

SUBDIVISION GUIDE



CITY OF WILLIAMS LAKE

What is a Subdivision?

Subdivision is the process of altering or realigning property lines. This process could be done to adjust property lines of existing parcels, create new parcels, consolidate multiple parcels, or create a strata subdivision from one or more existing properties.

Before You Apply

It is recommended that the property owner gather as much information regarding their property and proposal as possible (e.g. legal description, title documents, and surveys) and meet with City staff to discuss their proposal. City staff will offer advice on which application(s) will be required and give the applicant the most current application package.

Submitting Your Application

The completed application forms and any other necessary documents should be submitted to the City's Development Services Department along with the appropriate fee(s). An application can only be considered complete and start being processed once we have received all the required information outlined in the application form. Incomplete applications may be returned.

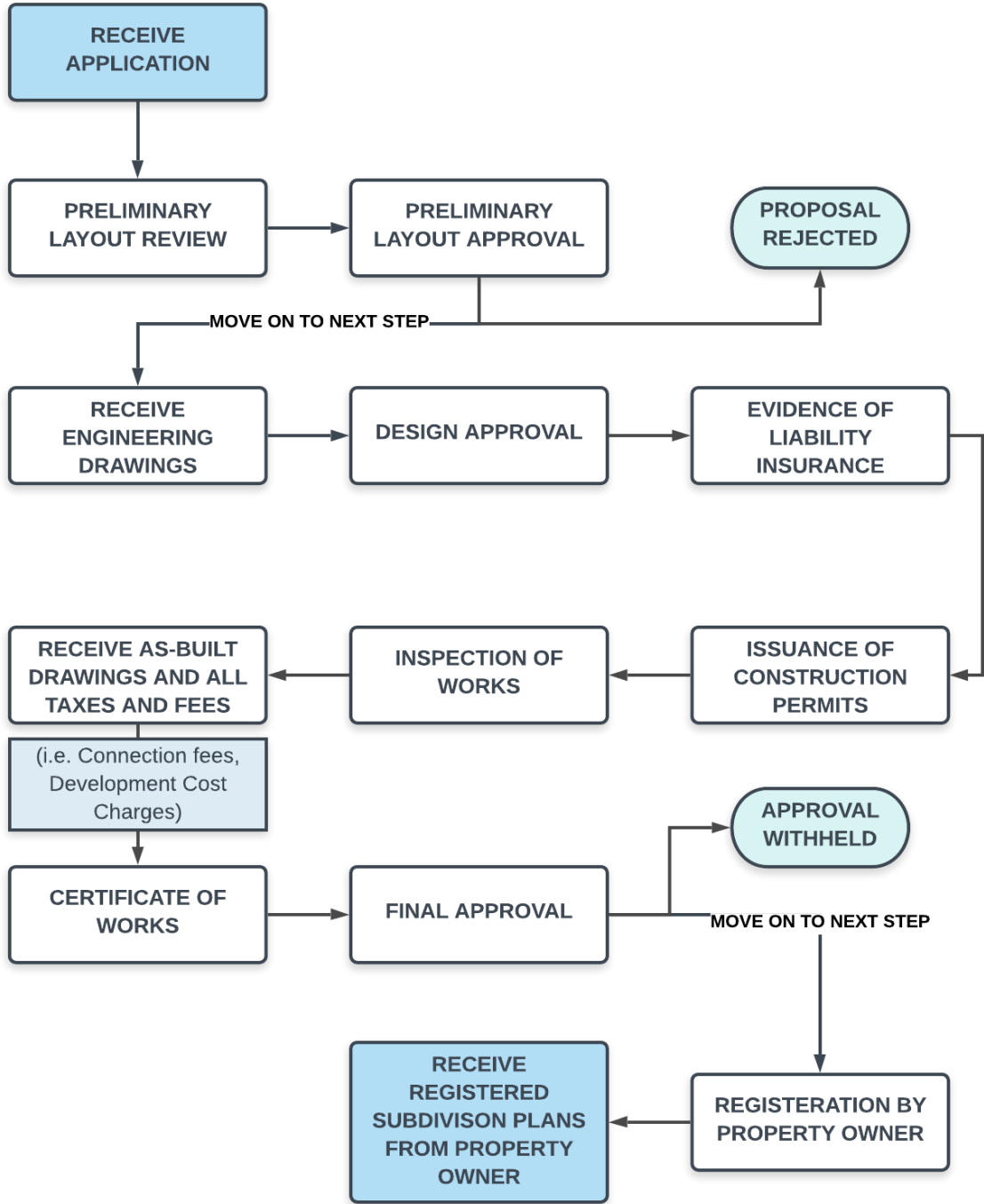
What is the Cost?

The applicant must submit an application fee of \$100 for the first two parcels to be created by the proposed subdivision and a fee of \$50 for each additional parcel to be created by the proposed subdivision (to a maximum of \$1,200) made payable to the City. An additional \$100 Site Disclosure Statement (Contaminated Sites) fee may be required if a Site Disclosure Statement form is not already on file.

Who Approves a Subdivision?

The Director of Development Services or a designate is typically the Subdivision Approving Officer who authorizes final approval of an application, following prior approval by the Ministry of Transportation and Infrastructure, if applicable.

What is the Process?



Note: The subdivision process as described in this guide denotes only the basic application procedure. This form is meant for guidance only and should not be construed by anyone as a right to approval if the steps indicated are followed. Please consult the *Land Title Act*, *Strata Property Act*, the *City of Williams Lake Development Approval Procedures Bylaw*, the *City of Williams Lake Development Procedures Manual*, and the Development Services Department for definitive requirements and procedures.