

## Plan Submission Checklist

### Plan Summary Information

- ❑ Owner/developer
- ❑ Surveyor
- ❑ Number and size of lots (m<sup>2</sup> or ha<sup>2</sup>)
- ❑ Existing buildings—proposed setbacks and spatial separation calculations (BC Building Code—3.2.3. OR 9.10.14)

### Environmental Impact Information (if applicable)

- ❑ Site profile
- ❑ Hydrological and geotechnical assessments
- ❑ Environmentally sensitive areas
- ❑ Tree Survey

### BCLS Survey

If retaining existing buildings, the PLA requires submission of a BCLS certified site survey.

*Additional information may be requested by the Approving Officer or another reviewing department to clarify your application.*

### Sketch Plan (1:500 min. scale)

- ❑ Area and dimensions of all proposed lots, right-of-ways and easements, including adjacent parcels, extending at least beyond the far edge of each adjacent property
- ❑ Setbacks of existing buildings/structures from existing and/or proposed property lines, detailing which structures will remain after subdivision
- ❑ Location and grades of existing and proposed driveways, roadways, adjacent streets and parcels and neighbouring highway intersections
- ❑ Location, species, and size of all trees
- ❑ Location of topographical features including significant rock outcroppings, watercourses, etc.
- ❑ Detail existing and proposed servicing including wells, septic fields and test holes, above and underground services
- ❑ Location of the proposed building(s)
- ❑ Off-site information relevant to the site development: e.g. boulevard trees, adjacent parks, sidewalks, street furnishings, and overhead utilities
- ❑ Location of all Municipal services (storm, water, sewer etc.) off site and proposed on site location
- ❑ Natural grades relative to geodetic datum
- ❑ Contours (if applicable)



Central Saanich

# Subdivision

## Subdivision

The Provincial Government has granted municipalities the power to regulate the subdivision of land. Subdivision is the process of altering property boundaries or creating new parcels of land.

A subdivision application is required to:

- ◆ Create one or several new legal parcels from one or more existing lots; or,
- ◆ Adjust or realign an existing property line.

## Fees

Subdivision Application Fee	\$1500 + \$100/each lot
PLA (Subdivision) Renewal Fee	\$375
Notification Sign	\$125

Site Disclosure (if applicable) \$ 50

**Engineering Fees, Development Cost Charges, and Administration Fee**—vary with subdivision. Consult with Engineering.

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## Application

The registered owner of the property or an authorized agent may apply for Preliminary Layout Assessment (PLA). You are requested to submit the following to the Approving Officer:

- ◆ completed development application form, and if not the owner, provide the owner's authorization;
- ◆ application and signage fees;
- ◆ preliminary plans which outline the proposed subdivision;
- ◆ BCLS survey if retaining existing buildings;
- ◆ recent title search (within 30 days);
- ◆ details of registered covenants, right-of-ways or easements; and,
- ◆ if any existing buildings are to remain after subdivision, demonstrate compliance with the Land Use Bylaw for use and siting, and confirm that no construction has taken place without a building permit.

***This pamphlet is intended for general guidance only. Applicants should consult the Local Government Act, the Land Title Act, the District of Central Saanich OCP Bylaw, the Land Use Bylaw and other municipal bylaws for requirements and procedures.***

