

What is a Subdivision?

Generally speaking, the purpose of a subdivision application is to divide land into two (2) or more parcels (i.e. create additional properties). Whether you wish to adjust a lot line with your neighbour or create many parcels from a large 'parent parcel', each require a subdivision application.

When is a Rezoning Application Required with my Subdivision Application?

Rezoning is the process of changing the zoning category of a property. Every property in the District of Mission has been assigned a zoning category which may affect the lot yield (total number of lots) that may be created through the subdivision process. If the proposed subdivision is not permitted by the existing zoning, the property owner (or applicant of the property owner) will need to apply to the District of Mission for a change in the zoning category of that property; Council approval is required.

How Long Will This Take?

The length of time required for each subdivision application is dependent upon the complexity of the project. The majority of subdivision applications also encompass a rezoning application which can add additional time to the overall development process. Once all requirements have been met for each step in the process, the file manager will move your application forward to the next step.

APPLICATIONS OR ENQUIRIES SHOULD BE DIRECTED TO:

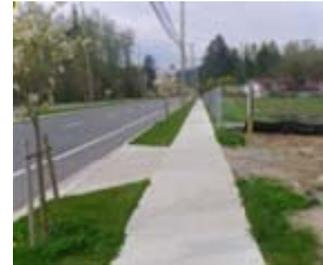
Development Services – Planning Division
District of Mission
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Telephone: (604) 820-3748
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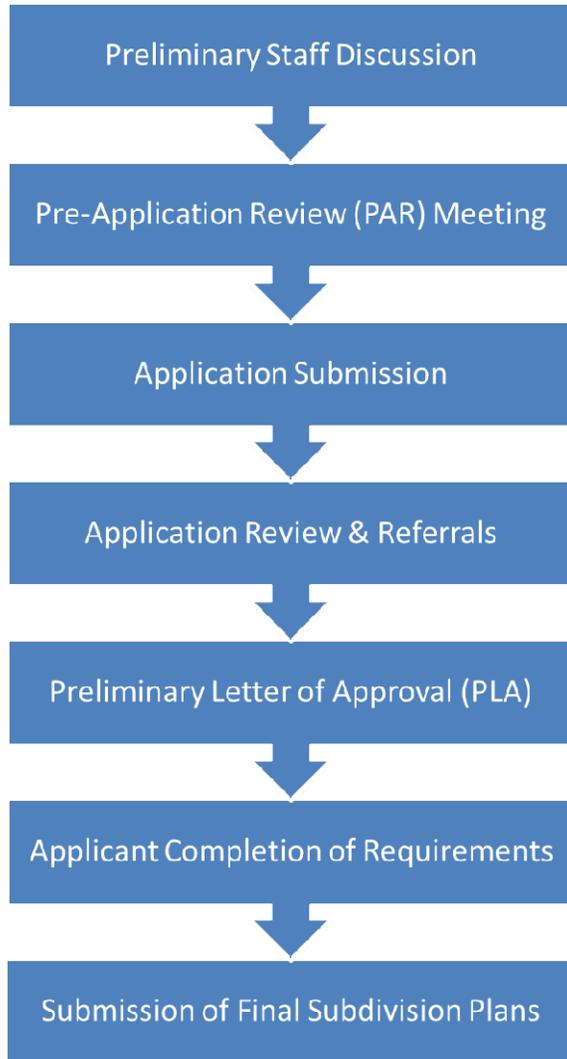
This brochure is a general guide to the rezoning process within the District of Mission. It is provided for your convenience only and is not intended to replace any bylaws, policies or other legal documents. The process for an Official Community Plan bylaw amendment follows the same general process with only minor variations to the process.

DISTRICT OF MISSION

Subdivision Guide



The Subdivision Process



1. Preliminary Staff Discussion

You are strongly encouraged to discuss your development proposal with planning department staff to identify any plans, policies and regulations which may apply. With the assistance of planning department staff, you can gather information from the Official Community Plan, Zoning Bylaw and District of Mission mapping. The more information you are able to gather before submitting an application, the more smoothly the process is likely to proceed.

2. Preliminary Application Review (PAR) Meeting

Once you have a general layout for your subdivision proposal, you are encouraged to attend the Preliminary Application Review Meeting. At this meeting, feedback will be provided regarding your subdivision proposal and letter outlining all application requirements will be supplied afterward.

3. Submission of Application

When you are ready to proceed, provide all requirements outlined in the Guide to Land Development (Development Submission Checklist) at the planning department counter.

4. Application Review & Referrals

A member of the Planning Department will be assigned to your development application and coordinate the review of your application. It may be circulated to a number of municipal departments and relevant outside agencies. During this process you may be asked for clarification, additional information or plan revisions.

5. Preliminary Letter of Approval (PLA)

The Planning Department will prepare a PLA letter once it has been confirmed that the proposal complies with the District's bylaws and Provincial requirements. This letter outlines all subdivision completion requirements that must be satisfied by the applicant; requirements may include infrastructure improvements (e.g. road paving, water, sanitary, and stormwater system upgrades), legal agreements and environmental protection requirements. An initial calculation of Development cost Charges (DCCs) and other municipal fees/costs will be provided within the PLA letter.

6. Application Completion of PLA Requirements

At this stage, it is the applicant's responsibility to complete all requirements outlined within the PLA. Staff will be able to assist with clarification of PLA requirements; however, it is the applicant's responsibility to complete all subdivision requirements and/or contact the proper professionals to complete the requirements on their behalf. The PLA is valid for one (1) year; however, a one (1) year subdivision extension application may be applied for and may be granted if there are outstanding circumstances.

7. Submission of Final Subdivision Plans

When all of the prerequisites, issues and deficiencies related to the subdivision application have been satisfied, the applicant must submit copies of the final subdivision plan to be signed by the Approving Officer. Once the Approving Officer is satisfied that all subdivision requirements have been met, the Approving Officer will sign the subdivision plans.

8. Registration of Final Subdivision Plans

Once the subdivision plans are signed, it is the applicant's responsibility to ensure that the subdivision plan is registered at the New Westminster Land Titles Office (this must be completed by legal representation). Parcel Identification (PID) numbers will then be issued by Land Titles and the municipal approval process is complete.

Notes:
