

## WHAT IS SUBDIVISION?

Subdivision is the process of dividing existing parcels into new parcels, or changing existing property boundaries. If you would like to divide your land into two or more plots of land, you will need to complete a subdivision application.

### Subdivision can include:

-  **Adjusting or realigning an existing property line.**  
*(e.g. lot line/boundary adjustment)*
-  **Creating several lots from one or more existing properties.** *(e.g. fee simple)*
-  **Creating several strata lots from one or more existing properties.** *(e.g. bare land)*
-  **Creating several lots from an existing property, with creation of a road.** *(e.g. phased development)*

In addition to these more common examples, there are other forms of subdivisions and we recommend that you consult with Planning staff to discuss these.

For information specific to small lot subdivisions (RS1-S) review the [Guide to Small Lot Subdivisions](#).

### Costs of subdivision

There are significant costs to subdividing lands – the upgrades and changes needed to accommodate new development have related demands on road, water, sanitary, and storm water systems. See 'Sample Fees' on page 6 to learn more.

### Do you need more information? Planning Staff are here to help!

Email: [planning@portmoody.ca](mailto:planning@portmoody.ca) Phone: 604.469.4540

This guide is intended to assist applicants. It is neither an authoritative nor complete statement of the law. Further reference to Port Moody's Zoning Bylaw and related documents is necessary to ensure compliance with its provisions. The City of Port Moody accepts no responsibility to persons relying solely on this guide.

### What is the process?

Once a completed application is received, it will be reviewed by internal departments and external agencies before a Preliminary Letter of Requirements (PLR) is issued. This letter provides a preliminary list of technical requirements to be completed before final approval of the subdivision. You may also be asked to submit additional information or revise the proposal as a result of this review.

Note that if the subdivision also requires a change in land use, the rezoning application must be successfully completed before a PLR can be issued.

A PLR may be issued in two to three months, though the process for more complex proposals will take longer. To address the PLR you may be required to submit landscape and civil engineering plans, a Servicing Agreement, and other legal documents.

It may take six to 12 months to satisfy the requirements of the PLR before the application is ready for consideration of approval. The timing of final subdivision approval may be affected if your subdivision application also requires other development approval processes, such as: development permit, development authorization, North Shore development authorization, or development variance permit.

See 'Process Overview' on page 2 for more details on the application process.

# PROCESS OVERVIEW

A subdivision application goes through a review and approval process that includes the following steps:

Process Steps	
1. Prior to Submitting an Application	Before submitting an application, applicants should review the City's Official Community Plan (OCP), Zoning Bylaw, and Subdivision & Development Servicing Bylaw to determine whether their proposal meets all of the City's requirements and standards. Applicants should also consult with City planning staff by phone or email to discuss their proposal prior to submitting an application.
2. Application Submission	Once a proposal has been prepared, the applicant submits a completed subdivision application package, including all applicable fees.
3. Application Review and Referral	<p>The application is circulated to internal City departments and external agencies as necessary. Staff review the application to ensure the proposed development follows the City's development bylaws and policies, and may request additional information or propose revisions as a result of the review.</p> <p>At this point, instead of progressing the application to the next step the Approving Officer may issue a letter of rejection of the subdivision, in which case the application has been refused and is now closed.</p> <p><i>Note that if the subdivision also requires a change in land use, the rezoning application must be successfully completed before a PLR can be issued in the next step.</i></p>
4. Preliminary Letter of Requirements (PLR)	<p>The City's Approving Officer issues a Preliminary Letter of Requirements (PLR), which provides a preliminary list of technical requirements for final approval of the subdivision. The requirements may include items like infrastructure improvements, geotechnical reports and/or issuing a tree removal permit. The technical requirements found in this letter form the basis for the Servicing Agreement discussed in Step 6.</p> <p>It typically takes two to three months to issue a PLR (provided the land use change has already been approved). The more complex a proposal is, the more time it requires. If the application is submitted at the same time as other development applications (e.g. rezoning), the processing time may be longer.</p> <p>A PLR is valid for 12 months. If that letter expires, you can request to extend the validity period for an additional six months with the appropriate fee. Extensions are generally deemed acceptable as long as City requirements have not changed substantially since the time the PLR was issued.</p>
5. Submission of Plans*	<p>If necessary, the applicant submits landscape and civil engineering plans to address the PLR letter. Staff review the submitted plans, and may request that the plans be re-submitted based on comments. The City also determines security and fee amounts for off-site civil and landscaping work based on the applicant's submission and estimates.</p> <p><i>*This step is required if associated development permit, development authorization, building permit or development variance permit applications are submitted at the same time.</i></p>

