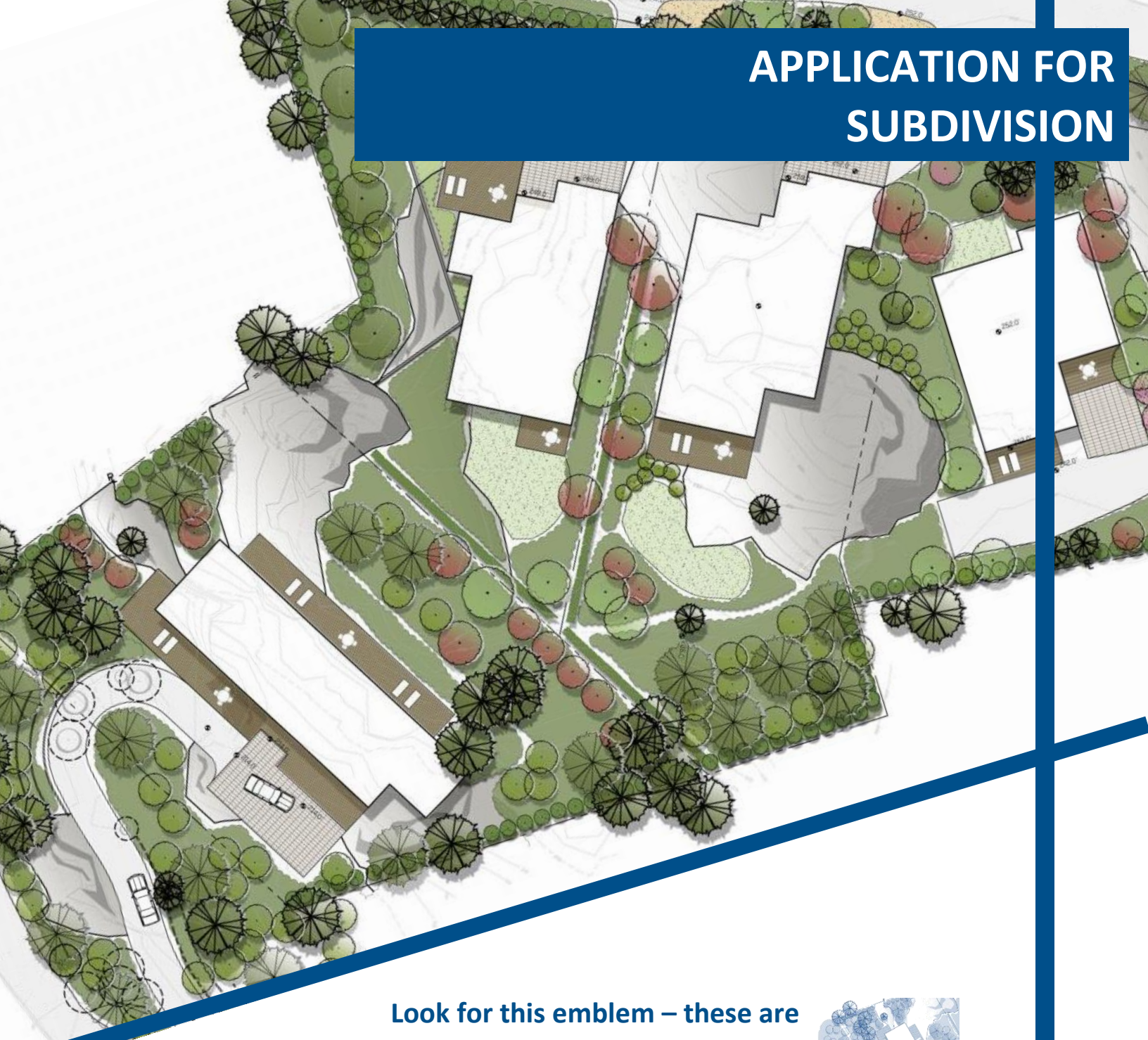
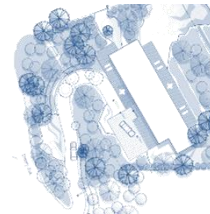


# APPLICATION FOR SUBDIVISION



Look for this emblem – these are  
the pages to be completed for  
your Subdivision Application!



**District of Oak Bay**  
2167 Oak Bay Avenue  
Victoria, BC V8R 1G2  
Ph. (250) 598-2042  
[www.oakbay.ca](http://www.oakbay.ca)

DISTRICT OF  
**OAK**  **BAY**

## WHAT ARE THE DOCUMENTS THAT MAY BE REQUIRED FOR YOUR APPLICATION?

### Agent Authorization Form (1 copy)

Required if applicant is not registered owner of the subject property.

