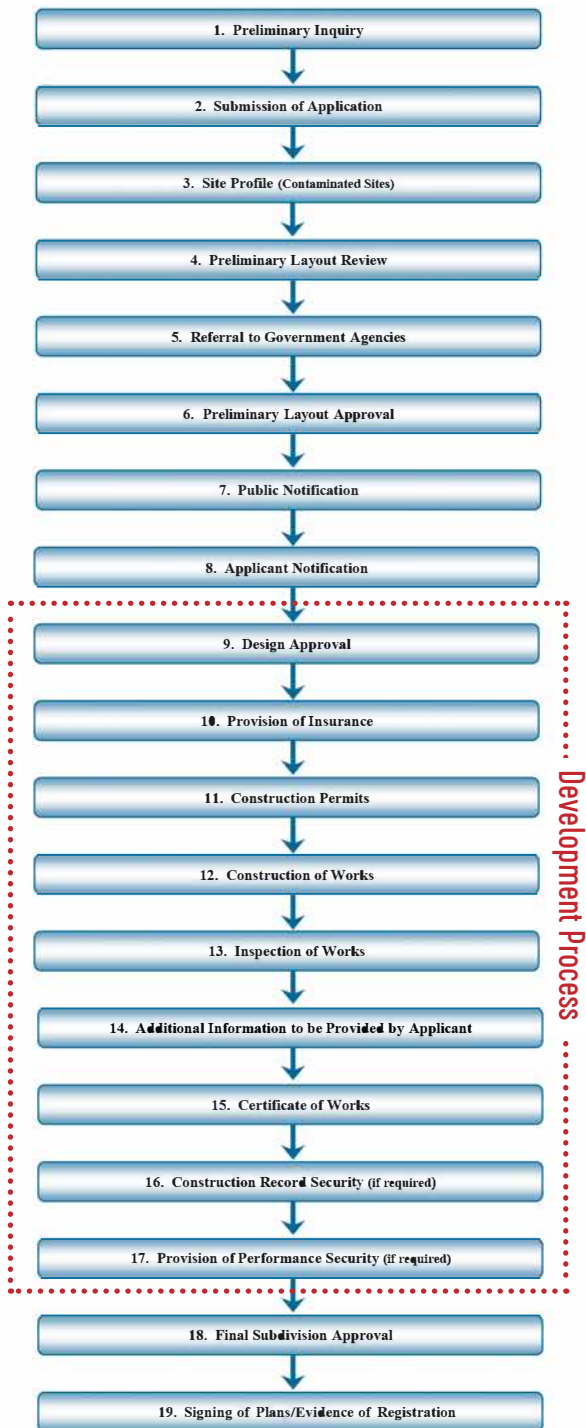


# General Overview of Subdivision and Development Process



## Note

The process described here briefly will involve more detailed procedures, correspondence and/or requirements. Please contact the District of Tumbler Ridge to ensure all obligations are understood in order to expedite the approval process. This brochure is meant for guidance only and should not be construed by anyone as a right to approval if the steps indicated are followed. Please consult the Local Government Act and its regulations and other District of Tumbler Ridge bylaws for definitive requirements and procedures.



## The District of Tumbler Ridge

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## District of Tumbler Ridge

a guide to the  
Subdivision and  
Development Process

2017

## What is Subdivision?

Subdivision includes the process of adjusting or realigning an existing property line, creating several properties from one or more existing properties, consolidation of properties, or creating strata-type subdivisions. Depending on the nature of the subdivision, it can be classified as either a *Minor* subdivision or a *Major* subdivision. Most subdivision applications are for minor subdivisions.

## What is Development?

Development is anything that changes the use of any land or building, or carrying out any construction, engineering, or other operations that impact the land. The subdivision process shown in this brochure identifies the general steps associated with a major subdivision and development; however specific development requirements are set out in the District's bylaws, such as the Subdivision and Development Servicing Bylaw and Building Bylaw.

## Before you apply.

It is recommended that the applicant gather as much information regarding their property and proposal as possible (e.g., legal description, drawings and surveys) and meet with District staff to discuss their proposal. District staff will offer advice on which application/s need to be completed, necessary information that will be required and give the applicant the most current application package.

There are several types of subdivision

**Adjusting or re-aligning an existing lot line:**



**Consolidating three or fewer lots into one lot (with road dedication):**



**Creating three or less residential lots in a R1, R2, R3 or R4 zone:**



## How are Subdivisions approved?

The Subdivision Approving Officer authorizes approval of an application.

1. The first stage of approvals is the Preliminary Layout Approval (PLA) which outlines the conditions which must be met prior to final approval of the subdivision.

\*\*\*Once a subdivision receives Preliminary Layout Approval, the applicant may choose to proceed with development. Should a subdivided parcel also be developed, the District's various development requirements are set forth in a number of bylaws, most importantly the Subdivision and Development Servicing Bylaw, Building Bylaw, Official Community Plan and Zoning Bylaw. It is essential that the applicant work with the District of Tumbler Ridge prior to undertaking any development on any parcel. \*\*\*

2. Once all requirements of the PLA have been satisfied (including payment of all applicable fees and security deposits) and the Ministry of Transportation and Infrastructure has provided approval (if applicable), you may submit the final Survey Plan. The Survey Plan must be prepared by a registered land surveyor and be signed by all parties having a registered interest in the land.
3. The Plans can then be registered at the Land Titles office along with any other necessary documents (i.e., restrictive covenants, rights-of-way, etc.)

## Submitting your application

The completed application forms and necessary information, along with the appropriate fees, must be submitted to the District for processing and referral to government agencies.

## What is the cost?

The applicant must submit the application fee of \$250 for the first two parcels to be created and \$25 for each additional parcel to be created. If a Site Profile is required, an additional fee of \$50 must also be submitted. All application fee payments are to be made payable to the District of Tumbler Ridge. Note that additional fees related to development may be required.

