

Subdivision Application Guide

In this brochure:

- What subdivision is and why City approval is required
- An overview of the subdivision application/ approval process
- Where to obtain additional information

This brochure is a general guide to the subdivision process in the City of Langley. It is provided for your convenience only, is not intended to replace Bylaws or other legal documents, and should not be construed by anyone as a right to a development approval if the steps indicated are followed.

What is a Subdivision?

Subdivision is the process of altering legal property boundaries and creating new parcels of land. There are several types of subdivision:

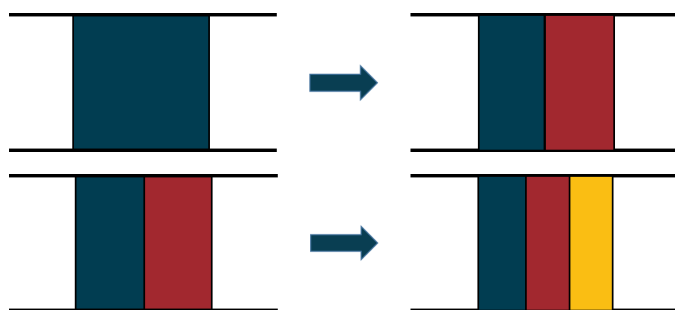
- **Adjusting** an existing lot line



- **Consolidating** multiple lots into fewer lots



- **Creating several lots** from one or more existing lots



Obtaining the City's Subdivision Approval

The *Local Government Act* and *Land Title Act* of British Columbia and the City of Langley Subdivision & Development Servicing Bylaw require all subdivisions to be approved by the City Council-appointed Approving Officer. Subdivision approval is necessary to ensure all statutory and City Bylaw requirements are addressed, including:

- Size and shape of lots
- Adequacy of buildable area
- Roads, lanes, and emergency vehicle access
- Open space and walkways
- Preservation of natural features (ravines, streams, trees, etc.)
- Compatibility of subdivision pattern with surrounding neighbourhood
- Sanitary sewer, water, drainage, street lights, and other services
- Protection of future subdivision opportunity for surrounding lands and lands beyond

Subdivision Application/Approval Process

1. Pre-Application

The more information you are able to gather before submitting an application, the more smoothly the process is likely to run. Accordingly, you are strongly encouraged to discuss your proposal with city staff to identify any plans, policies, and regulations which may apply. Check the [Zoning Bylaw](#) to find out the zoning of your property (along with requirements on lot size, density, etc.) and the [Subdivision & Development Servicing Bylaw](#) for servicing and access requirements.

Once you've determined your property, or properties, have subdivision potential, provide a draft layout plan to Development Services staff. Once staff review your proposed subdivision plan and confirm that a subdivision application would have potential, you will be invited to submit a formal application.

2. Submission of Complete Application

When you are ready, make a formal subdivision application by submitting the following [items](#):

- Subdivision application form
- A detailed subdivision layout showing lot dimensions, roads, etc.
- Application fee (\$3,000 + \$100 per lot created)
- Title search (max. 10 days old)
- Agent Authorization Form (if applicable)
- Sustainable Development Checklist
- Arborist report & tree survey

Additional materials may be requested as necessary to assist in application review.

(1) Pre-Application

- Initial discussion with City staff to review subdivision regulations

(2) Submission of Complete Application

- Including fees, plans, etc.

(3) Application Review

- Review and analysis by Development Services Department
- Referral to other departments and external agencies

(4) Preliminary Layout Approval

- Valid for 180 days
- Outlines requirements for final approval

(5) Approval

- Approving Officer signs survey plans
- Applicant deposits signed plans for registration at Land Title & Survey Authority Office

3. Costs Involved

The typical costs involved in making a subdivision application and having it approved are as follows:

- Base application fee: \$3,000
- Additional fee: \$100 per new lot created
- Final approval fee: \$50
- Development Cost Charges: in accordance with the [DCC Fee Schedule](#)
- Engineering administration fee: based on the value of estimated servicing construction costs, in accordance with the [Subdivision & Development Servicing Bylaw](#)
- Multiple deposits for service construction: based on the value of estimated servicing construction costs

Additional costs may include:

- Designing and constructing new services
- Current assessed taxes
- Land surveyor fees
- Consultant fees (engineers, solicitors, planners, etc. are typically hired for large projects)
- Fees required by utility companies or agencies
- Legal costs
- Tree replacement

4. Application Review

A member of the Development Services Department will coordinate your application's review. It will be circulated to other municipal departments and relevant outside agencies (e.g. Ministry of Environment). During this process, you may be asked for clarification, additional information, or plan revisions.

5. Preliminary Layout Approval (PLA)

A PLA is a letter stating that your proposed layout is acceptable to the Approving Officer. It is valid for 6 months (180 days) but may be extended under certain circumstances.

The PLA outlines the conditions which must be met prior to final approval of the subdivision. Typical requirements and conditions include:

- Layout specifications (lot dimensions & road patterns)
- Dedication of parkland
- Restrictive covenants and easements
- Requirements of outside agencies
- Engineering servicing requirements (including construction of works)
- Development Cost Charge payment
- Tree replacement
- Payment of property taxes and legal costs

6. Approval

Once all PLA requirements are satisfied (including construction of all engineering works) you may submit the final Survey Plan to the Approving Officer for approval. The Survey Plan is the final subdivision plan. It must be prepared by a registered BC Land Surveyor and be signed by all parties having a registered interest in the land.

The plans will then be ready to be registered at the Land Title & Survey Authority (LTSA) office by you or your solicitor along with other documents which may have been required (restrictive covenants, rights-of-way, etc.). The plans must be registered within 60 days of signing by the Approving Officer.

Once the final Survey Plan is signed by the Approving Officer and registered at the Land Title Office, you may apply for a Building Permit.

Timeline for the Subdivision Application/Approval Process

The length of the subdivision application/approval process is dependent upon a number of factors including the complexity of the project and preparedness of the applicant. On average, it takes approximately 1-2 months to receive a PLA and 12 months to receive final approval. However, this timeline can vary depending on the above-noted factors as well as on whether external agency approval is required.

Departments/Agencies Involved in the Application/Approval Process

There are several City departments and external agencies which may be involved with a given subdivision application:

- Development Services Department
- Engineering, Parks, and Environment Department
- Fire Rescue Department
- Corporate Services Department
- School District No. 35
- Ministry of Transportation and Infrastructure
- Department of Fisheries and Oceans
- Ministry of Environment
- Ministry of Health
- Agricultural Land Commission
- Metro Vancouver
- BC Hydro
- Telus
- FortisBC
- Shaw Cable
- Canada Post

Further Information

This brochure is intended to serve only as a general guide to the subdivision process. Please consult the *Local Government Act*, *Land Title Act*, and the City of Langley Subdivision & Development Control Bylaw and Zoning Bylaw for definitive requirements and procedures. For more specific information please contact us at:

City of Langley
20399 Douglas Crescent
Langley, BC V3A 4B3

Web: langleycity.ca

Phone: 604.514.2831

Email: planning@langleycity.ca