### Archaeological Assessment (1 copy)

Please contact the British Columbia Association of Professional Archaeologists at [www.bcapa.ca](http://www.bcapa.ca).

### Certificate of Title (1 copy)

Copy of the Certificate of Title for subject land(s), and a copy of all relevant covenants, easements, rights of way, company search, and other charges, no older than 30 days at time of application. A Certificate of Title can be obtained from [www.ltsa.ca](http://www.ltsa.ca) or at 1321 Blanshard Street, Victoria.

### Development Data (1 copy)

This should be provided as a table that summarizes the proposed development, including but not limited to, site area, lot coverage, number of units, total floor area, floor area ratio, lot breadth, building height, occupiable height, roof height, open space locations, percent of hard surfacing in front / back yards, and parking requirements.



### Environmental Assessment (2 copies)

To include, but not limited to, watercourse, wildlife and bird habitat, wildlife corridors, sensitive ecosystems and species at risk, discharges to air and water, tree canopy, land disturbance and clearing, and proposed mitigation.

### Geotechnical Report (2 copies)

To assess the suitability of the site for land stability and flood levels / sea level rise issues.

### Landscape Plan (1 copy)

The plan should include an inventory of proposed plant material (number, type and size), and proposed treatment of other surfaces including hardscaped areas and boulevard and driveway crossings.

### Letter of Rationale (1 copy)

A written explanation that must include a description of the surrounding area, and a description of how the application is consistent with the objectives and policies of the Official Community Plan and Zoning Bylaw. Where applicable, this should also include the Variance Rationale (see below).

### Rainwater (Stormwater) Management Plan (2 copies)

A report identifying how rainwater will be dealt with. The objective is to manage flows at pre-development levels.

### Riparian Area Assessment (3 copies)

As per Provincial Riparian Area Regulations (RAR), an assessment must be completed by a Qualified Environmental Professional (QEP) for projects proposing development within the riparian setback. Prior to approvals, confirmation is required that the Province has reviewed the report.

### Servicing Report (2 copies)

A report indicating the existing and proposed water, sanitary, and storm services.

### Site Profile Form (1 copy)

Site profile forms and additional information are available at [https://www2.gov.bc.ca/assets/gov/environment/air-land-water/site-remediation/docs/forms/site\\_profile.pdf](https://www2.gov.bc.ca/assets/gov/environment/air-land-water/site-remediation/docs/forms/site_profile.pdf)

### Traffic and Pedestrian Study (2 copies)

To include, but not limited to, additional loads on local and major intersections, impacts to traffic patterns, proposed improvements to area street and trail systems, and a rationale for vehicle access points.

### Tree Management Plan (TMP) (2 copies)

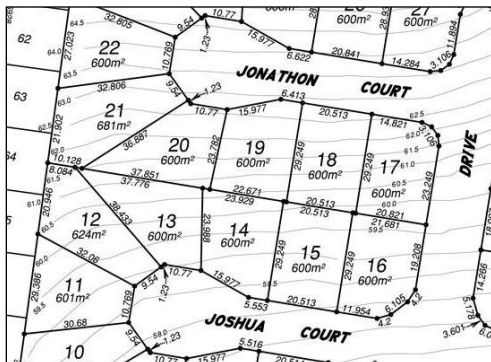
To include tree canopy cover percentages, general location and type of vegetation, description of trees and tree groupings, species listing, size of trees, identification of any significant / protected trees, tree removal rationale, tree protection fencing locations, and other protection strategies.

### Variance Rationale (1 copy)

A written rationale for all proposed variances.

## PLANS

- Access / Driveway Plan (2 copies)**  
(Show existing street names, proposed road names, proposed driveway access, and overall access to street)
- Servicing Plan (2 copies)**
- Grading and Slope Analysis Plan (2 copies)**  
(Contours at 1 metre intervals)
- Subdivision Plan (4 copies 24" x 36" / 4 copies 11" x 17")**



**NOTE: All plans, drawings and elevations to be submitted with your application must be prepared by the appropriate professional**

## All plans to include the following information:

- Plans prepared at not less than 1:500 metric scale, with scale and north arrow provided on plan.
- Date of plan
- Legal description of the property(ies).
- Location, dimensions, area and boundaries of both the existing parcels and proposed parcels, as well as the boundaries of all adjacent parcels.
- Lot width, lot depth to be provided for all lots.
- Lot dimensions to be provided for all lot lines.
- A number assigned to each proposed lot.
- Rights of way and easements on adjacent or on lands proposed to be subdivided.
- Present use and location of all existing / proposed buildings and structures on the property(ies), showing dimensions and measurements to the existing and proposed lot lines.
- Location, species, and diameter (dbh) of all trees on the lands.
- Location of any watercourses on the land, including their natural boundary, wetland boundary (where applicable), top of bank (where applicable, and leave strip boundaries).

**Type of Application**

- Subdivision – Preliminary Layout Review (PLR)     Strata Conversion  
 Subdivision – PLR Extension     Subdivision – Other (*please specify*) \_\_\_\_\_  
 Subdivision – Final Approval

**Property Information**

Civic Address of Property \_\_\_\_\_

**Applicant**

**Name of Applicant (contact person)** \_\_\_\_\_

*\*If applicant is not the registered owner, an Agent Authorization form will be required.*

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

**Name of Property Owner (if different from applicant)** \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_

**Please indicate preferred method of correspondence**     Email     Mail

**Application Fees**

- Subdivision Application Fee  
 Each Additional Lot  
     No. of Lots \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
*Includes lot line adjustments.*

**Total Fee Payable**                      \$ \_\_\_\_\_

- Subdivision – Preliminary Layout Review Extension  
**Total Fee Payable**                      \$ \_\_\_\_\_

- Subdivision – Application for Final Approval  
**Total Fee Payable**                      \$ \_\_\_\_\_

*The District of Oak Bay accepts cash, cheque or debit for payment of application fees.*

**PLEASE NOTE:**  
Application fees must be submitted with your complete application. Fees are non refundable.

**For Office Use Only**

File No. \_\_\_\_\_

Application Date \_\_\_\_\_

# APPLICATION FOR Subdivision

## Property Information

Civic Address of Property \_\_\_\_\_

PID Number(s) \_\_\_\_\_

Legal Description of Property \_\_\_\_\_  
\_\_\_\_\_

## Description of Proposal

No. of Lots \_\_\_\_\_

Description of Proposal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WAIT! A pre-application meeting with District staff is required before you submit your application and to determine additional application requirements.**

**A completed checklist must be submitted with your application.**

## Signature

I / we hereby declare that all of the above statements and the information and materials submitted in support of this application are, to the best of my knowledge, true and correct.

\_\_\_\_\_  
Applicant Name  
(please print)

\_\_\_\_\_  
Applicant Name  
(please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Signature

**WAIT! Before you submit, have you checked with your neighbours? The District of Oak Bay strongly encourages applicants to contact owners and residents of nearby properties about their proposal early in the process.**

**COMPLETED APPLICATIONS should be submitted to the Building and Planning Department  
Oak Bay Municipal Hall, 2167 Oak Bay Avenue**

**PLEASE NOTE - The following information is required to process your application.  
District staff would be happy to help if you need assistance completing this application.**

**REQUIRED ITEMS for  
Subdivision Applications**

- Electronic Application Submission - **USB Flash Drive or Email (up to 8 MB per email)**  
With **ALL** Supporting Documentation Including Application Materials
- Completed Application Form and Checklist (dated and signed)
- Application Fee (see **APPLICATION FORM**)
- Certificate of Title (*dated within 30 days of the date of application*)
- Copy of Company Report, Covenants, Easements, Rights of Way, Other Charges
- Letter of Rationale
- Geotechnical Report
- Tree Management Plan
- Survey Plan (see **DOCUMENTS** for description of information to be included)

**ADDITIONAL ITEMS  
May be Required**

- Agent Authorization Form
- Environmental Assessment
- Riparian Area Assessment
- Landscape Plan
- Traffic and Pedestrian Study
- Servicing Report
- Rainwater (Stormwater) Management Plan
- Site Profile Form
- Archaeological Assessment
- Variance Rationale

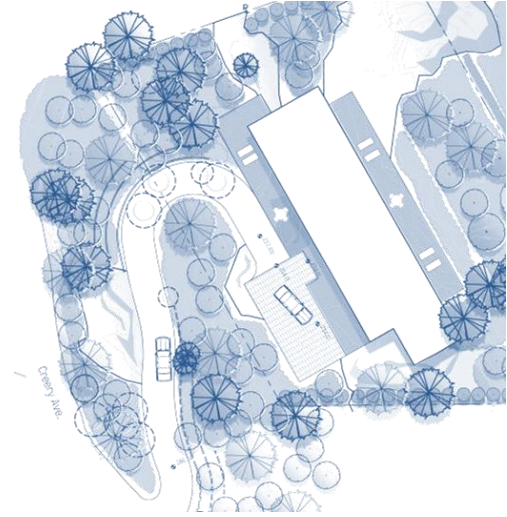
**Signature**

I / we hereby declare that all of the above statements and the information and materials submitted in support of this application are, to the best of my knowledge, true and correct.

