

Subdivision & Strata Applications

Types of Subdivision and Strata Applications

Subdivision: (Fee Simple): A subdivision application is made when the applicant wants to create two or more properties from one or more existing parcels, adjust or re-align an existing property line, or consolidate two or more properties into one lot.

Bare Land Strata Subdivision: A bare land strata subdivision is to create strata lots within one parcel of land where owners have joint ownership over the common lands and individual ownership of strata lots.

Building Strata Subdivision: A strata development is a development where the building complex is divided into multiple units, with all unit owners having joint ownership of the common elements and separate ownership of their individual units.

Phased Building Strata: This is an application for a strata complex that is built out over several phases.

Strata Title Conversion of Existing Dwellings: This is an application for conversion of an existing dwelling (e.g. apartment building) to strata titled ownership of individual units.

Please refer to the **City of Campbell River Construction Standards and Approved Utility Product List** for subdivisions, and works and services fronting building developments.

Application Process

You may wish to present your proposal to the Development Review Committee before submitting your formal application. The Development Review Committee is made up of various departmental staff members and meets every two weeks. This provides an opportunity for applicants to present a development proposal and discuss with staff the feasibility of the proposal before submitting formal applications.

To assess what applies to your proposal please set up an appointment for a pre-application meeting with the Community Planning & Development Services Staff who will be happy to assist you in filling out your formal application.

Once completed application is received, the subdivision application is circulated for a three (3 week) review to internal departments and external agencies.

The Approving Officer, within sixty (60) days of receipt of the completed application, either rejects the application or issues a Preliminary Subdivision Review (PSR) and sends it to the applicant/agent.

Where a Preliminary Subdivision Review (PSR) has been completed, the applicant must then:

- complete all of the outstanding conditions and required items outlined under the PSR;
- make a written request for final approval;
- submit the “as-built” engineered construction drawings for works and services; and
- submit the final approval fee;

to the Community Planning & Development Services Department.

The applicant must pay all outstanding fees and financial requirements before receiving final approval by the Approving Officer.

The Approving Officer reviews the application and gives final approval when all requirements and terms under the Preliminary Subdivision Review (PSR) have been met by the applicants.

Once the Approving Officer has given final approval for the subdivision plan, the applicant is responsible for registering the subdivision plan and all associated documents, such as covenants, easements and Statutory Rights of Way (SROW's) at the British Columbia Land Title Office.

Application Fees

Subdivision Category	Application Fee	GST Applicable
Fee Simple (Preliminary Subdivision Review) Base Fee	\$750.00 for application and first lot created, plus \$125.00 for each additional lot created.	Yes
Bare Land Strata Subdivision (Preliminary Layout Approval) Base Fee	\$750.00 for application and first lot created, plus \$125.00 for each additional lot created.	Yes
Minor lot line adjustment (where no new lots are created i.e. includes final approval fee)	\$500.00	Yes

Community Planning & Development Services Department

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Strata Title Conversion of existing buildings where no public hearing or circulation to other agencies is required	\$750.00 plus \$100.00 per unit	Yes
Form "P" Approval	\$100.00	Yes
Final approvals or revisions on Phased Strata Developments (Per phase)	\$200.00	Yes
Subdivision, Bare Land Strata Final Approval	\$1000.00	Yes
Time Extension or Amendment to Preliminary Layout approval	\$750.00	Yes
Phased Strata & Form "P" Final Re-Approval	\$500.00	Yes

Definitions

Approving Officer

In the City of Campbell River the approving officers are appointed under Section 77 of Land Title Act.

Parcel

Parcel means a lot, block or other area in which land is held or into which land is subdivided.

Preliminary Subdivision Review (PSR)

A Preliminary Subdivision Review is a letter stating that your proposed subdivision layout is acceptable to the Approving Officer. The letter specifies any conditions that must be met prior to final approval of the subdivision. The PSR is not an approval in itself and is only valid for a twelve month period. All conditions listed in the PSR must be met within this time period before approval can be granted. The Approving Officer may permit further extensions upon written application prior to the expiry date of the PSR.

Works and Services

All works and services required to be constructed and installed at the expense of the owner of the land being subdivided or developed must be constructed and installed to the standards established in a bylaw adopted under Section 938 of the Local Government Act before the Approving Officer approves the subdivision. Servicing plans indicate the design and location of all works and services

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and are to be confirmed and prepared by a professional engineer (registered in B.C.). All servicing plans must be pre-approved by the Community Planning & Development Services Department.

Refundable Fees for Subdivision Applications

1. Development Fees that are refunded prior to the file/application circulation are eligible for the cost of the Development Fee **less** 10% for administration.
2. Subdivision applications that are withdrawn prior to the completion of the Preliminary Layout Approval (PSR) review process are eligible for the cost of the Subdivision Fee **less** 60 % for administrative costs.
3. Subdivision fees are non-refundable after Preliminary Layout Approval (PSR) has been issued, or if the application is rejected following completion of the PSR review process.

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Subdivision/Strata Required Information

Please refer to the **City of Campbell River Construction Standards and Approved Utility Product List** for subdivisions, and works and services fronting building developments.

The City will not process incomplete applications. All submissions must include the following information:

- Complete application package signed by the registered owner(s) of the subject property.
- Agent or Consultant Authorization - If an agent/consultant is applying on behalf of the registered owner(s), Section b) needs to be filled and all owners must have signed under AGENT OR CONSULTANT/ OWNER AUTHORIZATION.
Please note the City shall deal exclusively with the agent/consultant with respect to all matters pertaining to the proposed application, unless the City is advised in writing that the agent is no longer acting on behalf of the owners.
- British Columbia Land Title for the subject property dated no more than five days prior to the date of application.
- A subdivision plan completed by a registered British Columbia Land surveyor detailing location, lot dimensions, size and designations, highway, public roadway, rights-of-way, location of creeks, water courses, wetlands, park dedication and pertinent topographic features.
- Application Fee and Registration Fee for the Development Permit is to be paid at time of submission.
- Completed Schedule 1, Site Profile, as per the Waste Management Act, for the subject property.
- Written statement of intent outlining the proposed use of the subject property and the reasons/rationale for the proposal, including how it will benefit the surrounding neighbourhood.
- A site works and servicing plan, detailing connection, location, design and sizing of all servicing infrastructure required to adequately service the subdivision proposal. (May defer until after Preliminary Subdivision Review is granted).
 - One (1) set of 81/2× 11 drawings and one (1) set of full size drawings to scale.
 - One digital copy of all plans and drawings of the proposal.
- Assessment reports, as required.

PUBLICATIONS AND FORMS

The following publications and forms are available through the City of Campbell River's website at:

<http://www.campbellriver.ca/Business/DevelopingCampbellRiver/Pages/SubdivisionStrata.aspx>

Here is a link to the City of Campbell River Construction Standards and Approved Utility Product List. Please refer to this for subdivisions, and works and services fronting building developments.

Publications & Forms:

- Subdivision & Strata Application
- Official Community Plan Bylaw 3475, 2012
- Zoning Bylaw 3250, 2006
- Subdivision and Development Servicing Bylaw 3419, 2010 - 2010 Design Standards
- Development Cost Charge Bylaw
- City Construction Approved Utility Product List

Although the City of Campbell River tries to assure the accuracy of all information here, you should confirm all information with the Planning staff at t