



# SUNSHINE COAST REGIONAL DISTRICT

## INFORMATION PACKAGE FOR SUBDIVISION APPLICANTS

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This handout is a general guide to the subdivision process in the Sunshine Coast Regional District (SCRD). It is intended to assist property owners, developers, realtors, surveyors, engineers and others involved in the subdivision of land.

The main legislation in British Columbia governing the subdivision of land is the *Land Title Act* and the *Local Government Act*. In the Sunshine Coast Regional District, subdivision must be approved by the Provincial Approving Officer, an employee of the Ministry of Transportation (MOT). The Approving Officer is responsible for implementing the requirements and conditions of other government agencies including the SCRD.

The Sunshine Coast Regional District has adopted subdivision regulations which are outlined in Zoning Bylaws 310 and 337 and Subdivision Servicing Bylaw 320. Zoning bylaws 310 and 337 establish subdivision districts that designate maximum densities permitted by specifying an average parcel size or minimum parcel size of lots to be created. Bylaw 320 outlines the general requirements for a subdivision application and the servicing requirements for new subdivisions with respect to water and sewer.

Properties within the Regional District which fall within the Development Cost Charge Area boundaries may be charged Development Cost Charges and water connection fees at the time of subdivision approval.

Several steps are involved in subdividing a parcel of land. These steps are explained below.

### **STEP 1: DISCUSS YOUR PROPOSAL WITH STAFF**

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Before submitting a subdivision application, you should discuss your plans for subdivision with a staff person in the Regional District's Planning and Development Division. This initial discussion will help familiarize you with Regional District requirements with respect to zoning, lot size, servicing, Development Cost Charges, other requirements that may affect the subdivision, and whether an application to the Agricultural Land Commission is required. You should also discuss your proposal with a MOT staff person, particularly with respect to requirements for roads, drainage and engineering.

Residential subdivision applications, involving three or more additional lots where the smallest lot being created is less than 2 hectares, are subject to a maximum requirement for 5% land dedication or cash-in-lieu of land for park dedication.

***The applicant is aware that, regardless of discussions with or representations by Sunshine Coast Regional District officials or employees, payment of the application fee does not guarantee or constitute approval of this application and that the application may not be proceeded with for a variety of reasons.***



## **STEP 2: SUBMIT YOUR APPLICATION**

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Subdividing land in the SCRDR requires that you make three applications: one to the Ministry of Transportation, one to the Vancouver Coastal Health Authority and one to the Sunshine Coast Regional District. Please contact MOT and VCHA with respect to their subdivision application requirements.

Formal subdivision application to the SCRDR shall include the following:

1. One completed SCRDR Subdivision Application form;
2. Three (3) copies of a Preliminary Subdivision Plan;
3. One (1) reduced (11" x 17" or smaller) copy of a Preliminary Subdivision Plan
4. Application fee. Please confirm fee with the SCRDR staff;
5. Title search or Certificate of Title (dated no more than 30 days prior to application); and
6. Copies of all charges indicated on the title (restrictive covenants, easement, etc.).

### **Phased Subdivision**

Subdivision development is sometimes phased over a number of months or years. In such cases, the plan should indicate the order in which the development is planned.

## **STEP 3: REVIEW BY SCRDR STAFF**

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The application is reviewed by:

- Planning and Development Division staff for completeness and compliance with Regional District bylaws and policies; and
- Infrastructure Services Department staff for water servicing requirements.

Specifically, Regional District staff will review and provide comments on the following items:

- Compliance with density and land use requirements;
- Development Cost Charges for water supply;
- Water connections, water main extensions, fire hydrants;
- Community sewer or water system requirements (if applicable);
- Compliance with Official Community Plan land use designations, policies and objectives;
- Requirements for provision of park land or money in lieu of park land;
- Whether a Development Permit and/or Riparian Assessment is required; and,
- Useable area requirements.

Please note that other items may need to be addressed as a result of the review of your subdivision application.



**Note: The Real Estate Development Marketing Act requires developers of property located in an Electoral Area to file a disclosure statement before marketing a development unit consisting of 5 or more non-stratified building lots in a development property. The disclosure statement can be found at [www.fic.gov.bc.ca/forms.htm](http://www.fic.gov.bc.ca/forms.htm) For more information, contact your realtor or the Financial Institutions Commission, Suite 1200 - 13450 102nd Avenue, Surrey BC, V3T 5X3, Phone: 866 206-3030**

#### **STEP 4: APPLICATION IS REFERRED**

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To ensure that all SCRD policies and bylaws are complied with the Regional District's comments on your application are referred to the:

- **Fire Prevention Officer**

The Fire Prevention Officer checks the application to ensure that there are no concerns with respect to fire safety and access for fire fighting vehicles and equipment.

- **Local Advisory Planning Commission**

The appropriate Electoral Area Advisory Planning Commission will comment on your application on behalf of the local community.

- **Ministry of Health**

The Public Health Inspector is notified of any concerns the Regional District has with respect to development and waste disposal in the new subdivision.

- **Ministry of Transportation**

The Provincial Approving Officer is notified so that he/she can incorporate the Regional District's requirements into the Preliminary Layout Approval. Please note that the Regional District will not forward its comments regarding your application to MOT until the Regional District has received a referral from the Ministry.

MOT also refers out your application at this stage and depending on the circumstances other agencies may also be asked to advise the Provincial Approving Officer. These agencies may include: Water Management, Ministry of Environment, Lands and Parks; Fish and Wildlife Management, Ministry of Environment, Lands and Parks; BC Hydro; Teresen; Fisheries and Oceans Canada; Canada Post; local improvement districts; and others.

- **Agricultural Land Commission**

If your application includes lands within the Agricultural Land Reserve, the Agricultural Land Commission will review and make comments on your application.



**STEP 5: APPROVING OFFICER ISSUES  
PRELIMINARY LAYOUT APPROVAL**

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After considering all factors and input from the referral agencies the Provincial Approving Officer will either issue or refuse PLA. If PLA is refused, the Approving Officer will provide a written explanation of why the application was rejected. If PLA is issued, a letter is sent to the applicant listing the requirements and conditions that must be met prior to the Approving Officer signing the Final Subdivision Plan.

**STEP 6: APPLICANT MEETS TENTATIVE APPROVAL CONDITIONS**

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Once PLA has been issued, you have a year to satisfy all of the conditions listed on the PLA. You may apply to MOT to have the PLA extended. At this stage you may need to retain the services of various professionals to satisfy the requirements in the PLA. A BC Land Surveyor is also retained at this stage to prepare the final subdivision plan for registration at the Land Titles Office.

**STEP 7: FINAL APPROVAL**

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Once all the conditions of the Preliminary Layout Approval set by the Ministry of Transportation have been met, including those conditions listed by the SCRD, the Ministry of Health and other applicable agencies, final approval may then be granted. The Provincial Approving Officer requires written confirmation from the SCRD that all SCRD conditions have been satisfied.

**CONTACTS FOR AGENCIES INVOLVED IN THE SUBDIVISION PROCESS**

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The Ministry of Transportation and Infrastructure application can be obtained by contacting:

Ministry of Transportation and Infrastructure  
(Sechelt Branch)  
PO Box 950  
#300-5710 Teredo Street  
Sechelt, BC V0N 3A0  
Telephone: (604) 740-8986 or (604) 740-8987                      Fax: (604) 740-8988

Information regarding percolation tests can be obtained by contacting the Ministry of Health:

Vancouver Health Authority  
5571 Inlet Avenue  
PO Box 1040  
Sechelt, BC V0N 3A0  
Telephone: (604) 885-5164