



# Subdivision Application

## Information Package



**Planning Department**  
Regional District of Central Kootenay  
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[rdck.ca/Subdivisions](http://rdck.ca/Subdivisions)

## What is a Subdivision?

A subdivision is when you divide a piece of land into multiple legal parcels or readjust property boundaries

## What types of Subdivisions exist?

There are several types of subdivisions. Here are some common types:

- Conventional subdivisions are where multiple lots are created out of one lot
- Boundary Adjustments when you realign existing property lines, but don't create any new lots
- Bare Land Strata subdivisions are when you create strata lots from one or more existing lots

## Who decides if my Subdivision will get approved?

The Ministry of Transportation and Infrastructure (MOTI)

## Where do I submit my Subdivision Application?

You submit your subdivision application to MOTI here: <https://www2.gov.bc.ca/gov/content/governments/local-governments/planning-land-use/land-use-regulation/subdividing-land/subdividing>

## What role does the RDCK play in Subdivision approval?

MOTI sends the RDCK your subdivision application and we review it to make sure it is consistent with our bylaws

## Who can apply for a Subdivision?

Property owners or their authorized agent

## How long does it take?

Please consult MOTI for total time frames

At the RDCK, we do our best to ensure applications are dealt with in a prompt matter. We aim to return comments and requirements to you in a month of receiving your application from MOTI

Please note however that subdivisions are complex and can take much longer when bylaw amendments, geotechnical reports and other materials are required. The speed of the process largely depends on you and

your ability to meet these requirements

## How much does it cost?

The RDCK collects \$550 to process subdivision applications plus \$90 for each lot over 5 lots. MOTI also charges application fees

In addition, there are more costs required such as for surveys, geotechnical reports, having wells drilled and having septic capacity demonstrated



## What application requirements does the RDCK have?

- Your proposal must be consistent with your zoning. If it's not, you will have to rezone your property
- Your proposal must be consistent with the Official Community Plan (OCP). If it's not, you will have to get an OCP amendment
- You must have water (well, license, or connection) on every lot
- You must have a report showing septic capacity for every lot
- You will need a surveyor to confirm that no buildings will be encroaching on the new lot lines
- If you are creating 5+ lots, you will need to dedicate some of the property as parkland
- If you are in a Development Permit Area (DPA), you will need to get a Development Permit (DP)
- There may be additional requirements as every application varies

For specifics, please see the RDCK Subdivision Bylaw



## What else do I need to think about?

Before beginning the subdivision process, you should think about these things:

- Is my property in a hazard area?
- Is my property in the Agricultural Land Reserve?
- Is my property in a floodplain?
- Is my property in a DPA?
- Is there a watercourse on my property?
- Is my property big enough to subdivide?
- Will there be adequate access for emergency vehicles to reach each new lot?
- Will I be able to provide water and septic on each lot safely?
- In order to subdivide, will I need to rezone or seek an OCP amendment?
- Am I ready to undertake what can be a complex and expensive process?
- Do I want to hire an agent to do my subdivision?
- Subdivisions are not guaranteed and many applications need to be revised to be approved

## How do I meet the RDCK's subdivision requirements?

### 1. Pre-Application Check in

We encourage you to check in with us before you apply. We can discuss your proposal's feasibility and review application requirements

### 2. Submit Application

Complete and submit your application to MOTI. Once accepted, MOTI will send it to us

### 3. Review and Referrals

We review the application and refer it to other RDCK departments such as Water and Emergency Services. We prepare a letter outlining the requirements you must meet in order to comply with the RDCK's bylaws

### 4. Meeting Requirements

You work to meet the RDCKs requirements. Commonly, this means providing proof of water, proof of septic capacity and other things. This is the longest step in the process as these requirements often take time to meet

### 5. Confirmation

Once you have submitted all of your documents and have met all our requirements, we send you and MOTI a letter confirming this. At this time, the RDCK is no longer involved in your subdivision

### 6. MOTI Decision

Your next steps rest with MOTI. You must satisfy their requirements in order to have your subdivision approved

## Helpful Links

[www.rdck.ca/landusebylaws](http://www.rdck.ca/landusebylaws)

[www.rdck.ca/webmap](http://www.rdck.ca/webmap)

[www.rdck.ca/planningproceduresbylaw](http://www.rdck.ca/planningproceduresbylaw)

[www.rdck.ca/developmentapplication](http://www.rdck.ca/developmentapplication)

<https://www2.gov.bc.ca/gov/content/governments/local-governments/planning-land-use/land-use-regulation/subdividing-land/subdividing>



[www.rdck.ca/subdivisionbylaw](http://www.rdck.ca/subdivisionbylaw)

<https://www.alc.gov.bc.ca/application-and-notice-process/applications/making-an-application/>

## Contact Information

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*This information package reflects the background and process when this document was created. It may be subject to changes at any time. For details of all regulations, and to determine whether the process has changed, please consult the relevant Bylaws, the Local Government Act and the Planning Department.*