_____ <b>Applicant Name</b> <i>(please print)</i>	_____ <b>Applicant Name</b> <i>(please print)</i>	_____ <b>Date</b>
/		
_____ <b>Applicant Signature</b>	_____ <b>Applicant Signature</b>	
/		

**WAIT! BEFORE YOU SUBMIT YOUR APPLICATION, check your plans and drawings! Can you read all the text and see all the details on the plans? If not, consider increasing the size of your text and drawings. If you can't read them, we can't read them, and they may not be accepted.**

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT**



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## Property Information

File Number       SUB      

Civic Address of Property \_\_\_\_\_

PID Number(s) \_\_\_\_\_

### PLEASE NOTE

The following information is required as part of your complete submission for final subdivision approval. Only COMPLETE submissions will be accepted.

*Further items may be required during application processing.*

### REQUIRED ITEMS for Final Subdivision Applications

- Electronic Application Submission - **USB Flash Drive or Email**  
(up to 8 MB per email) With **ALL** Supporting Documentation Including Application Materials
- Completed Application Form and Checklist (dated and signed)
- Application Fee (see **APPLICATION FORM**)
- Agent Authorization Form (where applicable)
- Certificate of Title (*dated within 30 days of the date of this application*)
- Three (3) Signed Electronic Copies of All Agreements and Documents With Priority Agreements, Including Covenants, Easements, Rights of Way, Other Charges Required by the Approving Officer With District File Numbers Included on the Document
- Three (3) Signed Electronic Copies of All Agreements and Documents, Including Covenants, Easements, Rights of Way, Other Charges In Favour of Other Individuals or Agencies
- Three (3) Copies of Reference Plans Required for Rights of Way, Easements and Covenants
- Three (3) Copies of Subdivision Plan and Electronic Plan Prepared by a BC Land Surveyor, With Accurate Legal Description, for Signing by the Approving Officer and Corresponding to Electronic Plans
- Surveyor’s Certificate Showing Location of Existing Structures in Relation to New Property Lines
- Confirmation that Utilities Required for the Subdivision Have Been Met
- Confirmation that On Site Servicing is Completed and Approved by Project Engineer
- Completed Off Site Servicing Agreement With Applicable Fees Paid in Full
- Certificate of Taxes Confirming All Property Taxes and Utility Charges Have Been Paid
- Confirmation that All Other Requirements Set out in the Preliminary Layout Review Have Been Completed / Fulfilled

**Signature**

I / we hereby declare that all of the above statements and the information and materials submitted in support of this application are, to the best of my knowledge, true and correct.

_____ / _____	_____
<b>Applicant Name</b> <i>(please print)</i>	<b>Applicant Name</b> <i>(please print)</i> <b>Date</b>
_____ / _____	_____
<b>Applicant Signature</b>	<b>Applicant Signature</b>

**WAIT! BEFORE YOU SUBMIT YOUR APPLICATION, check that you have all the information required for consideration of your subdivision.**

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT**

**COMPLETED APPLICATIONS should be submitted to the Building and Planning Department  
Oak Bay Municipal Hall, 2167 Oak Bay Avenue**



# A BRIEF GUIDE TO SUBDIVISION IN OAK BAY

## What is a Subdivision?

Generally speaking, a subdivision refers to the process of creating new lots. Sometimes this means adjusting existing lots lines, or it may mean creating two or more lots from an existing lot. Whether the lots are individually owned (fee simple) or share some of the property (strata), a subdivision application is required.



## What Will be Considered as Part of the Application?

There are specific items that can be considered by the Approving Officer when reviewing a subdivision application. These include confirmation that the use and lot sizes are permitted, identification of any environmental impacts, archaeological impacts or other hazards, road layout and construction, existing amenities and servicing. This may require the applicant to provide additional reports relating to traffic, geotechnical, or environmental issues.

## Are Other Applications Required?

Sometimes a subdivision proposal will require other applications to be made and approved before final approval of a subdivision can be given. For example, a rezoning may be required to allow a smaller lot size, or a development variance permit may be required to vary lot width.

These applications require Council approval and are separate from the subdivision approval.

