



Generally, subdivision is the legal mechanism to create new, titled, parcels of land. The Land Title Act requires that City Council appoint an Approving Officer who is responsible for ensuring that subdivision applications comply with provincial regulations and local government bylaws. All applications are reviewed by the City of Port Alberni's Approving Officer.

Privately owned land in B.C. is registered under the Torrens land title system. Generally, land cannot be subdivided without registering the changes with the Land Title Office. In almost all cases, the Land Title Office will not register new parcels that are created through subdivision without the signature of an Approving Officer.

SUBDIVISION APPLICATION TYPES

Staff will help to determine the type of subdivision application required:

Subdivision or Lot Line Adjustment	Create two or more properties from one or more existing parcels, adjust or re-align an existing property line, or consolidate two or more properties into one lot.
Lot Consolidation	Joining two or more parcels into a single parcel. Plans are prepared by a BC Land Surveyor and do not require approval from the Approving Officer, unless a road or lane dedication is also required.
Road or Lane Dedication	Dedication of land for the purpose of widening a road or lane.
Building Strata Subdivision	A building complex is divided into multiple units, with all unit owners having joint ownership of common areas and separate ownership of individual units.
Phased Building Strata	A strata complex is constructed according to several planned phases.
Strata Title Conversion of Existing Dwellings	A previously occupied building (e.g. apartment building) is converted to strata titled ownership of individual units.

APPLICATION PROCESS

For most applications the process is as listed below. Please note – Preliminary Layout Approval may take up to 3 months weeks. Complex applications may take longer.

STEPS

1. Applicant schedules a pre-application meeting with staff to discuss their plans
2. Applicant submits a completed application and pays the administration fee
4. Staff review the application and referrals are emailed to other City departments and external agencies.
5. Preliminary Layout Approval letter issued outlining conditions for final approval
6. Applicant completes subdivision works and services, or submits required security
7. Applicant submits survey plans and documents for final subdivision approval
8. Applicant's subdivision plan is either signed or rejected by the Approving Officer
9. If the plan is signed by the Approving Officer, applicant registers plan with the Land Title Office



CITY OF PORT ALBERNI APPLICATION for SUBDIVISION

NOTE: The personal information collected on this form is collected for the purpose of an operating program or activity of the City of Port Alberni as authorized by Section 26(c) of the Freedom of Information and Protection of Privacy Act. All information collected with this form shall be disclosed to the public upon request. If you have any questions about the collection and use of this information, please contact the City Clerk at (250) 720-2810

APPLICATION MUST BE FULLY COMPLETED

Subdivision Application (select those that apply):		Fee
<input type="checkbox"/>	Application for Subdivision and Preliminary Approval	\$700
<input type="checkbox"/>	Extension of Preliminary Layout Approval Period	\$300
<input type="checkbox"/>	Subdivision Administration and Final Approval	\$300 per lot
<input type="checkbox"/>	Building Strata Conversion Approval Fee	\$700 + \$150 per lot

THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH PAYMENT OF FEES:

<input type="checkbox"/>	Written description of the proposed amendment (including reasons for the proposal)
<input type="checkbox"/>	Copy of Land Title (must be recent within last 30 days)
<input type="checkbox"/>	(1) clearly labelled sketch of proposed subdivision (Metric Units)
<input type="checkbox"/>	(1) clearly labelled sketch of existing property (Metric Units)
<input type="checkbox"/>	Copy of Legal Site Survey (if requested)
<input type="checkbox"/>	Site Profile – Schedule 1 (if applicable)
<input type="checkbox"/>	Mailing addresses and signatures of ALL registered owners
<input type="checkbox"/>	Agent Declaration (if the Applicant is not the owner)
<input type="checkbox"/>	A list of all mailing addresses for each rented / leased unit located on the property

SUBJECT PROPERTY INFORMATION:

Civic Address of the Property as verified by the City of Port Alberni (Please print)

REGISTERED OWNER INFORMATION: (List names of **ALL** registered owners of the subject property along with full mailing addresses and phone numbers. Attach a separate sheet if required)

Registered Owner Name (Please print)

Phone:

Email:

Mailing Address:

Postal Code:

X _____
 Signature of **Registered Owner** Property Owner (Print Name) Date (mm/dd/yy)

Additional Registered Owner Name (Please print):	Phone:	Email:
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Mailing Address:

Postal Code:

X _____
 Signature of Additional **Registered Owner** Property Owner (Print Name) Date (mm/dd/yy)

APPLICANT INFORMATION: *(complete only if the applicant is NOT the property owner)*

Applicant Name (Please print):	Phone:	Email:
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Mailing Address:

Postal Code:

APPLICANT INFORMATION - Continued

AGENT/APPLICANT and OWNER DECLARATION:

I, (print full name of **applicant**): _____
 solemnly declare that I am the authorized agent of the registered owner/s of the subject property as described in this application.

It is understood that until the City of Port Alberni is advised in writing that I am no longer acting on behalf of the undersigned registered owner, the City shall deal exclusively with me with respect to all matters pertaining to the Development Permit application.

I hereby declare that the foregoing information is true and proper and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

X _____
 Signature of **Applicant** Date (mm/dd/yy)

X _____
 Signature of **Registered Owner** (if not the Applicant) Property Owner (Print Name) Date (mm/dd/yy)

X _____
 Signature of Additional **Registered Owner** Property Owner (Print Name) Date (mm/dd/yy)

CONTAMINATED SITES DECLARATION:

Have you reviewed Schedule 2 of the Contaminated Sites regulations (attached): Yes or No

Have any of the activities listed occurred on the subject property? Yes or No

Note: If "Yes" you must complete a Site Profile and submit it with your application.



Signature of **Applicant**

Date (mm/dd/yy)

PROJECT INFORMATION / BYLAW COMPLIANCE WORKSHEET (use metric measurements)

Is the property within the area covered by the City Floodplain Bylaw?

Yes

No

LAND CHARACTERISTICS (select all that accurately describe the property):

<input type="checkbox"/>	Flat	Details:
<input type="checkbox"/>	Forested	Details:
<input type="checkbox"/>	Creeks	Details:
<input type="checkbox"/>	Steep Slopes	Details:
<input type="checkbox"/>	Other	Details:

SURROUNDING LAND USES (select all that apply)

Approx. Distance
(Be specific if within 300 m of site)

<input type="checkbox"/>	High voltage transmission power line	
<input type="checkbox"/>	High gas pressure transmission line	
<input type="checkbox"/>	Stream or large body of water	
<input type="checkbox"/>	Cemetery	
<input type="checkbox"/>	School	
<input type="checkbox"/>	Secondary Highway	
<input type="checkbox"/>	Industrial Development	
<input type="checkbox"/>	Commercial Development	
<input type="checkbox"/>	Residential Development	

WATER SUPPLY:

Is there a city waterline fronting the property? Yes No

Are there any city water connections on the property? Yes No

SEWAGE DISPOSAL:

How is sewage disposal supplied? (Check one):

City System Septic System* Other*

*Approval from the Provincial Ministry of Health is required for approval of on-site sewage systems.

PROPOSED ACCESS: (describe vehicle access to the property)

UTILITY SERVICES REQUIRED:

Is there an existing Electrical power supply to the property? Yes No

Is there Telephone service to the property? Yes No

Is there Natural Gas Service to the property? Yes No

For more information contact:
Planning and Development Services (lower floor at City hall)
4850 Argyle Street
Port Alberni, BC, V9Y 1V8
Phone (250) 720-2808
Fax (250) 723-3402