



# CITY OF PORT ALBERNI SUBDIVISION APPLICATION GUIDELINES

Generally, subdivision is the legal mechanism to create new, titled, parcels of land. The Land Title Act requires that City Council appoint an Approving Officer who is responsible for ensuring that subdivision applications comply with provincial regulations and local government bylaws. All applications are reviewed by the City of Port Alberni's Approving Officer.

Privately owned land in B.C. is registered under the Torrens land title system. Generally, land cannot be subdivided without registering the changes with the Land Title Office. In almost all cases, the Land Title Office will not register new parcels that are created through subdivision without the signature of an Approving Officer.

## SUBDIVISION APPLICATION TYPES

Staff will help to determine the type of subdivision application required:

<b>Subdivision or Lot Line Adjustment</b>	Create two or more properties from one or more existing parcels, adjust or re-align an existing property line, or consolidate two or more properties into one lot.
<b>Lot Consolidation</b>	Joining two or more parcels into a single parcel. Plans are prepared by a BC Land Surveyor and do not require approval from the Approving Officer, unless a road or lane dedication is also required.
<b>Road or Lane Dedication</b>	Dedication of land for the purpose of widening a road or lane.
<b>Bare Land Strata</b>	Create, or consolidate, two or more lots as part of a strata plan.
<b>Strata Title Conversion of Existing Dwellings</b>	A previously occupied building (e.g. apartment building) is converted to strata titled ownership of individual units.

## APPLICATION PROCESS

For most applications the process is as listed below. Please note – Preliminary Layout Approval may take up to 3 months weeks. Complex applications may take longer.

### STEPS

1. Applicant schedules a pre-application meeting with staff to discuss their plans
2. Applicant submits a completed application and pays the administration fee
4. Staff review the application and referrals are emailed to other City departments and external agencies.
5. Preliminary Layout Approval letter issued outlining conditions for final approval
6. Applicant completes subdivision works and services, or submits required security
7. Applicant submits survey plans and documents for final subdivision approval
8. Applicant's subdivision plan is either signed or rejected by the Approving Officer



# CITY OF PORT ALBERNI APPLICATION for SUBDIVISION

**NOTE:** The personal information collected on this form is collected for the purpose of an operating program or activity of the City of Port Alberni as authorized by Section 26(c) of the Freedom of Information and Protection of Privacy Act. All information collected with this form shall be disclosed to the public upon request. If you have any questions about the collection and use of this information, please contact the City Clerk at (250) 720-2810

## APPLICATION MUST BE FULLY COMPLETED

Subdivision Application (select those that apply):		Fee
<input type="checkbox"/>	Application for Subdivision and Preliminary Approval	\$700
<input type="checkbox"/>	Extension of Preliminary Layout Approval Period	\$300
<input type="checkbox"/>	Subdivision Administration and Final Approval	\$300 per lot
<input type="checkbox"/>	Building Strata Conversion Approval Fee	\$700 + \$150 per lot

### THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH PAYMENT OF FEES:

<input type="checkbox"/>	Written description of the proposed amendment (including reasons for the proposal)
<input type="checkbox"/>	Copy of Land Title (must be recent within last 30 days)
<input type="checkbox"/>	(1) clearly labelled sketch of proposed subdivision (Metric Units)
<input type="checkbox"/>	(1) clearly labelled sketch of existing property (Metric Units)
<input type="checkbox"/>	Copy of Legal Site Survey (if requested)
<input type="checkbox"/>	Copy of Contaminated Sites Site Profile – Schedule 1 (if Contaminated Sites Regulation applies)
<input type="checkbox"/>	Mailing addresses and signatures of <b>ALL</b> registered owners
<input type="checkbox"/>	Agent Declaration (if the Applicant is not the owner)
<input type="checkbox"/>	A list of all mailing addresses for each rented / leased unit located on the property

### SUBJECT PROPERTY INFORMATION:

**Civic Address** of the Property as verified by the City of Port Alberni (Please print)

### REGISTERED OWNER INFORMATION: (List names of **ALL** registered owners of the subject property along with full mailing addresses and phone numbers. Attach a separate sheet if required)

**Registered Owner** Name (Please print)

Phone:

Email:

**Mailing** Address:

**Postal Code:**



Signature of **Registered Owner**

Registered Owner (Print Name)

Date (mm/dd/yy)

<b>Additional Registered Owner Name</b> (Please print):	Phone:	Email:
---	--------	--------

**Mailing Address:**

**Postal Code:**

<b>X</b> _____ Signature of <b>Additional Registered Owner</b>	_____ Additional Registered Owner (Print Name)	_____ Date (mm/dd/yy)
---	---	--------------------------

**APPLICANT INFORMATION:** *(complete only if the applicant is NOT the property owner)*

<b>Applicant Name</b> (Please print):	Phone:	Email:
---------------------------------------	--------	--------

**Mailing Address:**

**Postal Code:**

*APPLICANT INFORMATION - Continued*

**AGENT/APPLICANT and OWNER DECLARATION:**

I, (print full name of **applicant**): \_\_\_\_\_  
solemnly declare that I am the authorized agent of the registered owner/s of the subject property as described in this application.

