



# CITY OF WILLIAMS LAKE



*A guide to ...*

## SUBDIVISION APPLICATIONS

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### *W*hat Is A Subdivision?

Subdivision includes the process of adjusting or realigning an existing property line, creating several properties from one or more existing properties, consolidation of properties, or creating strata type subdivision from one or more existing properties.

### *W*hat Is The Cost?

The applicant must submit the application fee of \$100 for the first two parcels to be created and \$50 for each additional parcel to be created, up to a maximum of \$1200, and \$100 for a Site Profile (if required) application fee made payable to the City of Williams Lake.

### *B*efore You Apply...

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

### *W*ho Approves A Subdivision?

The Director of Planning and Engineering is the Subdivision Approving Officer and authorizes final approval of an application, following prior approval by the Ministry of Transportation and Highways if applicable.

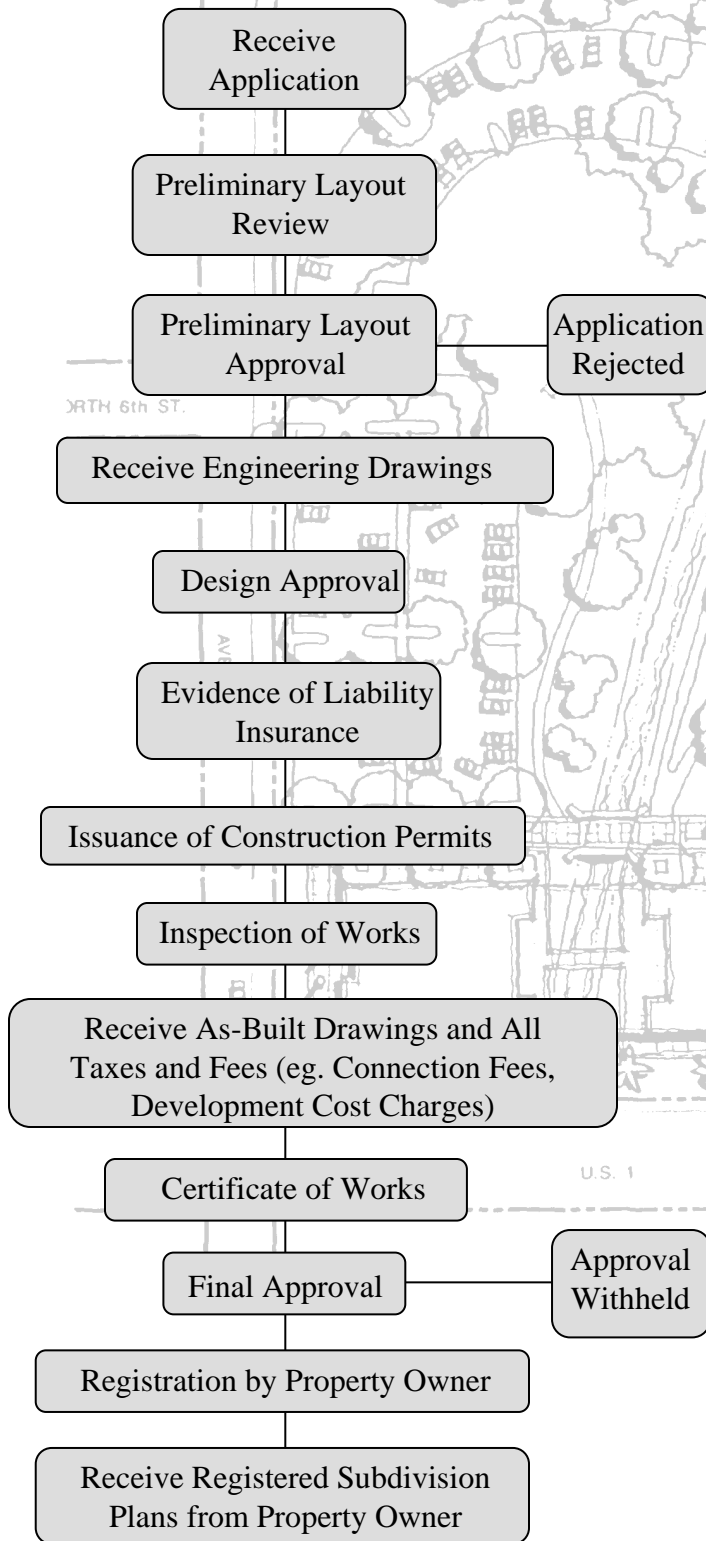
### *S*ubmitting Your Application.

The completed application forms and necessary additional information along with the appropriate fees must be submitted to the City Planning and Engineering Department for processing and referral to government agencies (e.g., Ministry of Environment for floodplain).

### *H*ow Long Is The Process?

For simple applications, the approval process can take one week. For more complex applications, the process can take two months. Approval time may be affected by application accuracy/completion, complexity of the subdivision application, the need to obtain other land use approvals and/or compliance with other applicable agency requirements.

# P rocess ...



The process described briefly will involve more detailed procedures, correspondence and / or requirements. Please contact the Planning & Engineering Department to ensure all obligations are understood to expedite the approval process. This brochure 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 Local Government Act and its regulations, the Williams Lake Development Procedures Bylaw & Manual, and other bylaws for definitive requirements and procedures.