## How Long Does it Take?

The amount of time it takes to process a subdivision application can vary depending upon the type or complexity of the subdivision, completeness of the application, preparation and submission of reports or studies, and time to complete the requirements for the subdivision. An initial review and consideration of Preliminary Layout Acceptance (PLA) is anticipated to be completed within two months. If PLA is granted, the time it takes to fulfill the subdivision requirements is largely up to the applicant.



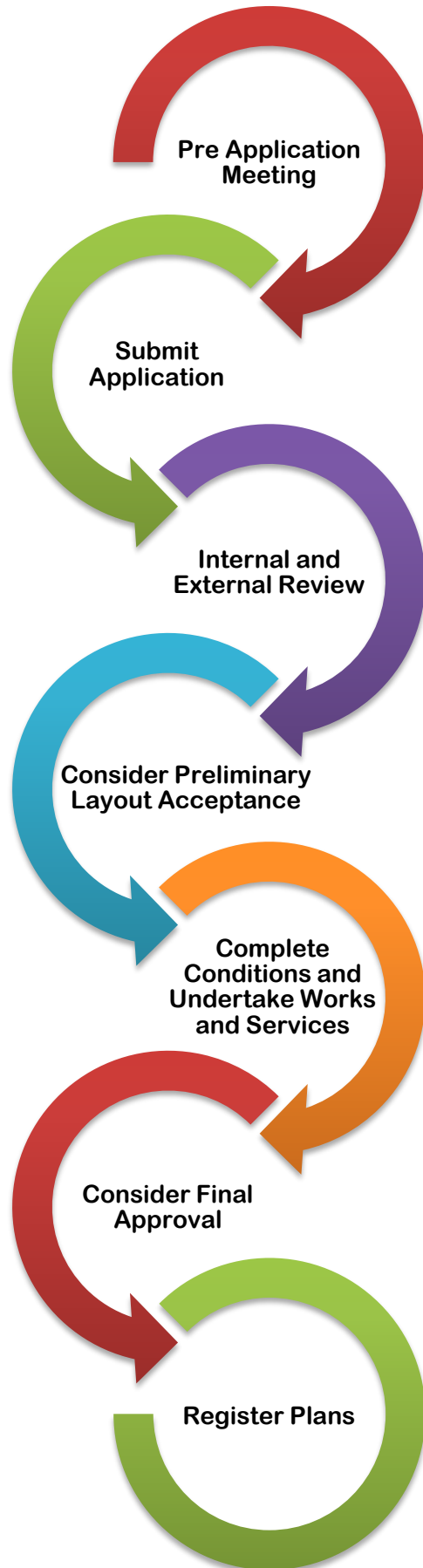
## Want More Information?

Contact the Building and Planning Department  
2167 Oak Bay Avenue  
Victoria, BC V8R 1G2  
Ph. (250) 598-2042  
[www.oakbay.ca](http://www.oakbay.ca)

DISTRICT OF  
**OAK BAY**



## The following provides an overview of the subdivision application process.



- Applicants meet with the Approving Officer and other District staff to discuss general requirements including zoning, minimum lot sizes and lot widths, trees, environmental and heritage considerations, and any other items that may need to be addressed.
- An initial discussion will also include any necessary considerations for servicing.
- Applicants should contemplate how they will discuss their subdivision proposal with the neighbourhood.

- Applicants submit a complete application, including the application form, title information, proposed site plans, agent authorization, and applicable fees.

- The application is referred to the relevant municipal departments, and other external agencies as necessary for preliminary review.
- Preliminary review may result in additional reports or other information being required.

- Once a preliminary review is complete, the Approving Officer may grant Preliminary Layout Acceptance (PLA). The PLA will outline a list of requirements that must be fulfilled before final consideration and approval can be granted.
- *Preliminary Layout Acceptance is **NOT** final approval.*

- Following PLA issuance, it is the applicant's responsibility to complete the identified requirements / conditions.
- The Approving Officer and District staff (Engineering, Parks, Building and Planning) will review and coordinate the necessary information for the applicant to complete works and services.

- Once an applicant has completed the conditions of the PLA, they must submit documentation indicating all requirements have been met, payment of all fees, and a final survey plan prepared by a BC Land Surveyor.
- Once the Approving Officer has reviewed the final plans and all supporting documentation, and has determined all requirements of the PLA have been fulfilled, Final Approval will be granted.

- Plans and documents are executed by the Approving Officer and forwarded to the applicant's support team (eg. lawyer, surveyor) for registration.
- Plans and other associated legal documentation are registered with the Land Title Office. This formally creates the new lots.