It is understood that until the City of Port Alberni is advised in writing that I am no longer acting on behalf of the undersigned registered owner, the City shall deal exclusively with me with respect to all matters pertaining to the Development Permit application.

I hereby declare that the foregoing information is true and proper and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

<b>X</b> _____ Signature of <b>Applicant</b>	_____ Date (mm/dd/yy)
---	--------------------------

<b>X</b> _____ Signature of <b>Registered Owner</b> (if not the Applicant)	_____ Property Owner (Print Name)	_____ Date (mm/dd/yy)
---	--------------------------------------	--------------------------

<b>X</b> _____ Signature of Additional <b>Registered Owner</b>	_____ Property Owner (Print Name)	_____ Date (mm/dd/yy)
---	--------------------------------------	--------------------------

**CONTAMINATED SITES DECLARATION:**

Have any of the activities listed on Schedule 2 of the Contaminated Sites regulations (attached) occurred on the property?: Yes  or No

**Note:** If you answered “Yes” be sure to complete the provincial Site Disclosure Statement (Schedule 1) online at: <https://chefs.nrs.gov.bc.ca/app/form/submit?f=32a95812-f9db-4fd2-99eb-7e362b0253b1> and submit a copy with this application.

**X**

Signature of **Applicant**

Date (mm/dd/yy)

**PROJECT INFORMATION / BYLAW COMPLIANCE WORKSHEET (use metric measurements)**

Is the property within the area covered by the City Floodplain Bylaw?

Yes

No

**LAND CHARACTERISTICS (select all that accurately describe the property):**

<input type="checkbox"/>	Flat	Details:
<input type="checkbox"/>	Forested	Details:
<input type="checkbox"/>	Creeks	Details:
<input type="checkbox"/>	Steep Slopes	Details:
<input type="checkbox"/>	Other	Details:

**SURROUNDING LAND USES (select all that apply)**

**Approx. Distance**  
(Be specific if within 300 m of site)

<input type="checkbox"/>	High voltage transmission power line	
<input type="checkbox"/>	High gas pressure transmission line	
<input type="checkbox"/>	Stream or large body of water	
<input type="checkbox"/>	Cemetery	
<input type="checkbox"/>	School	
<input type="checkbox"/>	Secondary Highway	
<input type="checkbox"/>	Industrial Development	
<input type="checkbox"/>	Commercial Development	
<input type="checkbox"/>	Residential Development	

**WATER SUPPLY:**

Is there a city waterline fronting the property? Yes  No

Are there any city water connections on the property? Yes  No

**SEWAGE DISPOSAL:**

How is sewage disposal supplied? (Check one):

City System                       Septic System                       Other

**PROPOSED ACCESS:** (describe vehicle access to the property)

.....  
.....  
.....  
.....

**UTILITY SERVICES REQUIRED:**

Is there an existing Electrical power supply to the property? Yes  No

Is there Telephone service to the property? Yes  No

Is there Natural Gas Service to the property? Yes  No

**For more information contact:**

Planning and Development Services (lower floor at City hall)  
4850 Argyle Street  
Port Alberni, BC, V9Y 1V8  
Phone (250) 720-2807  
Fax (250) 723-3402

## SPECIFIED INDUSTRIAL OR COMMERCIAL USES

**A. Chemical industries and activities**

1. adhesives manufacturing, bulk storage, shipping or handling
2. chemical manufacturing, bulk storage, shipping or handling
3. explosives or ammunition manufacturing, bulk storage, shipping or handling
4. fire retardant manufacturing, bulk storage, shipping or handling
5. fertilizer manufacturing, bulk storage, shipping or handling
6. ink or dye manufacturing, bulk storage, shipping or handling
7. leather or hides tanning
8. paint, lacquer or varnish manufacturing, formulation, recycling, bulk storage, shipping or handling, not including retail stores
9. pharmaceutical products, or controlled substances as defined in the Controlled Drugs and Substances Act (Canada), manufacturing or operations
10. plastic products (foam or expanded plastic) manufacturing or repurposing
11. textile dyeing
12. pesticide manufacturing, formulation, bulk storage, shipping or handling
13. resin or plastic monomer manufacturing, formulation, bulk storage, shipping or handling

**B. Electrical equipment and activities**

1. battery manufacturing, recycling, bulk storage, shipping or handling
2. facilities using equipment that contains PCBs greater than or equal to 50 ppm
3. electrical equipment manufacturing, refurbishing, bulk storage, shipping or handling
4. electrical transmission or distribution substations
5. electronic equipment manufacturing
6. transformer oil manufacturing, processing, bulk storage, shipping or handling
7. electrical power generating operations fueled by coal or petroleum
8. hydrocarbons that supply electricity to a community or commercial or industrial operation, excluding emergency generators.

