

The Subdivision Process

Get to Know Your Land

- •Review the 'Guide for Subdivision'
- •Explore your property on NanaimoMap

Applicant

Pre-Application Meeting

- Review of proposal and application submission requirements
- Arranged by Subdivision Section at Applicant's requests

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

Subdivision Application Submission

- Preliminary Layout Acceptance (PLA) (and amendments)
 - Phased Building Strata (Form P)
 - Strata Conversion

Applicant/Agent

Referral Process

- •Internal referrals are sent to departments throughout the City for comment
 •External referrals are sent to other agencies for comment
- Subdivision Section

Preliminary Layout Acceptance (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

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

Construction

- •Includes pre-construction meeting with City
- Applicant/Agent
- Applicant's Contractor

Substantial Completion

- •Includes Final Inspection, submission of As-Built drawings
- Development Engineering Section
- Applicant's Engineer

Final Approval Application Submission

- Can only be submitted once all conditions of PLA are complete
- Applicant
- Applicant's Lawyer/Notary
- Applicant's Surveyor

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

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