

Subdivision

What is a Subdivision?

- Consolidating two or more properties into one lot
- Adjusting or realigning an existing property line
- Creating several lots from one or more existing properties
- Creating two or more strata lots from one or more existing properties

Who Approves Subdivisions in the Regional District?

The approving authority in the Regional District is the Ministry of Transportation & Infrastructure (MOTI). MOTI refers applications to applicable agencies including the Regional District, which work together in evaluating and processing applications.

How is a Subdivision Application Made?

The first step is to check the zone or land use designation of the property. Proposed lots must meet the minimum lot size and minimum parcel frontage prescribed. If the zone/designation does not support additional subdivision, the application will not be successful.

If this is the case, contact staff to discuss further options.

If the property is correctly zoned/designated, a subdivision application can be made directly to MOTI:

Kelowna Area Office 300 – 1358 St. Paul Street Kelowna, BC V1Y 2E1 Phone (250) 712-3660

Vernon Area Office 4791 – 23rd Street Vernon, BC V1T 4K9 Phone (250) 503 – 3664

(Vernon MOTI is responsible for properties in the general vicinity of Caesars Landing and north up to and including Westshore Estates)

Submitting an application does not guarantee approval.

Regional District Regulations Affecting Subdivision

- Regional Growth Strategy
- Zoning Bylaw
- Joe Rich Rural Land Use Bylaw (for properties in the Joe Rich area)
- Official Community Plan objectives and policies

- Subdivision Servicing Bylaw
- Protection of wetlands is mandated by the Province of BC and enforced through Regional District applications

Application Costs

- MOTI application fee
- Documents/plans necessary to complete application requirements
- Regional District processing fee
- Regional District administration fee

The cost of subdivision can vary greatly depending upon the complexity of the application.

Other costs may include:

- Capital works (including onsite and offsite infrastructure)
- Property surveys
- Regional District development cost charges
- School site acquisition charges
- Costs associated with additional approvals required to facilitate subdivision (e.g. development permit,



- development variance permit, rezoning application)
- Legal fees

Factors that Influence Processing Times

- Type, size and complexity of project
- Time required to obtain any additional studies/reports that may be identified through detailed review
- Concurrent applications in progress (e.g. development permits, development variance permits, rezoning applications)

The applicant must complete all the requirements before MOTI can consider the subdivision for final approval.

What is Evaluated in a Subdivision Application?

- Conformance with lot sizes and frontage requirements
- Environmental impacts
- Development Permit Areas
- If the property is in the ALR
- Conformance with the Official Community Plan or Joe Rich Rural Land Use Bylaw
- Servicing requirements
- Conformance with the Subdivision Servicing Bylaw
- Rights-of-way, easements and/or covenants
- Geotechnical hazards
- Buildable area
- Requirements for dedicating park

The approval of staff is required prior to altering the site in any way and prior to subdivision construction.



The Subdivision Process

Discuss Proposal with Staff and MOTI

Submit Application to MOTI

Subdivision Application Referred Out

MOTI refers the application to the Regional District and affected agencies.

Application Review

Departments within the Regional District review the application and provide comments to MOTI (typically within 4 weeks of receiving the referral).

MOTI Determines Whether to Grant Preliminary Layout Review (PLR)

The Approving Officer of MOTI reviews input and decides whether the subdivision can proceed. If so, MOTI will issue a PLR, which has an expiry date of one year, outlining the requirements necessary for the submission of the final subdivision. Under certain circumstances, MOTI may agree to a brief extension. The following steps assume that PLR is granted.

Applicant Fulfills the Requirements Listed on the PLR

Regional District Sends a Sign Off Letter to MOTI

When the applicant has completed all the requirements for the Regional District listed on the PLR, MOTI will be notified in writing.

Consideration of Final Approval

When all the requirements listed on the PLR are complete, MOTI will consider the subdivision for final approval.