

## A GUIDE TO SUBDIVISION

This guide is intended to explain the subdivision process in the City of Maple Ridge. This guide has been prepared for convenience only and is not intended to take the place of municipal bylaws or provincial legislation.

A subdivision may include the following:

- The division of land into two or more fee simple properties and strata lots;
- The adjustment or realignment of an existing property line;
- The consolidation of two or more properties into one property.

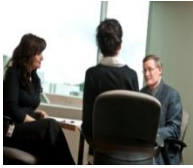
In accordance with the Land Title Act, the Strata Property Act, the Local Government Act and various City bylaws, such as the Zoning Bylaw and Subdivision and Development Servicing Bylaw, a subdivision requires the approval of the Council appointed Approving Officer.

When considering a subdivision, the Approving Officer must take into account the relevant statutory legislation and regulations as well as the requirements of other government agencies. Items considered in the approval process may include but are not limited to the following:

- Zoning, Official Community Plan, Development Permits and legal considerations;
- Lot size and lot dimensions;
- Road, walkway and park dedication;
- Protection of natural features;
- Adequacy of access, sewer, water, drainage and other services;
- Preservation of future subdivision opportunities;
- Compatibility and efficiency of the subdivision layout;
- Public interest;
- Consideration of various natural hazards and protection of archaeological resources.

### The Subdivision Process





### Step 1: Pre-Application Meeting

Prior to submitting an application for preliminary subdivision review, it is recommended that the applicant discuss the proposal with municipal staff to familiarize themselves with the City’s general subdivision requirements.



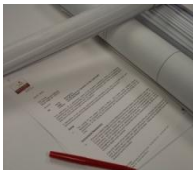
### Step 2: Application Submission

An application for preliminary subdivision review is to be made to the Planning Department. The requirements as outlined in the respective “Subdivision Application Checklist” must accompany the application along with the applicable fee. An incomplete application will not be accepted.



### Step 3: Application Review

The application for preliminary subdivision review is reviewed by the Planning Department for compliance with City Bylaws and policies. The application is circulated to various internal departments and outside agencies for comment. This may result in additional conditions or requirements being brought to the attention of the Approving Officer. The Planning Department will advise the applicant if any additional information is required.

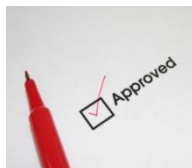


### Step 4: Preliminary Review Letter (PRL)

After the consideration of all relevant information, a PRL may be issued by the Approving Officer which outlines the conditions that must be met prior to final subdivision approval. The PRL is valid for six (6) months and may be extended for an additional six (6) months at the discretion of the Approving Officer. All conditions must be met within this time period. Typical conditions of the PRL include but are not limited to:

- Zoning requirements
- Subdivision plan requirements
- Park and road dedication
- Environmental requirements
- Engineering and servicing requirements
- Payment of fees, charges and taxes

These conditions may require the applicant to seek the assistance of qualified professionals for which additional costs may incur. If a PRL cannot be issued, a letter from the Approving Officer will be sent to advise the applicant.



### Step 5: Final Subdivision Approval

After all conditions of the PRL are met, the Approving Officer may grant final subdivision approval by signing the legal survey plan. The plans and supporting documents (restrictive covenants, easements and rights of way) must now be registered at the Land Title Office by the applicant’s notary public or solicitor. This must be done within two (2) months of the plan approval date. Once the plans and supporting documents are registered, copies of the new legal plan and the documents with Land Title Office registration numbers are to be provided to the City.

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For further information please contact the Planning Department:

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