



City of Revelstoke
Planning Department

Preliminary Layout Approval: If the application receives conditional approval, Staff will draft a preliminary layout approval letter (PLA). The PLA is valid for 120 days. (It may be extended for an additional 120 days at the discretion of the Approving Officer.)

Final Approval

During the 120 days, the applicant must submit all applicable documents (see submittal checklist). If construction of the required works and services begins immediately, construction permits may be granted given receipt of design approval and liability insurance. The Approving Officer will grant final approval or will send a letter notifying that final approval is being withheld. All items listed in the submittal checklist (front and back) and all items listed in the PLA will be required to receive final approval.

Registration: Once final approval is received, the applicant will be responsible for submitting the approved, signed plans to the Land Title Office for registration. Within 14 days, the applicant is required to submit to the City: plans, text documents and State of Title Certificate.



City of Revelstoke
Planning Department

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This publication is intended to provide general information only. It is not intended to be used as an official interpretation of the various codes and regulations in effect.

Updated In January 2007

Major Subdivision



A Guide to subdividing
land

A Guide to Major Subdivisions

The purpose of a Subdivision application is to alter a legal lot by adjusting, adding, or removing lot lines. A minor subdivision is only for lot line adjustment, consolidation or highway widening (See Minor Subdivision Brochure). A major subdivision is the division of land into two or more parcels.

When to subdivide

If you would like to divide a lot to create additional lots, in any way, you will need to apply for a major subdivision.

What to do before you apply

Step 1: Know your property.

Not every lot is capable of subdivision. Natural limitations can prevent the land from being suitable for additional lots. Take note of any wet areas (boggy, poor drainage, etc.), streams, steep slopes, and areas that occasionally flood. Other questions to ask include: where will access be to all the lots? What kind of road will I need to build? How will I get water? How will I deal with storm water?

How will I gain access to utilities like phone, electricity and cable? How will I sanitarily dispose of sewage?

Step 2: Know the Zoning Requirements for your property.

You will need to know what Zoning designation your property has. You can ask Planning Staff or reference the Zoning maps displayed in the Planning Department. Once you know your Zoning designation, reference the Zoning Bylaw for minimum lot size and width.

All lots must meet the minimum requirements (Note: the minimum lot size and width are different for lots serviced by septic than for sewer). If you do not meet the zoning requirements, you will not be able to subdivide unless the zoning designation is changed (See Rezoning Brochure).

Step 3: Meet with the Approving Officer

Although not required, the Approving Officer can help you determine the feasibility of your proposal based on the OCP, Zoning Bylaw and Subdivision Control Bylaw. For this meeting you should have a good idea what you would like to propose (i.e. how many lots, generally where the lot lines will be located, where roads accessing the lots would be), know the OCP and zoning requirements, and have an idea of how you will answer the questions in Step 1.

Step 4: Begin to prepare your application

What you need to submit an application

A complete list of what is required for your application is listed in the Submittal Checklist and Site Plan Checklist, including applicable fees. The checklists are available at the Planning Front Desk. Your application must be complete before Staff can accept your application.

What happens to your application

Preliminary Approval

Initial Review: Staff will review the application to make sure that all the needed information has been submitted and that the OCP, Zoning and other applicable Bylaw requirements have been properly addressed.

Referrals: Staff will then send referrals to outside agencies (BC Hydro, Local Utilities, etc.). The outside agencies have 30 days to comment.

Preliminary Decision: After the comment period, Staff will advise the applicant if the application has been granted conditional approval or denied.