**C. Metal smelting, processing or finishing industries and activities**

1. foundries
2. galvanizing
3. metal plating or finishing
4. metal salvage operations
5. metal smelting or refining welding or machine shops (repair or fabrication)

**D. Mining, milling or related industries and activities at or near land surface**

1. asbestos mining , milling, bulk storage, shipping or handling
2. coal coke manufacture, bulk storage, shipping or handling
3. coal or lignite mining, milling, bulk storage, shipping or handling
4. milling reagent manufacture , bulk storage, shipping or handling
5. metal concentrate bulk storage, shipping or handling metal ore mining or milling

**E. Miscellaneous industries, operations or activities**

1. appliance, equipment or engine maintenance, repair , reconditioning, cleaning or salvage
2. ash deposit from boilers, incinerators or other thermal facilities
3. asphalt and asphalt tar manufacture, storage and distribution, including stationary asphalt batch plants
4. coal gasification (manufactured gas production)
5. medical, chemical, radiological or biological laboratories
6. outdoor firearm shooting ranges
7. road salt or brine storage
8. measuring instrument s (containing mercury) manufacture, repair or bulk storage
9. dry cleaning facilities or operation sand dry cleaning chemical storage, excluding locations at which clothing is deposited but no dry cleaning process occurs
10. contamination or likely contamination of land by substances migrating from an industrial or commercial site
11. fire training facilities at which fire retardants are used
12. single or cumulative spills to the environment greater than the reportable quantities of substances listed in the Spill Reporting Regulation

**F. Petroleum (including blends and biodiesels) and natural gas drilling, production, processing, retailing , distribution and commercial storage**

1. petroleum or natural gas drilling
2. petroleum or natural gas production facilities
3. natural gas processing
4. petroleum coke manufacture, bulk storage, shipping or handling
5. petroleum product, other than compressed gas, dispensing facilities, including service stations and card locks
6. petroleum, natural gas or sulfur pipeline rights of way excluding rights of way for pipelines used to distribute natural gas to consumers in a community

## SPECIFIED INDUSTRIAL OR COMMERCIAL USES

7. petroleum product (other than compressed gas), or produced water storage in non- mobile above ground or underground tanks, except tanks associated with emergency generators or with secondary containment
8. petroleum product, other than compressed gas, bulk storage or distribution
9. petroleum refining
10. solvent manufacturing, bulk storage, shipping or handling
11. sulfur handling, processing or bulk storage and distribution

**G. Transportation industries, operations and related activities**

1. aircraft maintenance, cleaning or salvage
2. automotive, truck, bus, subway or other motor vehicle maintenance, repair, salvage or wrecking
3. dry docks, marinas, ship building or boat repair and maintenance, including paint removal from hulls
4. marine equipment salvage
5. rail car or locomotive maintenance, cleaning, salvage or related uses, including rail yards

**H. Waste disposal and recycling operations and activities**

1. anti-freeze bulk storage, recycling, shipping or handling
2. barrel, drum or tank reconditioning or salvage
3. biomedical waste disposal
4. bulk manure stockpiling and high rate land application or disposal (non- farm applications only)
5. landfilling of construction demolition material, including without limitation asphalt and concrete
6. contaminated soil or sediment storage, treatment, deposit or disposal
7. dry cleaning waste disposal
8. electrical equipment recycling
9. industrial waste lagoons or impoundments
10. industrial waste storage, recycling or landfilling
11. industrial woodwaste (log yard waste, hogfuel) disposal
12. mine tailings waste disposal
13. municipal waste storage, recycling, composting or landfilling
14. organic or petroleum material landspreading (landfarming)
15. sandblasting operations or sandblasting waste disposal
16. septic tank pumpage storage or disposal
17. sewage lagoons or impoundments
18. hazardous waste storage, treatment or disposal
19. sludge drying or composting

20. municipal or provincial road snow removal dumping or yard snow removal dumping
21. waste oil reprocessing, recycling or bulk storage
22. wire reclaiming operations

**I. Wood, pulp and paper products and related industries and activities**

1. particle or wafer board manufacturing
2. pulp mill operations
3. pulp and paper manufacturing
4. treated wood storage at the site of treatment
5. veneer or plywood manufacturing
6. wood treatment (anti-sap stain or preservation)
7. wood treatment chemical manufacturing, bulk storage