



TOWN OF SIDNEY

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PROCEDURES FOR SUBDIVISION APPLICATION

Preliminary Review

1. Every application for preliminary review of a subdivision shall be made by the owner or by his/her authorized agent.
2. All applications shall be submitted on the appropriate forms to the Approving Officer and shall be accompanied by a non-refundable application fee of three hundred (\$300.00) dollars for the first new lot being created and one hundred (\$100.00) dollars for each additional lot. These fees shall be paid upon submission of application.
3. An application for a subdivision shall be accompanied by twelve (12) copies of a sketch plan drawn to a scale of 1:500, unless otherwise directed by the Approving Officer, prepared by a surveyor or other qualified person showing the following information:
 - (a) the boundaries of all adjacent parcels and the relationship of the proposed subdivision to at least one street intersection;
 - (b) the layout, dimension, and alignment of all parcels and highways;
 - (c) topographical information as required by the Approving Officer;
 - (d) the location, dimension and size of all buildings which will remain after subdivision and plot in all buildings which will be removed prior to final approval of the subdivision;
 - (e) the location, species, drip line and size of all trees protected by the Town of Sidney Tree Preservation Bylaw and successor bylaws, and where required by the Approving Officer the location, species, drip line and size of all mature trees within the area to be subdivided;
 - (f) the location of any water courses within the land to be subdivided;
 - (g) the location of all above-ground and underground services, whether existing or proposed by the applicant;
 - (h) the location of all easements, right-of-ways and what they are for.
4. Where an application for subdivision has been submitted and where further development or subdivision can be anticipated, the Approving Officer shall require a plan of such further subdivision or development, and such plan shall be used for reference at the time future subdivision applications are submitted.
5. The Approving Officer shall consider the application and shall, in writing, either reject or grant preliminary acceptance to the subdivision. If granted preliminary acceptance, the applicant is advised of the conditions that must be satisfied before the subdivision is acceptable.
6. Preliminary acceptance is valid for a period of one (1) year. If final approval has not been granted within that period, a further six (6) month extension may be considered by the Approving Officer, otherwise the application must be resubmitted and it shall be considered as a new application subject to any change in conditions, bylaws or policies that may have occurred.
7. Preliminary acceptance shall not be construed as final approval of a subdivision.

Final Approval

1. Final approval shall not be granted until the conditions for the installation of works and services as specified in Bylaw 1390 have been fulfilled.
2. The plan for subdivision shall conform substantially to the plan granted preliminary acceptance.
3. The plan for subdivision shall be accompanied by:
 - (a) an examination fee as prescribed by the regulations to the Land Titles Act;
 - (b) a State of Title Certificate for each parcel of land included in the subdivision; and
 - (c) six (6) paper prints, a duplicate mylar and a digital exchange format program compatible to Autocad at a scale of 1:500.
4. The property owner must provide proof that all assessed property taxes have been paid in full prior to final approval.

Fees and Deposits

The following fees and deposits associated with subdivisions are commonly required. Payment is required prior to final approval. Please note that fees and deposits for a specific subdivision application are compiled upon receipt of referral responses by staff and stated in the Preliminary Letter of Approval. Additional fees and deposits may be required.

Charge	Amount
Water connection	\$1800 and up
Water meter	\$450 and up
Sewer connection	\$2400 and up
Storm water connection	\$2400 and up
Capital Regional District Water Development Cost Charge (DCC)	Varies depending on land use
Capital Regional District Wastewater DCC	Varies depending on land use
Town of Sidney DCC	Varies depending on land use and on area of Sidney in which property is located.
Off-site works and services	Varies depending on what works are required. May include, but is not limited to, road widening and/or paving, curb, gutter, street trees, boulevard, street lighting, fire hydrant.

Other Costs

Subdividing a property usually involves retaining services from numerous professionals, depending on the individual nature of each property being subdivided. Property owners should be aware of other potential costs related to subdivision applications, including but not limited to:

- BC Land Surveyor: survey of property subdivision, rights of way, easements, etc.
- Civil Engineer: on-site and off-site works and services
- Lawyer: drafting of legal documents such as covenants, easements, rights of way, etc., final registration of subdivision and other documents at Land Title Office
- Certified Consulting Arborist: tree protection and/or removal
- BC Hydro, FortisBC, Shaw, Telus, or other telecommunication provider: utility servicing to properties
- Archaeology BC: assessment and protection of known and/or potential archaeological sites
- Architect and/or Engineer(s): proposed and/or required alterations to existing structures