



Subdivision Application Guide

Development & Regulatory Enforcement Services

Land Development Department
8550 Young Road
Chilliwack, BC V2P 8A4
Phone: 604-792-2902
development@chilliwack.com

What is a Subdivision?

Subdividing or subdivision is the process of changing or creating new property (lot) boundaries.

When subdividing, a subdivision application is required for the following:

- Creating two or more lots from one or more existing lot;
- Adjusting or realigning an existing property line;
- Creating a bare land strata or a phased strata development; or
- Converting an existing multi-unit development to strata title ownership.



The *Local Government Act* and *Land Title Act* of British Columbia require that all subdivision plans be approved by a legally appointed Approving Officer prior to submission for registration with the Land Title and Survey Authority of BC (LTSA). This approval is needed to ensure:

- adequate size and shape of lots;
- parkland dedication (as necessary) is provided;
- sewer, water, and other essential services are in place;
- adequate road, lane, and emergency vehicle access is provided, as necessary;
- natural features are protected; and
- future subdivision opportunities are preserved.

What is a Preliminary Layout Approval (PLA) and how much time does it take?

A Preliminary Layout Approval (PLA) is the first major milestone in the subdivision process. It provides **conditional approval** for the subdivision and outlines all required servicing, engineering, and legal steps needed for final subdivision approval.

From the date of application, it typically takes **8–12 weeks** for the PLA to be issued. To avoid delays, please contact our Planning department to confirm if any zoning amendments or development permits are required before applying.

The amount of time to process a subdivision application is largely dependent upon the complexity of the application. After issuance of the PLA, registration of the subdivision will depend on how long it takes to meet the specific servicing and other requirements to obtain final approval.



Please note: the PLA is valid for **one year** from the date of issuance. The subdivision must be registered before the PLA expires. If the PLA expires, a new application and payment of application fees will be required before a new PLA will be issued. Re-applications will be reviewed to ensure the proposal meets the most current bylaws, which may have changed since the original application.

How do I apply for Subdivision?

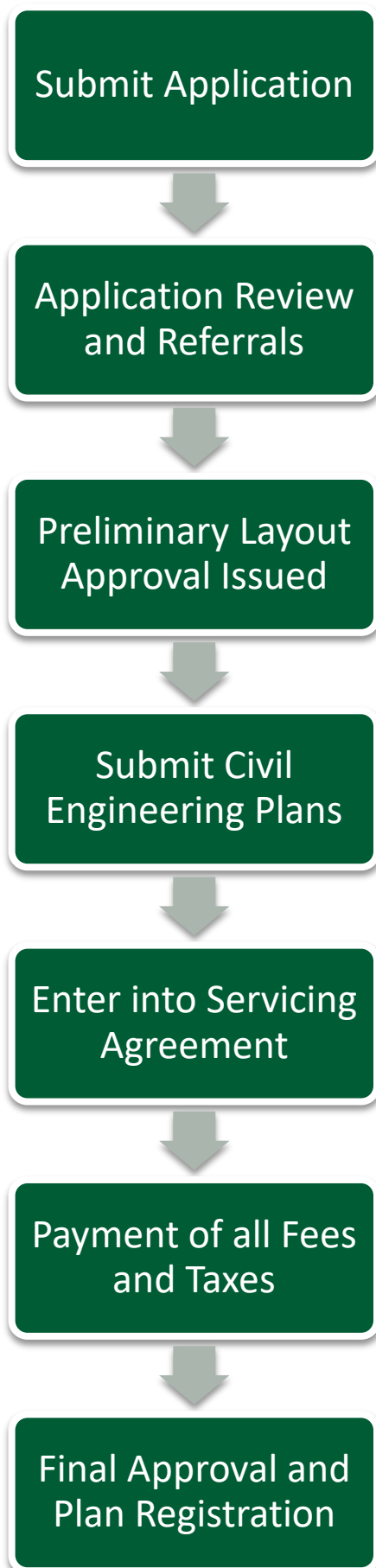
There are three options to apply for subdivision: in person at City hall; through the [online portal](#) on the City's website; or via email by downloading the application form on the website [attachments](#) and emailing it to development@chilliwack.com. To avoid delays, ensure the application is complete at the time of submission, including:

- Application Form - a completed Subdivision Application form signed by all owners registered on title, as well as the applicant (the "Authorization of Applicant" section must be filled out to give the applicant permission to act on behalf of the owners, if necessary);
 - Relevant sketch/plan of property showing the proposed subdivision layout (including the location of existing buildings and the proposed changes you wish to make);
 - Proof of ownership (as evidenced by a title search no older than 30 days);
 - Payment of Application Fees (application will not be processed until the fees are paid).
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When do I get my new addresses?

Once the subdivision plan has been granted final approval by the Approving Officer, the legal documents will be returned to your Solicitor or Notary Public for registration. Upon registration of the subdivision plan, LTSA will provide us with the new titles to the properties, typically within 7-10 business days. At this time, our Property Records Clerk will notify you that the subdivision has been completed and will provide you with any new civic addresses.





What is the Subdivision Application Process?

Step 1 - Submit a Subdivision Application

Submit the completed application, fees, and all required documents to the Land Development department. A file manager will be assigned to your application.

Step 2 – Application Review and Referrals

Your application is circulated to appropriate City departments and external agencies (e.g. Engineering, MOTI, ALC). Based on the feedback, the Approving Officer will either:

- Issue a Preliminary Layout Approval (PLA);
- Request additional information; or
- Issue a rejection letter.

Step 3 - Preliminary Layout Approval (PLA)

Once approved, the PLA will be issued outlining the conditions to be met for final approval. The PLA is valid for 12 months and includes requirements such as:

- Legal survey plans;
- Frontage Improvements;
- Road dedication or parkland contributions;
- Fees and Development Cost Charges (DCCs);

Step 4 – Submission of Civil Plans

Your engineer submits servicing plans for review. The City will provide comments. Once revisions are approved and plans are stamped, the engineer will send over a cost estimate for construction of the works.

Step 5 – Servicing Agreement

The City prepares a Servicing Agreement based on the cost estimate. A 125% deposit is required before construction begins. The Servicing Agreement must be signed and fees paid prior to commencing any construction of the civil works. A pre-construction meeting will be held before any construction is started.

Step 6 - Payment of Applicable Fees

Typical fees that can be expected during the subdivision process include:

- Signing fees and property taxes;
- DCCs, servicing bonds and admin fees;
- Connection fees for water, sanitary, and storm;
- Parkland, tree, soil, and school site fees;
- Performance bonds
- Securities for frontage improvements;

Step 7 - Final Approval and Registration

Once all requirements have been met, the final plan is signed by the Approving Officer. It must be registered with LTSA within 60 days. After registration, civic addresses are issued.

Checklist for Applicants

- ☐ Subdivision application form (signed by all owners)
- ☐ Site sketch or plan showing existing and proposed layout
- ☐ Title search from LTSA (no older than 30 days)
- ☐ Application fees paid
- ☐ Civil engineer and lawyer identified
- ☐ Understand that PLA is valid for 12 months only

Common Delays to Avoid

- Submitting an incomplete application
- Failing to get prior rezoning or development permit
- Missing title documents or outdated searches
- Delayed civil drawing revisions
- Late fee payments



For further information please contact:
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The City of Chilliwack is providing this information to assist you in understanding the process of subdivision. It has been prepared for convenience only and is not intended to take the place of municipal bylaws or provincial legislation. Subdivision requirements may vary depending on site specifics.

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