

Subdivision Preliminary Layout Approval Application Submission Requirements - Approving Officer Policy

An application for Preliminary Layout Approval (PLA) for the subdivision of land and/ or buildings must be submitted to the to the City's Approving Officer. The following Approving Officer Policy sets out the subdivision application submission requirements in support of an application for PLA. Applicants should refer to the Subdivision Application Guide and Checklist which can be obtained at the City's Engineering Department.

Application Submission Requirements

All applications for PLA must be accompanied by the following:

- 1. Application Form and Checklist** - A completed Subdivision Application Form and Checklist must be signed by the registered owner at time of submission. Where the owner is a company, the signature required is from a representative with signing authority (proof of signing authority required).
- 2. Application Fee** - An application fee, based upon the current effective Fee Schedule
- 3. Current Title Search** - A copy of the current title search from the Land Titles Office for each parcel affected in the application, including copies of any rights-of-way, restrictive covenants, easements, etc. that are registered on the title.
- 4. Certified Survey Plan** - Six (6) copies of a survey plan certified correct by a BC Land Surveyor showing the following:
 - North arrow;
 - Legal description and civic addresses of parcels;
 - Bearings and dimensions of every existing and proposed parcel;
 - Location, dimensions and setbacks of all existing buildings and structures to be retained on the site;
 - Building envelopes indicating all required Zoning Bylaw setbacks;
 - Existing grades at each corner of the lot(s) or spot elevations/contours of the property at one metre intervals;
 - The location and dimensions of all streets and lanes, registered easements, covenants, encroachments and rights-of-way;
 - Existing and proposed streets; and,
 - Location of the natural boundary of any existing watercourse(s) including the elevation of the crest and toe of slope and the degree of slope at regular intervals

Additional Information

The subdivision application is reviewed by the Subdivision Advisory Committee. Upon review, the following additional information may be requested prior to consideration of PLA:

- **SITE SERVICING PLAN**

A site servicing plan, prepared by a Professional Civil Engineer, showing in schematic plan view, existing and proposed works, including water pipes, sewers, drainage, curb & gutter, sidewalks, street lighting and other underground or surface works.

- **SURVEY INFORMATION**

Additional plans prepared by a BC Land Surveyor may be required if the lands contain steep slopes, excavations, fills or irregular terrain.

- **GEOTECHNICAL REPORT**

A sealed report provided by a Professional Engineer with experience in geotechnical engineering to determine the existing soil conditions and the likely effect on soil stability related to the proposed subdivision.

- **CONTAMINATED SOILS REPORT**

A sealed Site Investigation report provided by a Professional Engineer experienced in the review of contaminated sites based on Provincial Regulations. The report should provide the location, extent, quantity, nature, toxicity of, areas of potential contamination and recommended remedial measures for removing unsuitable toxic or contaminating materials on or under the land.

- **TRAFFIC IMPACT STUDY**

A sealed traffic impact study prepared by a Professional Engineer which reviews the proposed subdivision based on local issues such as collision history/risk, congestion levels, sight lines, access locations and interaction with other possible changes in the local area.

- **SIGNIFICANT NATURAL FEATURES REVIEW (ENVIRONMENTAL IMPACT STUDY)**

A Significant Natural Features report prepared by a qualified environmental professional which provides an assessment of the significant natural features within the proposed subdivision should provide:

- An inventory, including a review of potentially occurring species at risk (i.e. provincial red- and blue-listed species, COSEWIC-listed species and SARA-listed species), and species protected under the provincial Wildlife Act), and
- Detailed plans/studies and methods to protect and preserve vegetation, distinct landforms, natural watercourses, aquatic habitat and other environmentally sensitive areas from damage, pollution or destruction.

- **SITE GRADING PLAN**

If any part of the property contains a slope, a detailed master site grading plan will be necessary to demonstrate the feasibility of the subdivision and ultimate building construction. The plan, prepared by

a Professional Civil Engineer, should show existing and proposed contours, areas of cuts and fills, site drainage provisions, and retaining structures.

- **FLOOD PROTECTION/HYDROGEOLOGICAL REVIEW**

If any part of the property is subject to flooding or erosion, a Professional Engineer's hydrogeological report may be required to determine minimum flood proofing elevations and requirements.

The above should conform to any relevant city bylaws including but not limited to the Subdivision and Development Servicing Bylaw, the Erosion and Sediment Control Bylaw, Zoning bylaw, and the Official Community Plan.