Steps continue on page 3

<p><b>6. Servicing Agreement and Other Legal Documents</b></p>	<p>A <b>Servicing Agreement</b> will be required to support the civil works. The detailed design work required to develop the Servicing Agreement can take some time to finalize as it commonly involves multiple reviews between the project engineer and City staff.</p> <p>The following items will generally form the Servicing Agreement:</p> <ul style="list-style-type: none"> <li>• Off-site servicing plans prepared, signed and sealed by a Professional Engineer;</li> <li>• Security deposits for the estimated costs of all works and services;</li> <li>• Covenant, right-of-way and easement agreements, as required;</li> <li>• Engineering administration fees;</li> <li>• Development Cost Charges;</li> <li>• Greater Vancouver Sewer &amp; Drainage Charges;</li> <li>• School Acquisition Charges/Fees;</li> <li>• Deposits towards works and services that are to be done by the City; and,</li> <li>• Payment of the Works &amp; Services Agreement fees.</li> </ul> <p>Reference: City of Port Moody <a href="#">Subdivision and Development Servicing Bylaw</a></p>
<p><b>7. Development Permit/ North Shore Development Authorization</b></p>	<p>If a property is located within a Development Permit Area or a North Shore 286 Agreement area relating to the natural environment or hazardous lands, Council must issue a development authorization or development permit before the City's Approving Officer gives final approval of the subdivision. Visit <a href="http://portmoody.ca/developmentpermit">portmoody.ca/developmentpermit</a> for more information.</p>
<p><b>8. Final Subdivision Approval</b></p>	<p>Once all necessary technical and legal requirements are addressed and the City has received approval from necessary external agencies, the applicant must pay all associated fees. This includes City development levies/cost charges, Metro Vancouver Sewer and Drainage District levies, and any other required securities.</p>
<p><b>9. Plan Approval (Electronic)</b></p>	<p>If the survey plan is acceptable and all conditions of the PLR are fulfilled, the Approving Officer signs the subdivision plans, along with any other required documentation. It typically takes six to 12 months after the PLR is issued to reach this point in the process.</p> <p>The applicant or applicant's Solicitor is required to register the approved plans at the Land Title Office within 60 days of the plan being signed by the Approving Officer, otherwise the plans are null and void.</p> <p>As required by the <i>Local Government Act</i> and the <i>Land Title Act</i>, all subdivisions must be approved by the City's appointed Approving Officer.</p>
<p><b>10. Other Development Approvals</b></p>	<p>It may be necessary for the applicant to continue to concurrently address other approval processes, including development permit, development authorization, north shore development authorization, development variance permit, rezoning applications, etc. These approvals may affect the timing of final subdivision approval.</p>

# CONSIDERATIONS AND REQUIREMENTS

Requirements will vary depending on the nature of the application, but applicants should review the following considerations before submitting an application.

All links to policies and guidelines can also be found on [portmoody.ca](http://portmoody.ca).

Considerations	Details	Requirements	Policy / Guidelines
<b>Environmentally Sensitive Areas*</b>	<ul style="list-style-type: none"> <li>Is your property <b>adjacent to a watercourse</b> (within 30m) or within a high/medium environmentally sensitive area?</li> </ul> <p>Please note: minor watercourses such as ditches that may not appear on the map are also protected under provincial and local regulations and may require setbacks that influence site planning.</p> <p>See <a href="#">OCP Map 13 – Environmentally Sensitive Areas</a>.</p>	<b>Environmental Report</b> , prepared by a Qualified Environmental Professional	<a href="#">OCP Development Permit Area 4: Environmentally Sensitive Areas</a>
<b>Tree Protection</b>	Are there <b>existing trees</b> on your property?	<b>Arborist Report</b> , prepared by an ISA accredited arborist	<a href="#">Tree Protection Bylaw Trees on Private Property</a>
<b>Hazardous Lands</b>	<ul style="list-style-type: none"> <li>Is your property in an area that is subject to <b>flooding</b> and debris flow during abnormal storm events?</li> <li>Is your property in an area that is characterized by <b>steep slopes</b>?</li> <li>Is your property in an area susceptible to <b>soil liquefaction</b> in the event of an earthquake?</li> </ul> <p>See <a href="#">OCP Map 14 – Hazardous Lands, and Map 15 – Steep Slopes</a>.</p>	<ul style="list-style-type: none"> <li><b>Sealed Geotechnical Report</b>, prepared by Professional Engineer</li> <li><b>Site Grading Plan</b>, prepared by Professional Engineer</li> <li><b>Flood Protection/ Hydrogeological Review</b>, prepared by Professional Engineer</li> </ul>	<a href="#">OCP Development Permit Area 5: Hazardous Lands</a>
<b>Heritage Conservation*</b>	<ul style="list-style-type: none"> <li>Is the home on your property formally protected through the <b>Heritage Designation Bylaw</b>, or a <b>Heritage Revitalization Agreement</b>?</li> <li>Is your property within the <b>Heritage Conservation</b> or <b>Heritage Character Areas</b>?</li> <li>Is your home included on the <b>Heritage Register</b>?</li> </ul> <p>See <a href="#">OCP Map 3 – Heritage Conservation and Character Areas</a>.</p>	<p><b>Statement of Significance</b>, consisting of the following three components:</p> <ul style="list-style-type: none"> <li>description of the historic place</li> <li>heritage value of the historic place;</li> <li>a list of the character defining elements</li> </ul>	<a href="#">OCP Chapter 11– Heritage Conservation</a>  <a href="#">OCP Moody Centre Heritage Conservation Area Guidelines</a>

