



This guide is provided for general information only and is subject to change. Applicants should contact SCRD and MOTT to confirm requirements specific to their project.

PURPOSE

This guide provides an overview of how to subdivide land within the Sunshine Coast Regional District (SCRD). It is intended for property owners, developers, surveyors, and other professionals involved in subdivision applications. It explains the process, key requirements, and how SCRD and the Ministry of Transportation and Transit (MOTT) work together to review applications.

OVERVIEW

Subdivision potential in the SCRD Electoral Areas is influenced by a range of factors beyond zoning, and zoning alone does not guarantee that a property can be successfully subdivided. While zoning bylaws establish minimum parcel sizes and permitted densities, feasibility may be constrained by site-specific conditions such as topography, environmental features, geotechnical hazards, water supply and sewage disposal requirements, road access, servicing capacity, and compliance with other applicable regulations and approvals. Additional considerations may include covenant restrictions, Agricultural Land Reserve designation, and the need to meet provincial and local standards. As a result, a property that meets the minimum zoning requirements for subdivision may still be deemed unsuitable or infeasible once these factors are fully assessed through the subdivision review process.

Subdivision Approval in Electoral Areas

Subdivisions in SCRD Electoral Areas are approved by a Provincial Approving Officer (PAO) through MOTT once all requirements have been met. The PAO is an independent statutory decision-maker appointed by the provincial government. It is the responsibility of the PAO to ensure that subdivisions are in accordance with provincial statutes, regulations and local government bylaws regulating subdivision and zoning.

To apply, you must submit applications to both:

- MOTT, which acts as the approving authority; and
- SCRD, which reviews the proposal and sets local requirements.

SCRD will begin its formal review only after it receives a referral from MOTT.

LEGISLATIVE AND REGULATORY FRAMEWORK

Subdivision applications must comply with provincial legislation and SCRD bylaws.

Provincial Legislation

Key legislation includes:

- Local Government Act (including parkland dedication requirements of up to 5% or cash-in-lieu);
- Land Title Act; and
- Bare Land Strata Regulations.

SCRD Bylaws (www.scrd.ca/bylaws)

Relevant bylaws include:

Zoning Bylaw No. 722 and Zoning Bylaw No. 337

Establish "Subdivision Districts" that designate average and/or minimum parcel area requirements for new lots created by subdivision.

Subdivision Servicing Bylaw No. 320

Outlines the general requirements for a subdivision application and the servicing requirements for new subdivisions with respect to water and sewer.

Development Cost Charges Bylaw No. 693

Establishes Development Cost Charges (DCCs) for properties within an SCRD Regional Water Services Area. Applicants must pay applicable DCCs prior to approval of the subdivision. DCCs contribute to the capital costs of providing, constructing, altering or expanding water facilities to facilitate growth in the community. Applicants may also be charged water connection fees at the time of subdivision.

Development Permits

An SCRD Development Permit is required prior to subdividing any property that overlaps with an SCRD Development Permit Area (DPA) or any property within 30 metres of any wetland, stream, or ditch.

DPAs are areas designated in Official Community Plans (www.scrd.ca/ocps) to protect or enhance community values such as environmentally sensitive features and farmland, or to protect your development from hazardous conditions.

To learn which DPAs apply to your property, please use the SCRD mapping tool to generate a Property Report (www.scrd.ca/mapping).

PRE-APPLICATION

SCRD (Required)

Before submitting a subdivision application, you are required to complete a pre-application with SCRD.

As part of this process, you will:

- submit a concept or site plan showing the proposed lots and dimensions; and
- receive feedback from SCRD departments.

SCRD will provide an Outcome Letter that outlines:

- whether the proposal generally aligns with zoning and Official Community Plan policies;
- servicing and infrastructure considerations;
- parkland dedication requirements;
- any technical studies or reports that may be required; and
- instructions for submitting a formal application.

A meeting with staff is included as part of the pre-application process.

MOTT (Optional)

MOTT does not offer a formal pre-application process. However, applicants may contact MOTT for general guidance. In most cases, MOTT will recommend completing the SCRD pre-application first.

SUBDIVISION APPLICATION SUBMISSION

Step 1: Apply to MOTT

You must first [submit your subdivision application to MOTT](#) through PASport, the online application and approval system. You will receive a MOTT application number that you will need to provide with the SCRD Subdivision Application.

Once your application is complete, MOTT will refer it to SCRD and other agencies for review.

Step 2: Apply to SCRD

You must also submit a subdivision application to SCRD. You can find the application forms for subdivision here: www.scrd.ca/planning-applications/

Once you have applied you must pay application fees and install a development notification sign on the property.

SCRD will not begin reviewing your application until it receives a formal referral from MOTT.

REVIEW AND REFERRAL PROCESS

Once SCRD receives the referral from MOTT, staff will review your application and circulate it to relevant departments such as Planning, Building, Utility Engineering, Fire, and Parks.

