

Application Processing Time

Application submitted to the Municipal Office and forwarded to TNRD Planning Services

Total Estimated Time following submission of complete application

Application forwarded to outside agencies as required for comment.

Week 1-2

Technical review by Municipal and Planning Services Staff.

Week 2-12
to receive comments back from agencies

Preliminary Layout Review issued or application denied.

Week 12-20

Engineered drawings prepared by applicant's engineer (for subdivisions requiring works and services construction).

recommendations will be made by planning staff & reviewed by approving officer

Can take time if issues with reports

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

Survey plan prepared by applicant's BCLS.

Week 20-40

Can take time if approvals required from other agencies, and availability of contractors

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

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

Review process usually less than 1 week, if everything is in order

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

Application Fees

Subdivision Application (strata and fee simple)

\$350 per lot (less than 3 lots)
\$250 per lot (3-20 lots)
\$100 per lot (over 21)

District of Clearwater

A GUIDE TO SUBDIVISION IN THE DISTRICT OF CLEARWATER



District of Clearwater

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132 Station Road

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All applications for subdivision must be approved by the Approving Officer for the District of Clearwater. Approval by the Ministry of Transportation and Infrastructure, Interior Health Authority and Ministry of Environment may also be required. Applications are processed by TNRD Planning Services 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 Planning Services staff and consult a registered British Columbia Land Surveyor (BCLS) and lawyer or notary public prior to applying.

Subdivision Applications are available from the District Office at 132 Station Road, Clearwater.

Development proposal can now proceed to the next step.

Last Update: July 2011

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

What Constitutes a Subdivision?

Subdivision is the process of altering legal property boundaries or to create new legal parcels of land. The subdivision of property or properties may involve one of the following procedures:

- Creating several parcels from one or more existing parcels;
- Adjusting or realigning an existing property line; or
- Creating bare land strata lots from one or more existing parcels;
- Creating several lots from an existing property, with creation of a road.

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*, *Strata Property Act* and the *Local Government Act*.

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

The District’s Subdivision and Development Services bylaw establishes levels of work 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 Public Works Department. These drawings may require the services of a Professional Engineer.

The sub-divider must install the required works and services before the Approving Officer approves the subdivision.

APPLICATION PROCESS

Application forms are available at the Municipal Office. Thompson Nicola Regional District Planning Services is under contract to manage the subdivision application process for the District.

1. Submit application to the Municipal Office, including all information described on the application form and the applicable fee. The application is then forwarded to TNRD Planning Services for review and processing.



2. The application receives a Technical Review by TNRD Planning staff who consider:

- Utility servicing
- Zoning bylaw
- Soil stability
- Size & shape of lots
- Agricultural Land Reserve consideration
- Road widening
- Access
- Parkland dedication.
- Adequacy of buildable area
- Official Community Plan consideration

3. Following the technical review, the application is referred out to various agencies for comment, including:

- Ministry of Transportation & Infrastructure
- Interior Health Authority
- Ministry of Environment
- Utility companies
- District of Clearwater Fire Department
- District of Clearwater Public Works Department
- District’s Engineer.

Once comments have been received, the application undergoes a Preliminary Layout Review and is either denied or given a list of requirements, which is valid for 12 months. This review 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 District’s Professional Engineers. Once the construction drawings have been approved, the required works and services can be installed.



5. Any required 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 Clearwater’s Approving Officer once all fees and legal documentation have been received and any required servicing has been constructed.

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.



If you have any questions regarding the subdivision process or if you would like to discuss your subdivision proposal before making an application, please feel free to contact TNRD Planning Services:

Thompson Nicola Regional District

TNRD

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