\* Environmentally sensitive areas and heritage conservation status are also available on ViewPort ([view.portmoody.ca](http://view.portmoody.ca))

Considerations	Details	Requirements	Policy / Guidelines
<a href="#">Site Servicing</a>	<p>Have you considered <b>new works and servicing required for the subdivision</b>, including but not limited to:</p> <ul style="list-style-type: none"> <li>• <b>Water connections</b>, extensions, upgrades</li> <li>• <b>Sewer connections</b>, extensions, upgrades;</li> <li>• <b>Storm connections</b>, extensions, upgrades (rock-pits will not be considered).</li> <li>• <b>Roads and sidewalk</b> access and networking;</li> <li>• <b>Boulevard landscaping</b> and maintenance;</li> <li>• <b>Street signage and lighting</b>; and,</li> <li>• <b>Right of ways</b> and property acquisition.</li> </ul>	<b>Site Servicing Plan</b> , prepared by a Professional Engineer	<a href="#">Subdivision and Development Servicing Bylaw</a>
<a href="#">Fire-Safety Considerations</a>	<p>Does the new proposed development meet all the <b>requirements of the B.C. Building Code</b>, including but not limited to:</p> <ul style="list-style-type: none"> <li>• <b>Distance from Hydrant:</b> property must be within 100m of a hydrant, otherwise the home is required to be sprinkled.</li> <li>• <b>Travel distance from Fire Truck to entrance:</b> there must be an unobstructed path of travel for the firefighter from the vehicle to the building that is not more than 45m.</li> <li>• <b>Grade requirements for fire truck access:</b> must have a change of gradient that is not more than 1 in 12.5 over a minimum distance of 15m.</li> <li>• <b>Dead end turnaround requirements:</b> must have turnaround facilities for any dead-end portion of an access route that is more than 90m long.</li> </ul>	<b>Site Servicing Plan</b> , prepared by a Professional Engineer	<a href="#">BC Building Code</a>

## SAMPLE FEES

These sample fees show how the process to subdivide one property into two lots may incur **total costs in the range of \$150,000 – \$300,000**. This figure is exclusive of consulting and legal fees which may significantly alter the cost. **All fees are subject to change.**

