



Subdivision Application Guide



This guide provides information and general guidance on subdivision requirements and processes.

Applicants should also refer to:

- District of Barriere Official Community Plan and Zoning Bylaw
- Zoning Maps, Housing Needs Reports
- Subdivision and Development Servicing Bylaws
- Fee Schedules, Application Forms and Checklists

These can be obtained at the District's Office or online at barriere.ca

Box 219 - 4936 Barriere Town Road, Barriere, V0E 1E0

Phone: 250-672-9751 Email: inquiry@barriere.ca

Office Hours: Monday to Friday 8:30am - 4:30pm

When is a Subdivision Application Required?

Subdivision is the process of altering existing property boundaries or creating new legal parcels of land. In the District of Barriere, subdivision approval is required before any new lots can be registered at the Land Titles Office.

The process ensures that new parcels meet local bylaws, zoning regulations, servicing standards, and provincial requirements. All subdivision applications must be approved by the District's Approving Officer prior to registration. Subdivisions must be in alignment with the Official Community Plan.

A subdivision application is required for any of the following changes:

- Creating new lots by dividing an existing lot
- Consolidating two or more lots into one lot
- Adjusting lot lines
- Dedicating property for a road or park
- Road Closure or cancellation
- Bare land strata development
- Building strata subdivision
- Air space parcel creation
- Lot boundary adjustment for services or utilities



Things to Review before Submitting:



Official Community Plan (OCP): Review the changes for your property and confirm whether your proposal aligns with Official Community Plan policies.



Zoning Bylaw and Maps: Confirm the zoning designation and development regulations for your property. If the zoning does not permit your proposal, a rezoning application may be required in addition to a variance. Check the zoning requirements for your property including lot measurement minimums, lot size, etc.



Transportation & Park Plans: A proposed subdivision should use concept and network plans. This will show proposed locations of future roads, pedestrian paths, bike lanes, trails and parks.



Servicing: The servicing of roads, lanes, sidewalks and adjacent land to the subdivision must meet servicing standards.



Watercourses, Agricultural Land Reserves (ALR) & Development Permit Areas (DPAs): Review how the subdivision meets all requirements for watercourse protections, agricultural land reserves and development permit areas.



Tree Cutting: Determine if any trees need to be removed for the subdivision and if there are any regulations or approvals needed.



Consult Staff: Where possible, meet with planning staff prior to submission to review your proposal, identify potential issues, and clarify required documentation or professional reports.

Rezoning

If a subdivision requires a rezoning the subdivision application can be started but will not be approved until the rezoning has received council approval. See the OCP & Zoning Bylaw Amendment guide for more details.

Role of Approving Officer

The Approving Officer is a District staff member appointed by Council under the *Land Title Act*. The Approving Officer is responsible for reviewing and either approving or refusing subdivision applications within the District of Barriere.

The authority of the Approving Officer is established by the *Land Title Act*, the *Local Government Act*, and, for strata developments, the *Strata Property Act*. The Approving Officer ensures that all proposed subdivisions comply with applicable legislation, District bylaws, and sound planning and engineering principles.

Subdivision and Servicing Bylaw

After staff review the completed application they will make recommendations. This includes required Security Deposits and performance assurances. The application must also comply with the District's Subdivision and Development Servicing Bylaw and any other applicable Bylaws of the District. Any additional relevant provincial legislation will be considered.

Talk with your neighbours!

Consulting with your neighbours who may be affected by the subdivision application will result in better outcomes. Gathering neighbour's input better enables an applicant to address any concerns or modify their application. This will help reduce costs and expedite applications.

Useful Resources & Contacts

Development Application Form

Subdivision Application Guide

Official Community Plan

Zoning Bylaw

Ministry of Transportation and Transit (MOTT)

Email: tran.webmaster@gov.bc.ca

Phone: 250-387-3198

Fax: 250 356-7706

Engineering Standards & Guidelines

Agricultural Land Commission (ALC)

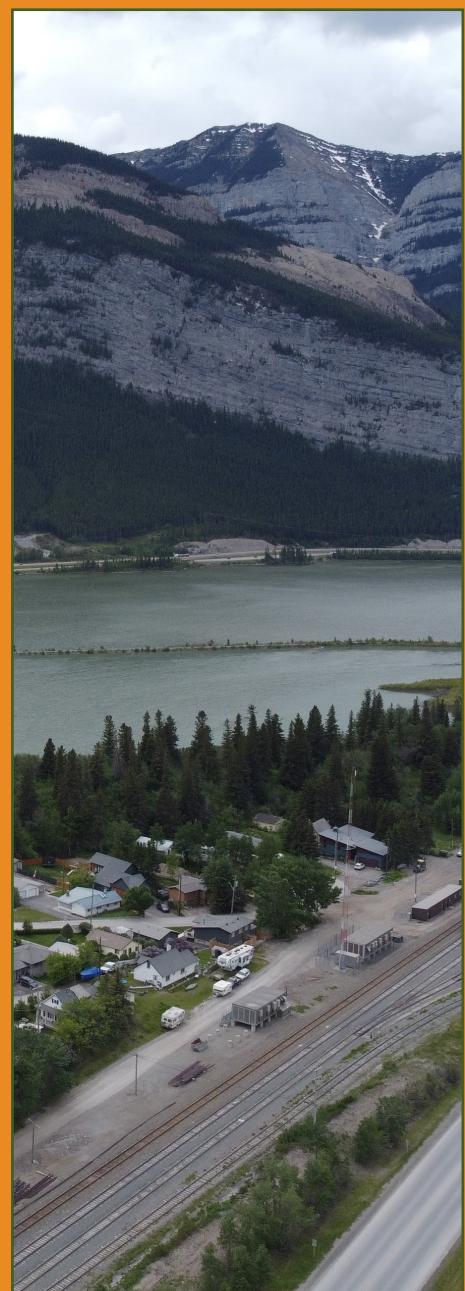
Email: alcburnaby@victoria1.gov.bc.ca

Phone: 604-660-7000

Fax: 604-660-7033

ALC Permitted Uses

ALC Maps



This document has been prepared to provide information only. It has no legal authority. If any contradiction exists between this document and relevant District Bylaws, Codes, or Policies, the text of the Bylaws, Codes or Policies shall be the legal authority.