

What is Subdivision?

Subdivision is the process of changing or creating new property (lot) boundaries. This process requires approval from the City's Approving Officer for registration of the new subdivision at the Land Title Office.

A subdivision application is required for the following:

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

Prior to Application

The following steps are recommended prior to submitting a Subdivision Application:

- Official Community Plan (OCP): Check the OCP land use maps for the designation of your property and Development Permit requirements.
- Network Plans: A proposed subdivision layout should use concept and network plans as a guide as they show the proposed location of future roads, bike lanes, pedestrian paths and trails and the location of desired parkland and linear open spaces.

- Zoning Maps and Zoning Bylaw: Check the City's Zoning Maps and Zoning Bylaw to find the zoning designation and zoning requirements for your property, including minimum lot size, minimum lot depth, and minimum lot width.
- Servicing: The servicing of roads, lanes and sidewalks adjacent to the land being subdivided is required for all subdivision applications and must meet the requirements of the City's Subdivision and Development Servicing Bylaw.

Concurrent Applications.

For subdivision applications also requiring a rezoning and/or development permit application, the subdivision application will be processed concurrently. However, subdivision preliminary approval cannot be granted until an accompanying rezoning amendment bylaw has been given three readings by City Council.

Role of the Approving Officer

The Approving Officer is a municipal employee appointed by City Council to review and approve subdivisions. The Local Government Act, the Land Title Act, and the Strata Property Act of British Columbia provide authority to a legally appointed City Approving Officer to approve subdivision applications.

Subdivision and Development Servicing Bylaw

The Subdivision and Development Servicing Bylaw sets standards and requirements for works and services which are referred to in reviewing subdivision and building permit Applications and are required of a developer of property. Works and services include roads, sidewalks, boulevards, streetlights, underground utilities such as water distribution systems, sewage and drainage systems.

Subdivision Application Submission

To proceed with a subdivision application, complete a subdivision application form and checklist available on the City's website or at the Development Services Department. Applications can be submitted electronically to planning@merritt.ca. All information requested in the checklist must be provided at the time of application submission.

This will ensure that your application will be referred to the appropriate City Departments and external agencies and responded to in a timely manner.

Strata Processes

Strata Subdivision Process

Strata subdivisions involve the subdivision of land (bare land strata) or the subdivision of buildings. Within a strata development, some areas are owned collectively (in common) by

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all owners within the development with the remaining areas independently owned.

- **Bare land Strata-** These applications follow the same general subdivision process as outlined in this document.
- **Phased Strata Plans-** To complete a phased strata plan, please complete and submit a subdivision application form and

checklist, strata plans, and a Phased Strata Plan Declaration from the Strata Property Act to the Development Services Department. If acceptable, the approving officer will sign the form and the strata plans once all requirements are met.

- **Strata Title Conversion-** The process is outlined in the Strata Title Conversion Guide

and, generally, the conversion must be acknowledged and consented to by the tenants and meet all applicable fire, safety and Bylaw requirements to be considered for approval by City Council and Approving Officer.

Approvals Process

