

# Bowen Island Municipality

*A guide to ...*

## SUBDIVISION APPLICATIONS

---

### W

#### What Is A Subdivision?

Subdivision includes the process of adjusting or realigning an existing property line, creating several properties from one or more existing properties, consolidation of properties, or creating strata type subdivision from one or more existing properties.

### B

#### Before You Apply...

It is recommended that the property owner gather as much information regarding their property and proposal as possible (e.g. legal description, drawings and surveys) and meet with Municipal staff to discuss their proposal. Municipal staff will offer advice on which application/s will be required, necessary information that will be required and give the property owner the most current application package.

### S

#### Submitting Your Application.

The completed application forms and necessary additional information along with the appropriate fees must be submitted to Municipal Planning Staff for processing and referral to government agencies (e.g., Ministry of Environment for floodplain).

### W

#### What Is The Cost?

The applicant must submit the application fee of \$800 plus \$100 for each newly created lot. The application fee is to be made payable to the Bowen Island Municipality

### W

#### Who Approves A Subdivision?

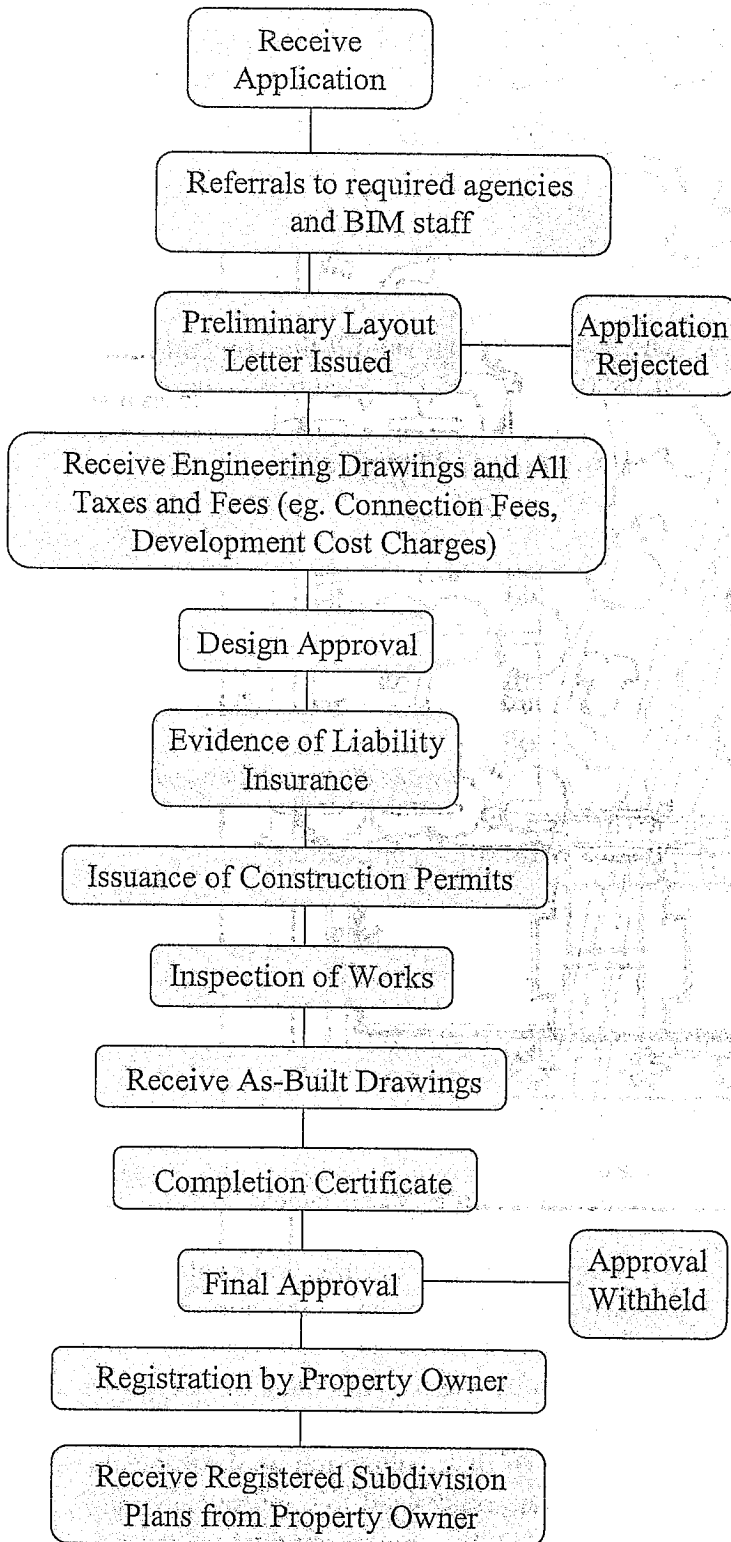
The Chief Administrative Officer is the Subdivision Approving Officer and authorizes final approval of an application.

### H

#### How Long Is The Process?

For simple applications, the approval process can take 3 to 6 months. For more complex applications, the process can take several months to one year. Approval time may be affected by application accuracy/completion, complexity of the subdivision application, the need to obtain other land use approvals and/or compliance with other applicable agency requirements.

**P**rocess ...



The process described briefly will involve more detailed procedures, correspondence and / or requirements. Please contact the Municipal Planner to ensure all obligations are understood to expedite the approval process. This brochure is meant for guidance only and should not be construed by anyone as a right to approval if the steps indicated are followed. Please consult appropriate provincial statutes, regulations and local government bylaws regulating subdivision and zoning.