

The Subdivision Process



CRESTON VALLEY

TOWN of CRESTON

Applicant

Step 1

Get to Know Your Land

- Review the '**Subdivision Application Guide**'
- Explore your property *using the Regional District of Central Kootenay [online interactive map](#).*

Pre-Application Meeting

- Review of Proposal and Application submission requirements

Arranged by Town at Applicants Request

Step 2

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

Subdivision Application Submission

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

Applicant

Step 3

Referral Process

- Internal referrals are sent to departments throughout the Town for comment
- External referrals are sent to other agencies for comment

Town

Step 4

Preliminary Layout Application (PLA) Letter Issued

The Town issues a PLA Letter that outlines all of the requirements that must be fulfilled in order to register the subdivision, including payments, construction, and title charges

Town

IF PLA Letter indicates Subdivision Works are require proceed to **Step 5** otherwise, go to **Step 7**

Step 5

Design Stage Acceptance (DSA)

- Processed through the Town's Engineering Department
- Includes engineering design of all required subdivision works

Town Engineering
 Applicant's Engineer

Step 6

Construction

- Includes pre-construction meeting with Town

Applicant/ Agent
 Applicant's Contractor
 Applicant's Engineer

Substantial Completion

- Includes Final Inspection, submission of As-Built drawings & Service Cards

Town Engineering
 Applicant's Engineer

Step 7

Final Approval 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

Town

Step 8

Registration

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

Applicant