CITY OF NANAIMO
THE HARBOUR CITY

The Subdivision Process

Get to Know Your Land
- Review the 'Guide for Subdivision'
- Explore your property on NanaimoMap

- *Applicant*

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Pre-Application Meeting
- Review of proposal and application submission requirements

- *Arranged by Subdivision Section at Applicant's requests*

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Subdivision Application Submission
- Preliminary Layout Assessment (PLA) (and amendments)
- Phased Building Strata (Form P)
- Strata Conversion

- *Applicant/Agent*

← Incomplete Applications are returned or provided list of requirements with a deadline for completion

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Referral Process
- Internal referrals are sent to departments throughout the City for comment
- External referrals are sent to other agencies for comment

- *Subdivision Section*

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Preliminary Layout Assessment (PLA) Issued
- The City issues a PLA document that outlines all of the requirements that must be fulfilled in order to register the subdivision, including payments, construction, and title charges

- *Subdivision Section*

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Design Stage Acceptance (DSA)
- Processed through the Development Engineering section
- Includes engineering design of all required subdivision works are designed

- *Development Engineering Section*
- *Applicant's Engineer*

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Construction
- Includes pre-construction meeting with City

- *Applicant/Agent*
- *Applicant's Contractor*

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Substantial Completion
- Includes Final Inspection, submission of As-Built drawings

- *Development Engineering Section*
- *Applicant's Engineer*

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Final Approval Application Submission
- Can only be submitted once all conditions of PLA are complete

- *Applicant*
- *Applicant's Lawyer/Notary*
- *Applicant's Surveyor*

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Final Approval Issued
- Signed documents are provided to the lawyer/notary/surveyor who will be submitting them to the Land Title and Survey Authority

- *Subdivision Section*

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Registration
- Once all documents are registered, proof of registration is provided to the City
- At this point, new parcels have been created and Building Permits may be issued

- *Applicant*