



## Subdivision

### What is a Subdivision?

- Consolidating two or more properties into one lot
- Adjusting or realigning an existing property line
- Creating several lots from one or more existing properties
- Creating two or more strata lots from one or more existing properties

### Who Approves Subdivisions in the Regional District?

The approving authority in the Regional District is the Ministry of Transportation & Infrastructure (MOTI). MOTI refers applications to applicable agencies including the Regional District, which work together in evaluating and processing applications.

### How is a Subdivision Application Made?

The first step is to check the zone or land use designation of the property. Proposed lots must meet the minimum lot size and minimum parcel frontage prescribed. If the zone/designation does not support additional subdivision, the application will not be successful.

If this is the case, contact staff to discuss further options.

If the property is correctly zoned/designated, a subdivision application can be made directly to MOTI:

Kelowna Area Office  
300 – 1358 St. Paul Street  
Kelowna, BC V1Y 2E1  
Phone (250) 712-3660

Vernon Area Office  
4791 – 23rd Street  
Vernon, BC V1T 4K9  
Phone (250) 503 – 3664

*(Vernon MOTI is responsible for properties in the general vicinity of Caesars Landing and north up to and including Westshore Estates)*

Submitting an application does not guarantee approval.

### Regional District Regulations Affecting Subdivision

- Regional Growth Strategy
- Zoning Bylaw
- Joe Rich Rural Land Use Bylaw (for properties in the Joe Rich area)
- Official Community Plan objectives and policies

- Subdivision Servicing Bylaw
- Protection of wetlands is mandated by the Province of BC and enforced through Regional District applications

### Application Costs

- MOTI application fee
- Documents/plans necessary to complete application requirements
- Regional District processing fee
- Regional District administration fee

The cost of subdivision can vary greatly depending upon the complexity of the application.

Other costs may include:

- Capital works (including onsite and offsite infrastructure)
- Property surveys
- Regional District development cost charges
- School site acquisition charges
- Costs associated with additional approvals required to facilitate subdivision (e.g. development permit,

development variance permit, rezoning application)

- Legal fees

### Factors that Influence Processing Times

- Type, size and complexity of project
- Time required to obtain any additional studies/reports that may be identified through detailed review
- Concurrent applications in progress (e.g. development permits, development variance permits, rezoning applications)

The applicant must complete all the requirements before MOTI can consider the subdivision for final approval.

### What is Evaluated in a Subdivision Application?

- Conformance with lot sizes and frontage requirements
- Environmental impacts
- Development Permit Areas
- If the property is in the ALR
- Conformance with the Official Community Plan or Joe Rich Rural Land Use Bylaw
- Servicing requirements
- Conformance with the Subdivision Servicing Bylaw
- Rights-of-way, easements and/or covenants
- Geotechnical hazards
- Buildable area
- Requirements for dedicating park

The approval of staff is required prior to altering the site in any way and prior to subdivision construction.



### The Subdivision Process

