design guidelines and construction standards. The applicant is responsible for all costs to provide the required works and services.

Prior to any works and services construction, design drawings must be approved by the Engineering and Public Works Department. These drawings may require the services of a Professional Engineer.

The subdivider must install the required works and services; or provide a security and sign an agreement to guarantee their construction before the Approving Officer approves the subdivision

1 Submit application to the Development Services Department, including all information described on the application form and the applicable fee.



2

The application receives a Technical Review by District staff who consider:

- *Utility servicing
- *Zoning bylaw
- *Soil stability
- *Road widening
- *Access
- *Parkland dedication

3 Following the technical review, the application is either denied or given **Preliminary Layout Review**, which is valid for 6 months. This review letter tells the applicant what conditions must be met in order for the subdivision to be considered for approval.

4 If Works and Services construction is required, Engineering drawings must be approved by the Engineering & Public Works Department. Once the construction drawings have been approved, the required works and services can be installed.



5 The subdivision can be approved prior to works and services construction if a security is posted and a servicing agreement is executed. Otherwise the works and services construction must be completed prior to subdivision approval.



6

The Subdivision Plan is prepared by the BC Land Surveyor (BCLS). This plan is approved by the District of Summerland Approving Officer once all fees and legal documentation have been received and any required servicing has been constructed (or secured).

7 The approved plan is now submitted to the Land Title Registry in Kamloops for registration. The approved plan must be registered within 60 days or the plan must be re-approved by the Approving Officer.

