



HARRISON HOT SPRINGS

Naturally Refreshed

A GUIDE TO SUBDIVISION APPLICATIONS

What is a Subdivision?

A subdivision is the process of altering the legal property boundaries of a parcel of land. This includes

- Dividing larger parcels of land into smaller parcels of land;
- Adjusting or moving a property line between two parcels of land;
- Consolidating existing parcels of land;
- Strata plan subdivisions; and
- Building conversion subdivision.

Who Approves the Subdivision Application?

Under the *Local Government Act*, the *Land Title Act*, and the *Strata Property Act*, only the locally appointed Approving Officer can approve a subdivision. The Approving Officer is appointed by Council under the *Land Title Act*. The only subdivision process that does not include the Approving Officer is the Building Conversion subdivision. This type of subdivision is approved by Council.

Application Forms & Fees

The subdivision application form can be found online at www.harrisonhotsprings.ca/village-office/planning-development/

For more information about the fees associated with a subdivision application, please refer to the Village's Miscellaneous Fee Bylaw which can be found online at www.harrisonhotsprings.ca/wp-content/uploads/2017/10/Miscellaneous-Fee-Bylaw-No.-1049-Consolidated.pdf.

SUBDIVISION APPLICATION PROCESS

1 Pre-Application Check

Before submitting an application, review the Official Community Plan (OCP) and Zoning Bylaw to ensure your project meets the requirements of the Village. The OCP and Zoning bylaw can be found online at www.harrisonhotsprings.ca/village-office/planning-development/

2 Submit Your Application

When submitting your subdivision application, include the land survey plan and fee payment in full. Complete applications can be dropped off in person at the Village office or sent in by mail.

3 Application Reviewed & Referral to Various Agencies

4 Preliminary Layout Approval Provided

5 Works & Services Design Approval

6 Final Approval

Once all the conditions have been met and the servicing completed, the Approving Officer will sign the final survey plan indicating approval.

LEARN MORE

For more information about subdivisions, please contact

604-796-2171

info@harrisonhotsprings.ca

www.harrisonhotsprings.ca

8:30 a.m. - 4:30 p.m. Monday - Friday