Your application may also be referred to the local Advisory Planning Commission (APC) for comment. You will be notified if this occurs and invited to attend the meeting.

What We Review

SCRD staff will review your application for:

- consistency with the Official Community Plan and zoning bylaws;
- lot size, density, and layout;
- Development Permit requirements;
- water, sewer, solid waste, and fire protection servicing;
- Development Cost Charges and connection fees;

Conditions of Subdivision (COS)

After review, SCRD will issue a Conditions of Subdivision (COS) letter to MOTT and the applicant. This letter outlines the requirements that must be completed before final approval can be granted.

The COS is valid for one year and may be extended for a \$500 fee.

Some applications may also be referred to the Advisory Planning Commission for comment.

PRELIMINARY LAYOUT REVIEW (PLR)

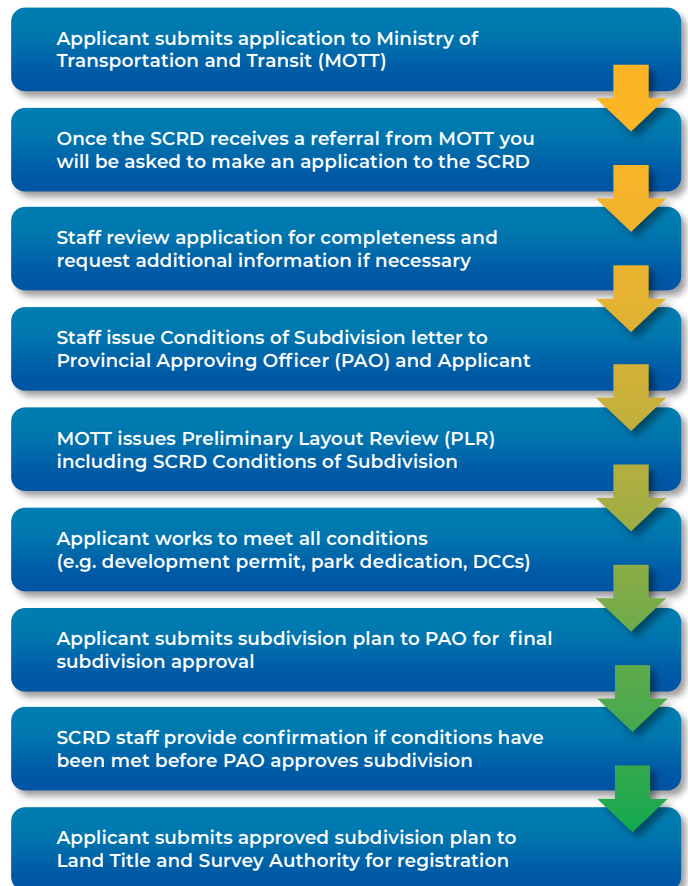
After receiving comments from all reviewing agencies, the MOTT Approving Officer will issue a Preliminary Layout Review (PLR).

The PLR:

- lists all conditions that must be met before subdivision approval;
- is typically valid for one year; and
- does not guarantee final approval.

If the application cannot be supported, MOTT will issue a Preliminary Layout Review Non-Approval (PLRNA) letter explaining the reasons.

Overview of Subdivision Application Process:



- parkland dedication or cash-in-lieu;
- frontage requirements; and
- any other matters identified as part of the review.

MEETING CONDITIONS

After a PLR is issued, you must complete all conditions identified by MOTT and SCRD.

This may include:

- obtaining Development Permits;
- securing frontage waivers, if required;
- completing servicing and infrastructure upgrades;
- paying Development Cost Charges;
- providing parkland dedication or cash-in-lieu;
- completing engineering or environmental studies; and
- preparing and registering legal documents such as covenants and easements.

In most cases, your legal counsel will be required to provide a Letter of Undertaking confirming that required documents will be registered on title.

A BC Land Surveyor will be required to prepare the final subdivision plan for registration by the BC Land Title and Survey Authority (LTSA).

FINAL APPROVAL

SCRD Role

SCRD will confirm that all its conditions have been satisfied and will provide a final sign-off to MOTT prior to final subdivision approval.

MOTT Role

MOTT will:

- confirm that all PLR conditions have been met;
- obtain final confirmation from referral agencies; and
- approve the subdivision plan for registration.

The approved plan is then registered with the LTSA.

TIMELINES AND VALIDITY

- Conditions of Subdivision (COS) are valid for one year.
- Preliminary Layout Reviews (PLRs) are also typically valid for one year.

If approvals expire, you may need to apply for an extension and pay applicable fees. Updated review or additional conditions may apply.

INACTIVE APPLICATIONS

Under SCRD Bylaw No. 522:

- applications inactive for six months may receive a warning notice; and
- applications inactive for nine months may be cancelled.

If significant time has passed, you may be required to apply for an extension, pay a fee, and undergo updated review.

MOTT does not currently have a formal process for closing inactive applications.