

April, 2010
PLANNING DIVISION

INFILL SUBDIVISION BULLETIN

This bulletin is intended to provide information on *INFILL SUBDIVISION proposals* and assist landowners and developers to assess the potential subdivision of land in accordance with City By-laws, regulations, and policies.

What is an Infill Subdivision?

An *Infill Subdivision* is the process of subdividing land into smaller parcels in a location where the subdivision pattern is already established. Unlike subdividing large tracts of land, infill subdivision occurs on a small scale, and will generally create between 1 to 5 new lots in an existing neighbourhood.

What Issues are Considered for an Infill Subdivision?

There are many factors to consider with respect to an *Infill Subdivision* proposal. Some examples of these issues include:

- Proposed lot sizes and widths
- Number of parcels
- Existing buildings
- Environmental impacts
- Lot grading
- Soil and drainage
- Tree preservation
- Conformity with City Plans
- Conformity with City Policies
- Existing Zoning
- Impact on schools
- Impact on parks
- Community Issues
- Municipal Service requirements

These issues require consultation with a variety of internal City Departments as well as external agencies. *(Please refer to the reverse side of this document for a general description of some of the possible issues and requirements.)*

How Do I Obtain a Formal Decision on an Infill Subdivision?

Due to the variety and complexity of issues and requirements that need to be addressed when considering an infill subdivision, a formal subdivision application **will need to be submitted in order to obtain a decision**. Please refer to the guide to *Subdividing Your Property* for details on the subdivision application review process. It is recommended that a land development professional be consulted to assist in proceeding with an application.

Although City staff will discuss relevant issues and requirements pertaining to an infill subdivision, Planning Department staff cannot respond to inquiries on infill subdivision proposals without submission of a formal subdivision application.

A formal subdivision application may be submitted through the Planning & Development Department counter. A summary of the application submission requirements and fees can be obtained by contacting the Planning & Development Department at 604-591-4441.

INFILL SUBDIVISION INQUIRY- SUMMARY OF GENERAL ISSUES AND REQUIREMENTS

ISSUE/REQUIREMENT	DESCRIPTION
<ul style="list-style-type: none"> ▪ Official Community Plan (OCP) 	<ul style="list-style-type: none"> ▪ Confirm the proposed subdivision layout is in compliance with the OCP designation, Land Use requirements, overall Density limitations, and adopted Policies.
<ul style="list-style-type: none"> ▪ Neighbourhood Concept Plan (NCP) or Local Area Plan (LAP) 	<ul style="list-style-type: none"> ▪ Assess if the site falls within an acceptable NCP or LAP, and if the proposed layout conforms with the land use and density designation under the approved plan.
<ul style="list-style-type: none"> ▪ Proposed Zoning 	<ul style="list-style-type: none"> ▪ Detailed review of compliance of <u>all</u> parcels proposed with the proposed zoning, including lot width, depth and required lot dimensions, and density, lot coverage, setbacks, etc. for any buildings being retained.
<ul style="list-style-type: none"> ▪ Infill Policy 	<ul style="list-style-type: none"> ▪ Proposed lot widths shall be in keeping with the width of surrounding developed lots. A copy of the policy is available from the Planning & Development Department.
<ul style="list-style-type: none"> ▪ Concept Plan 	<ul style="list-style-type: none"> ▪ Layout must include an acceptable road layout and shall demonstrate how the development pattern on surrounding developable lands is maintained. If the proposal requires amendment to an existing concept plan, applicant must ensure proposal does not impact surrounding development.
<ul style="list-style-type: none"> ▪ Location of Existing Buildings 	<ul style="list-style-type: none"> ▪ If existing buildings or dwellings are proposed to be retained, these buildings must comply with the proposed zoning and the Building Code provisions for the new lot layout, and will require confirmation through completion of legal surveys and Code assessments. If existing buildings will be demolished, demolition will be required prior to the final subdivision plan being approved and construction of any new dwellings being permitted.
<ul style="list-style-type: none"> ▪ Tree Preservation Issues 	<ul style="list-style-type: none"> ▪ Arborist assessment of the type and location of protected trees on the site and those on adjacent properties affected by the subdivision is required, along with Tree Planting plans in accordance with the Tree Preservation By-law. Restrictions on tree cutting, as well as requirements for tree replacement may be needed, resulting in changes to lot layouts, lot yield, and house designs.
<ul style="list-style-type: none"> ▪ Lot Grading 	<ul style="list-style-type: none"> ▪ As part of a development application, completion of engineering assessment of placement of fill proposed on a property relative to existing depth of services, as well as site cross-sections and building massing information to ensure compatibility with adjacent dwellings, will be required. A determination in this regard is required in order to assess whether a proposed lot may be developed with an in-ground basement.

ISSUE/REQUIREMENT	DESCRIPTION
<ul style="list-style-type: none"> ▪ Neighbourhood Character and Residential Building Schemes 	<ul style="list-style-type: none"> ▪ Detailed information would be required as part of a development application to ensure the design of proposed dwellings conforms to the character of the surrounding area. Limits on the specific home design, roof and exterior materials, allowable house types (basement-entry homes and basements suites), etc. are established through this process.
<ul style="list-style-type: none"> ▪ Servicing Requirements (Review with Land Development Engineering) 	<ul style="list-style-type: none"> ▪ Full servicing review to be undertaken by applicant's consulting engineer as part of a development application in order to ensure all lots are serviced in accordance with City By-laws and standards, including roads, municipal services, and utilities. Other information, including geotechnical and Hydrological information may be necessary where special soil or topographical conditions exist.
<ul style="list-style-type: none"> ▪ Fraser Health Authority (FHA) 	<ul style="list-style-type: none"> ▪ For any subdivision proposal in the Rural or Agricultural area, review of septic sanitary disposal and potable water requirements by FHA is required.
<ul style="list-style-type: none"> ▪ Public Consultation and Community Issues 	<ul style="list-style-type: none"> ▪ Public issues and concerns related to any of the above may be identified as part of the required public consultation for an application. Specific site design issues may include but are not limited to the following: privacy, proposed building interface, view retention, building placement, overshadowing, access and parking, etc.
<ul style="list-style-type: none"> ▪ Heritage Preservation 	<ul style="list-style-type: none"> ▪ Subdivision of any property that has heritage significance and is identified as a possible heritage resource, either due to existing buildings or vegetation, or proximity to heritage landmarks or designated heritage areas will be required to address heritage issues.
<ul style="list-style-type: none"> ▪ Agricultural Land Reserve 	<ul style="list-style-type: none"> ▪ Subdivision within the Land Reserve is governed by the Agricultural Land Commission, and is generally discouraged except under unique situations.
<ul style="list-style-type: none"> ▪ Federal Stream Protection 	<ul style="list-style-type: none"> ▪ Subdivision of land affected by a protected watercourse will require compliance with leavestrip protection requirements.