

## What is a Subdivision?

A subdivision is the process of altering legal property boundaries. It often involves the dividing of a single lot into two or more smaller plots of land, but can take many forms.

Subdivisions, excluding those that are only the consolidation of lots on the same legal plan, must be approved by the City of West Kelowna Approving Officer prior to registration with the Land Title Office.



## When is a Subdivision Application required?

An application for subdivision is required for:

- Creating two or more lots from one or more existing lots
- Adjusting or realigning an existing property line (boundary adjustment)
- Dedicating property for a road or park
- Creating bare land strata subdivisions
- Creating a phased strata title development
- Converting an existing (previously occupied) multi-unit development to strata title ownership



## What to include in a Subdivision Application?

A Subdivision Application must include the following:

- Completed **Subdivision Application Form** (available on the City website or at City Hall)
- Survey plan showing existing buildings and proposed lot layout on the same or separate plan
- Subdivision Application fee (see **Fees and Charges Bylaw No. 0028**)
- Land Title Search and Title Documents, including covenants, easements, and statutory rights of way
- Site Disclosure Statement in accordance with the Contaminated Sites Regulation
- Owner's Declaration and Agent Authorization



## What does the subdivision application cost?

The initial subdivision application fee varies as outlined in the **Fees and Charges Bylaw No. 0028**. The other possible costs associated with the overall subdivision may include:

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| Additional applications such as Zoning Amendments and Development Permits   | Frontage improvements and off-site works required to service the subdivision, including cash-in-lieu, if required  |
| Required professional reports, including Functional Servicing Reports, Geotechnical reports, and Traffic Impact Reports | Development Cost Charges (DCCs) are outlined in the Development Cost Charges Bylaw No. 0190, RDCO's Westside Regional Wastewater Treatment Plant Bylaw No. 1448, and RDCO's East Trunk Development Cost Charges Bylaw No. 1463. See <a href="http://www.westkelownacity.ca/bylaws">www.westkelownacity.ca/bylaws</a> |
| Consultants' fees, including Survey, Civil, Geotechnical, and Legal consultants   | Latecomer, School District #23, and Reservoir Deficiency fees  |
| Engineering drawings and legal surveys  | Legal fees for covenants, easements and subdivision registration   |

## What is considered when reviewing a subdivision application?

Subdivision applications will be reviewed by staff, considering:

- Conformance with the **Official Community Plan**, as well as with the regulations in the **Zoning Bylaw No. 0320** and the **Works and Services Bylaw No. 0249**
- Compatibility of overall subdivision pattern with the surrounding land uses
- Size and shape of lots and building sites
- Availability and capacity of utilities including sanitary sewer, storm sewer, water, power, natural gas, and communications
- Roads, lanes, and emergency vehicle access
- Environmental features, including creeks, swamps, vegetation, and sensitive habitats
- Natural hazards, including flooding, erosion, and landslides
- Open spaces, parks, trails, and pathways

Provincial laws require that all subdivisions be approved by the Approving Officer prior to registration with the Land Title Office.

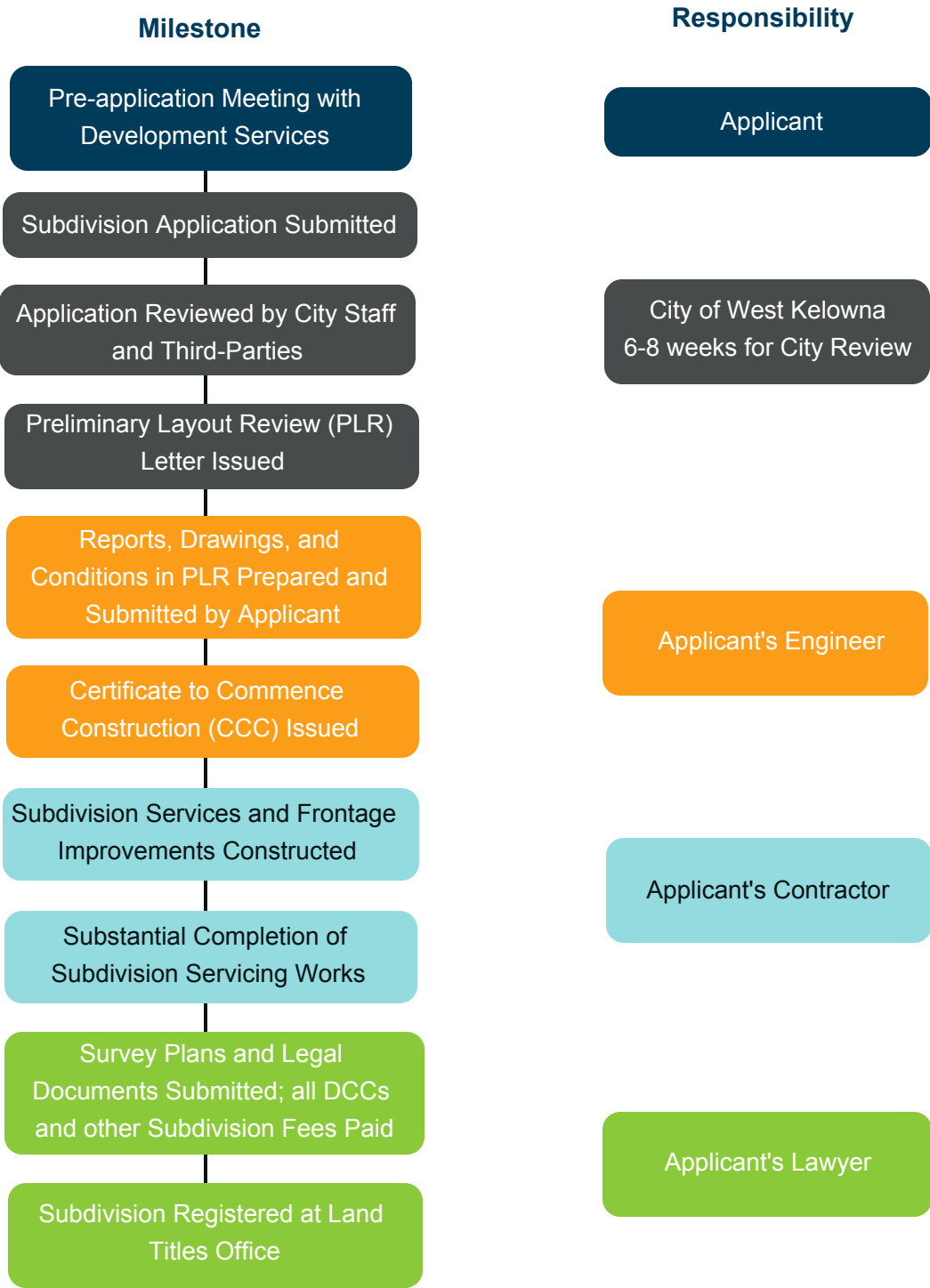
Subdivision requiring Development Permits or Zoning Bylaw Amendments must have the associated Development Permits or Zoning Amendments approved in advance of final subdivision.



# Subdivision Information Bulletin

Revised: May 2025

## Subdivision Application Process



**After the subdivision is registered at the Land Titles Office, the lots can be sold and building permits can be applied for.**

## Resources and Next Steps

A pre-application meeting with Development Services staff must be scheduled before a subdivision application is submitted to discuss the proposal. Please bring any preliminary plans to this meeting.

At the pre-application meeting, staff will advise on any additional required submittals or applications, such as Zoning Amendments and Development Permits. These additional applications may be submitted concurrently with a subdivision application.

For more information, please contact Development Services. Staff are happy to answer any questions you may have.