**Updated — September 2021**

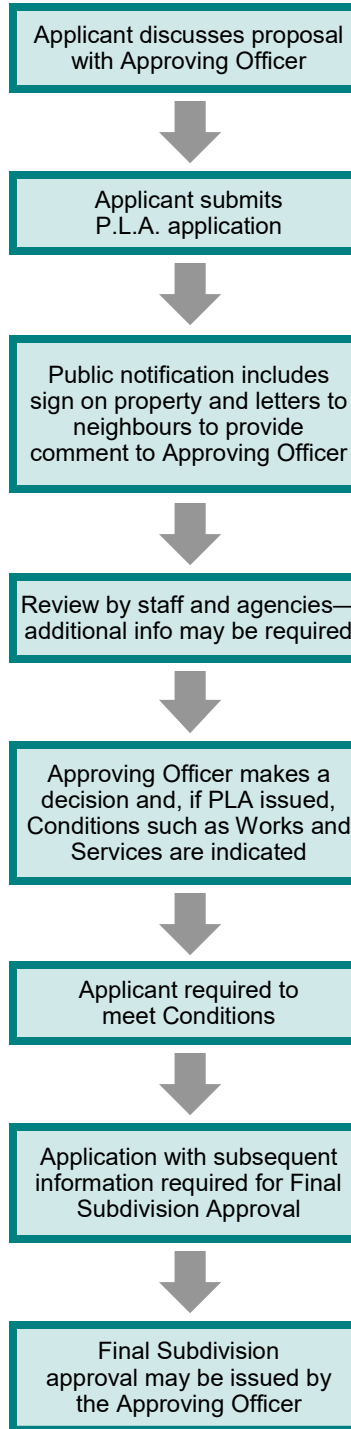
## Subdivision Application Process

### Preliminary Layout Assessment—Step One

The preliminary application assessment process provides an initial review of the proposed subdivision. The Approving Officer will coordinate the review of the application to identify the conditions required for subdivision approval.

The application documents should indicate compliance and/or sensitivity to the following issues.

- ◆ Land Use Bylaw for specific zone requirements -  
The Land Use Bylaw specifies the minimum lot area and frontage that must be provided on each new lot. New houses should also be compatible with siting, scale and general appearance of adjacent homes.
- ◆ Neighbourhood character -  
Before approving a subdivision, the Approving Officer must ensure that the proposed subdivision is in the public interest. Applicants should discuss their proposal with adjacent property owners and ensure that their development fits with the established character of the neighbourhood.
- ◆ Transportation flows -  
Proposed road access and requirements for road dedication will be assessed. Review may be required by a Transportation Consultant hired by the applicant.
- ◆ Servicing -  
All proposed lots must be provided with potable water, adequate septic treatment and storm drainage. Upgrading of these services may be required. The preliminary review will identify the necessary upgrades and connections.
- ◆ Environmental sensitivity -  
If your property has steep slopes on part or all of the lot, or is adjacent to a stream or ravine, retaining those features in their natural state will be a priority during the subdivision process. Retaining significant trees is a high priority and any existing trees, mature vegetation and natural features should be taken into account as part of the subdivision design. If your property is located in the “Erosion Area”, Engineering staff will require a Tree Survey at the PLA stage.



Once comments from staff, as well as outside agencies and adjacent neighbours are received, the Approving Officer would consider whether:

- ◆ Preliminary Layout Assessment could be issued for the proposed subdivision;
- ◆ The subdivision in its present form may not be approved but the applicant may provide further information or revise the proposal for reconsideration; or,
- ◆ The subdivision proposal is rejected.

### Conditions of Subdivision—Step Two

If the Approving Officer is able to issue the PLA, the related conditions would be forwarded to the applicant. These prerequisites would have to be completely satisfied prior to applying for Final Approval. An example of conditions might be:

- ◆ Preparation of a legal survey plan by a BCLS;
- ◆ Preparation and submission of design drawings for off-site services by a qualified professional engineer;
- ◆ Protection of property in “Tree Erosion Area” by providing Geotechnical Engineer’s report;
- ◆ Deposit of Letter of Credit in an amount to cover the costs of engineering works;
- ◆ Entering into Restrictive Covenants or granting easements;
- ◆ Payment of a 4% Works and Services fee; and,
- ◆ Payment of any Development Cost Charges.

### Final Subdivision Application—Step Three

Once all prerequisite conditions have been satisfactorily completed, the survey plan, final subdivision application form, final fees, and any accompanying documents and plans are submitted to the Approving Officer for Final Approval. Once the Approving Officer has signed the legal subdivision and all accompanying documents, they must be deposited in the Land Title Office by the applicant via the applicant’s lawyer.

Following the issuance of the Final Subdivision Approval, additional approvals will be required before development can proceed. The applicant should note that any Rezoning or Variance approvals must be dealt with prior to the Final Subdivision approval. Depending on the area and zone of the properties, Development Permits may be required. Prior to the excavation and construction of any structure, a building permit must be