FEES	COSTS	PAYMENT DUE
<b>APPLICATION</b>		
<b>Rezoning</b>		
Application Review Fee	\$5,192	With detailed application
Unit Fee	\$90.00/unit	
Scanning Fee	\$204	
Notification Sign	At cost	
<b>Subdivision</b>		
Application Review Fee	\$3,315	With detailed application
Lot Fee	\$173/lot	
<b>Development Permit(s) (if needed)</b>		
Application Review Fee	\$547	
<b>Total Application Fees</b>		Approx. \$10,000
<b>DEVELOPMENT COST CHARGES (DCCs) (per new lot)</b>		
City of Port Moody DCCs (Roads, Water, Parks, Drainage)	\$33,454	Prior to plan signing
Greater Vancouver Sewer & Drainage District DCCs	\$5,428	
Coquitlam School District School Site Acquisition Charge	Up to \$1000	
Regional Transportation Development Cost Charge	\$2,975	
<b>Total DCC Fees</b>		Approx. \$42,500
<b>COMMUNITY AMENITY CONTRIBUTIONS (CACs)</b>		
Community Amenity Contribution ( <i>only applies to rezoning applications</i> )	\$6,000/new lot	
<b>Total CAC Fees</b>		\$6,000
<b>PROFESSIONAL REPORTS / CONSULTING (if required)</b>		
Site Servicing Plan, prepared by a Professional Engineer (required)	Please inquire with respective professionals for cost estimates of required studies and reports.	With detailed application
Geotechnical Report, prepared by Professional Engineer		
Flood Protection/ Hydrogeological Review, prepared by Professional Engineer		
Site Grading Plan, prepared by Professional Engineer		
Traffic Impact Assessment, prepared by a Professional Engineer		
Arborist Report, prepared by an ISA accredited arborist.		
Environmental Report, prepared by a Qualified Environmental Professional		
<b>Total Professional / Consulting Fees</b>		Varies
<b>SERVICING UPGRADES and OTHER</b>		
<b>Subdivision</b>		
Water Connections	varies depending on connection size	Prior to plan signing
Sanitary Connections	varies depending on existing service	
Storm Connections	varies depending on existing service	
On Site Driveways	varies	
Roadworks (e.g. sidewalk, curb, gutter etc.)	varies	
Hydro, Telephone and Cable Crossings	consult utility directly	
Landscaping	varies	
<b>Approximate Servicing Fees</b>		\$120,000 to 250,000 (on average \$150,000)

## RESOURCES

### City of Port Moody Zoning Bylaw, 2018, No. 2937

[portmoody.ca/zoningbylaw](http://portmoody.ca/zoningbylaw)

### City of Port Moody Official Community Plan

[portmoody.ca/ocp](http://portmoody.ca/ocp)

### ViewPort

[view.portmoody.ca](http://view.portmoody.ca)

### Planning Division Staff

[planning@portmoody.ca](mailto:planning@portmoody.ca)

604.469.4540

## BC ASSOCIATIONS FOR CONTRACTORS

Below is a list of BC associations you may wish to reference when hiring consultants for your project.

**Architects**, Architectural Institute of British Columbia, [aibc.ca](http://aibc.ca)

**Arborists**, Pacific North West Chapter Arborist Directory, [pnwisa.org](http://pnwisa.org)

**Biologists**, BC College of Applied Biology, [cab-bc.org](http://cab-bc.org)

### Builders/General Contractors

- Canadian Homebuilders Association BC Chapter, [chbabc.org](http://chbabc.org)
- Building Officials Association of BC, [boabc.org](http://boabc.org)

**Developers**, Urban Development Institute, [udi.bc.ca](http://udi.bc.ca)

**Electricians**, BC Electrical Association, [bcea.bc.ca](http://bcea.bc.ca)

**Engineers**, Association of Professional Engineers of BC, [egbc.ca](http://egbc.ca)

**Heating, Ventilation & Cooling**, Thermal Environmental Comfort Association, [cab-bc.org](http://cab-bc.org)

**Land Surveyors**, The Association of BC Land Surveyors, [abcls.ca](http://abcls.ca)

**Landscape Architects**, BC Society of Landscape Architects, [bcsla.org](http://bcsla.org)

**Lawyers**, The Law Society of BC, [lawsociety.bc.ca](http://lawsociety.bc.ca)

**Planners**, Planning Institute of BC, [pibc.bc.ca](http://pibc.bc.ca)

**Plumbers**, Plumbing Officials' Association of BC, [bcplumbingofficials.com](http://bcplumbingofficials.com)

## KEY TERMS

**OCP (Official Community Plan):** The City's long-term vision for the future. It establishes policies and guidelines, and designates land for specific uses that are supported by Council and the community. Review the OCP at [portmoody.ca/ocp](http://portmoody.ca/ocp).

**ViewPort:** Port Moody's public GIS, web-based mapping system that allows users to view data on Property/Parcel Information, OCP Land Use, Zoning, Heritage Properties, and Environmentally Sensitive Areas & Watercourses. Access ViewPort at [view.portmoody.ca](http://view.portmoody.ca).

**Site Servicing:** Every home in the city requires access to the following services: sanitary sewer, water, storm, electrical, roads, and sidewalks. Additional lot connection requirements may be identified by the City.

**Subdivision:** The process of changing or creating new property lot boundaries. Most often this involves the division of a larger property into smaller lots.

**Rezoning:** If you want to make changes to your property that don't align with the land uses in the Zoning Bylaw you may need to apply to have the property rezoned. To learn more about rezoning, visit [portmoody.ca/rezoning](http://portmoody.ca/rezoning).