

## What is a Subdivision?

The purpose of a subdivision application is to divide land into two (2) or more parcels (i.e. create additional properties) or to adjust or relocate a lot line with your neighbours. Each of these processes require a subdivision application.

## When is a Rezoning Application Required with my Subdivision Application?

Rezoning is the process of changing the zoning category of a property or changing one or more elements within a zone. If the proposed subdivision does not comply with all regulations within the existing zoning, the property owner (or authorized applicant of the property owner) will need to apply to the Village of Valemount to re-zone the property prior to applying for subdivision.

## How Long Will Subdivision Take?

The length of time required for each subdivision application is dependent upon the complexity of the project. Minor subdivisions (those smaller subdivisions connected to existing roads and services) usually require less time. Complex subdivisions (those larger or more complex subdivisions requiring construction of new roads, water and sewer and/ or storm drainage) may require considerably more time.

## SUBDIVISION APPLICATIONS OR ENQUIRIES SHOULD BE DIRECTED TO:

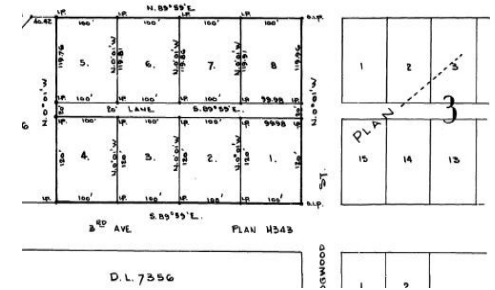
Subdivision Approving Officer  
Village of Valemount  
PO Box 168  
Valemount, BC V0E 2Z0

**Telephone:** (250)-566-4435  
**Email:** [planner@valemount.ca](mailto:planner@valemount.ca)

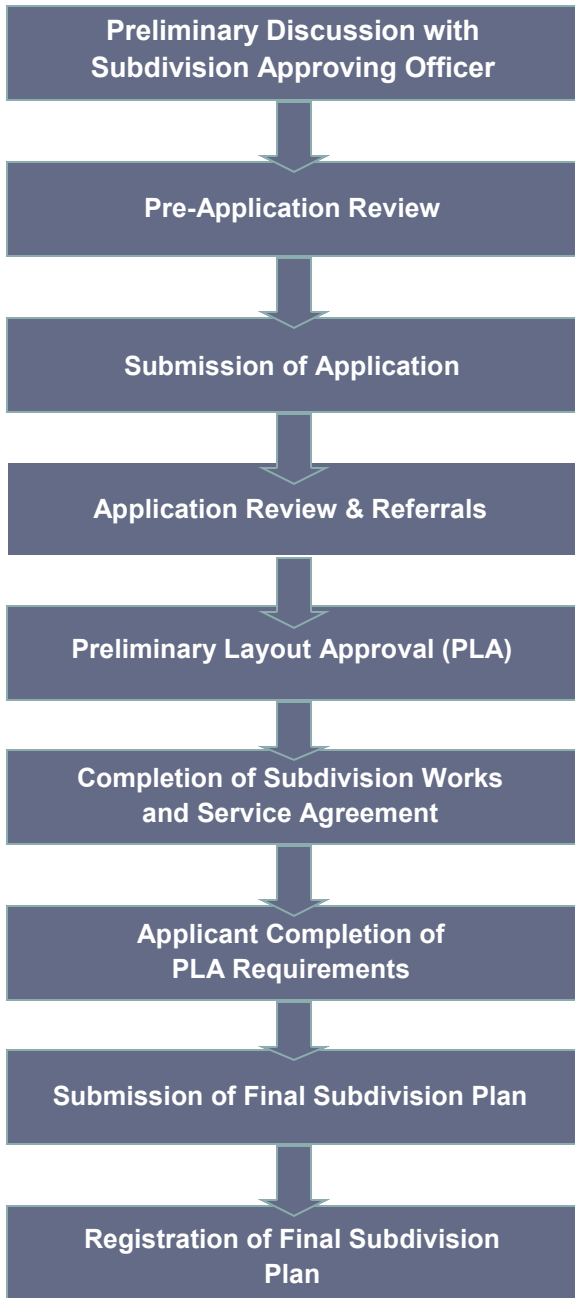
This brochure is a general guide to the subdivision process within the Village of Valemount. It is provided for your convenience only and is not intended to replace any bylaws, policies or other legal documents.

## VILLAGE OF VALEMOUNT

### Subdivision Guide



# The Subdivision Process



- 1. Preliminary Discussion with Subdivision Approving Officer**

You are strongly encouraged to discuss your development proposal with the Subdivision Approving Officer for the Village of Valermeant to identify any pertinent plans, policies and regulations. With the assistance of the Subdivision Approving Officer and Planning staff, you can gather information from the Official Community Plan, Zoning Bylaw and Subdivision and Development Servicing Bylaw. The more information you have prior to submitting an application, the more smoothly the process is likely to proceed.
- 2. Pre-Application Review**

Once you have a general layout for your subdivision proposal, you are encouraged to submit your proposal to the Subdivision Approving Officer. At this point, the Subdivision Approving Officer may ask you to attend a Preliminary Application Review Meeting. At this meeting, feedback will be provided regarding your subdivision proposal.
- 3. Submission of Application**

When you are ready to proceed, a formal subdivision application will need to be submitted with BCLS survey plan and fees. Should rezoning be required this process would have to be completed prior to the subdivision process moving forward.
- 4. Application Review & Referrals**

Your subdivision application may be circulated to a number of municipal departments and relevant outside agencies. During this process you may be asked for clarification, additional information or plan revisions.
- 5. Preliminary Layout Approval (PLA)**

The Subdivision Approving Officer will prepare a PLA letter once it has been confirmed that the proposal complies with the Village's bylaws and Provincial requirements. This letter outlines subdivision completion requirements that must be satisfied by the applicant. Requirements may include infrastructure improvements (e.g. road paving, water, sanitary, and stormwater system upgrades), legal agreements and environmental protection requirements. An initial calculation of Development Cost Charges (DCC's) and other municipal fees/ costs will be provided within the PLA letter.
- 6. Completion of Subdivision Works and Services Agreement**

Prior to starting actual construction of the subdivision, you will be required to enter into a Works and Services Agreement with the municipality. The Works and Services Agreement sets out conditions, fees and security for subdivision development.
- 7. Applicant Completion of PLA Requirements**

At this stage, it is the applicant's responsibility to complete all requirements outlined within the PLA. Staff will be able to assist with clarification of PLA requirements; however, it is the applicant's responsibility to complete all subdivision requirements and/or contact the proper professionals to complete the requirements on their behalf. The PLA is valid for one (1) year; however, a one (1) year subdivision extension may be applied for and may be granted if there are outstanding circumstances.
- 8. Submission of Final Subdivision Plan**

When all the prerequisites, issues and deficiencies related to the subdivision application have been satisfied, the applicant must submit copies of the final subdivision plan to be signed by the Subdivision Approving Officer. Once the Subdivision Approving Officer is satisfied that all subdivision requirements have been met, the Subdivision Approving Officer will sign the subdivision plan.
- 9. Registration of Final Subdivision Plan**

Once the subdivision plan is signed, it is the applicant's responsibility to ensure that the subdivision plan is registered with the Land Title Survey Authority of BC (L TSA) (this must be completed by legal representation). Parcel Identification (PID) numbers will then be issued by L TSA and the municipal approval process is complete.