Subdividing Property in the City of Grand Forks

So you want to subdivide...

Prior to subdividing property, land owners should familiarize themselves with conditions and restrictions, such as zoning, setbacks, availability of City services, etc. applicable to their particular piece of property. There are two bylaws that govern the majority of these factors - the City of Grand Forks Zoning Bylaw #1606 and the City of Grand Forks Subdivision Development Bylaw #1424. For more detailed information pertaining to subdividing, please refer to these.

Preliminary Application

The first step in applying to subdivide is the preliminary application. The preliminary application form can be obtained from the City Office. When submitted for approval, it must be accompanied by:

1) the prescribed fee

2) sketch plan which clearly indicates:

i) dimension of land to be subdivided

Preliminary Application cont.

ii) the arrangement of the proposed parcels of land, and any streets which might be created.

iii) the approximate dimensions of the proposed parcels of land

iv) the relationship of the subdivision to adjoining or adjacent streets

3) A certificate of approval from the Ministry of Health for lands not serviced by sanitary sewer.

Application for approval of a subdivision must be made by the owner of the land or his duly authorized agent. Prior to any surveying taking place, conditional approval must be received from the City Approving Officer, on any proposed alteration to lot lines or subdivision of an existing parcel of land.

The Approving Officer will examine the preliminary application and will advise the applicant in writing within 60 days of receipt that:
i) The application has been approved
ii) More information is required
iii) The application has been denied

Upon receipt of approval, a legal survey posting on the ground and preparation of the legal survey plan of subdivision by a registered B.C. Land Surveyor is required to be submitted to the Approving Officer for his signature.

Servicing Requirements

Arrangement shall be made, to the satisfaction of the Approving Officer to install watermains, sidewalks, sanitary sewer, street signs and lighting, paved roads, curbs, power, telephone and television wires and equipment.

The Approving Officer may inspect all construction and installation of all improvements authorized. Upon approval of such improvements, the owner shall submmit certified as-constructed drawings showing the horizontal and vertical location of all improvements.

Final Application

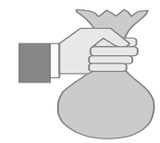
The final subdivision shall conform substantially to the approved preliminary plan, but the application for final approval need not necessarily cover the whole project in one application.

If the subdivision project is submitted in sections, a separate application may be made covering each section.

All required services shall be installed at the sole expense of the owner of such lands, and to the satisfaction of the Approving Officer. Payment, in advance, must be made to the City to cover all the City's costs of connecting all utilities to service the proposed subdivision.

Legal subdivision plans for all necessary easements, rights of way, and/or serviced lots are required to be deposited in the Land Title Office

A certificate of final approval shall be valid for sixty (60) days from the date of issuance, after which time approval shall be deemed to have been revoked, unless an extension of time is granted under the provisions of the land title act.



Development Cost Charges

Sudividing a property which is serviced with City water and sewer, potentially increases the usage of existing City infrastructure. Development Cost Charges are fees which may be imposed on new residential subdivisions/developments for the purpose of paying for this increased usage. Development Cost Charges are payable prior to the Approving Officer signing the final plans.

The foregoing is intended to generally illustrate the procedures involved in subdividing property in the City of Grand Forks. For futher information contact the City Approving Officer

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Subdivision Development Checklist

- ✓ Z O N I N G
- ✓ LOT SIZE/SETBACKS
- ✓ DEVELOPMENT PERMIT AREA
- ✓ AGRICULTURAL RESERVE
- ✓ SIDEWALKS,CURBS STREET SIGNS
- ✓ PRELIMINARY SKETCH
- ✓ LEGAL SURVEY PLAN
- ✓ DEVELOPMENT COST CHARGES
- ✓ S E W E R / W A T E R A V A I L A B L E LAND
- ✓ ROAD ACCESS

The City of Grand Forks

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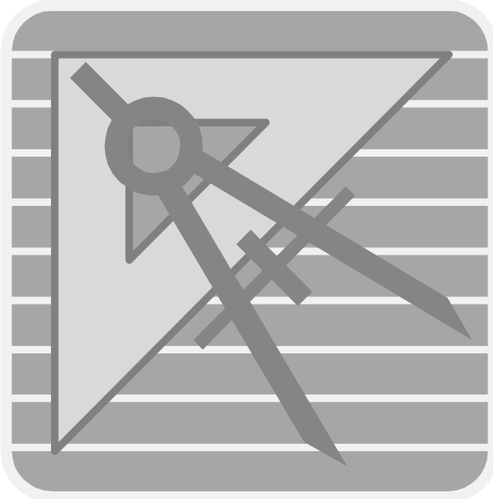
Applying for a Subdivision in the City of Grand Forks