

Subdivision Referral Fees

- Residential or Rural—\$500 + \$100 per new lot
- Other than Residential or Rural—\$750 + \$100 per new lot

It takes community participation to create a community plan!



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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SUBDIVISION REFERRAL PROCEDURE





Subdivision Planning in the Regional District

There are numerous factors to consider when planning a subdivision. These include environment, topography, surrounding neighbourhood, septic capability, potable water source, agency regulations, cost, design, and density, to name a few.

In the Alberni-Clayoquot Regional District (ACRD), **applications for subdivision are made to the Ministry of Transportation and Transit (MOTT)**. MOTT refers the applications to other Provincial Ministries, Local Governments, and technical agencies that may be affected by the proposal. When all required input is received, the application is forwarded to the Provincial Approving Officer for approval or denial.

This process differs from that of a Municipality as the Municipality generally provides the majority of services internally. Each electoral area within the Regional District poses different scenarios as well. Some areas have water systems available where others require wells or other water sources. As there are no community septic systems in the ACRD, consideration to onsite sewage disposal is mandatory. These details impact one's options when considering subdivision.

Careful planning and a full awareness is crucial to creating a successful subdivision.

The following procedure outlines the basic steps of the subdivision application and referral process from the ACRD's perspective. Each application is unique and has the potential for various requirements to be satisfied prior to completion.

It is strongly recommended that all property owners who are considering subdivision of property consult with the ACRD Planning Department prior to application in order to identify any additional steps that may be required. These steps may include ALR approval, rezoning, official community plan amendment, development variance permit, development permit, and/or minimum parcel frontage waiver. If any of these steps are necessary, it will be mandatory for them to be completed and approved prior to subdivision approval.

Provision and/or proof of potable water and septic capabilities are also crucial when considering subdivision. It is recommended that applicants confirm these requirements can be met prior to submitting applications for subdivision or other related developments.

PROCEDURE:

1. Applications for subdivision are made to the Ministry of Transportation and Transit (MOTT). All information related to subdivision application and forms are available on the MOTT website at www2.gov.bc.ca/gov/content/governments/local-governments/planning-land-use/land-use-regulation/subdividing-land.
2. MOTT will refer the subdivision proposal to all affected agencies including the ACRD. A referral fee request from the ACRD will be sent to you and payment of this fee is required prior to the ACRD providing response to MOTT.
3. ACRD staff will review the subdivision application and prepare a planning report. Staff will ensure the proposal complies with ACRD bylaws and will provide comments and recommendations to MOTT. In some cases, parkland dedication or cash-in-lieu is required as per the *Local Government Act*. This would be identified when the referral is received by our office, and an agreement between the applicant and the ACRD would be necessary.
4. When MOTT has received input from all agencies, they issue a Preliminary Layout Review (PLR) directly to the applicant. The PLR will outline all requirements that need to be satisfied prior to subdivision approval.
5. When all items on the PLR have been satisfied, the subdivision is forwarded to the Provincial Approving Officer (PAO) for review and decision. It is the PAO that approves or denies a subdivision application. The decision will be sent directly to the applicant.

IMPORTANT! Please Note: If at any stage during the ACRD process, the proposal is not supported, the applicant would be notified immediately and given the opportunity to amend the proposal and/or provide justification for the proposal as submitted.

