



Rural Municipality of  
**WEST RIVER**

# Public Guide

This is a public guide for applicants seeking a **Subdivision or Consolidation approval** with the Rural Municipality of West River. It will walk you through:

- Where to find municipal requirements of a Subdivision or Consolidation
- Subdivision or Consolidation Application Process

All questions and clarifications with municipal staff are considered informal until a completed application is submitted.

For Development Permits, see Development Permit Application Guide

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# Before You Begin

## Before You Begin

### Preliminary Approval

#### Application Form

#### Preliminary Site Plan

#### Review

### Final Site Plan

### Final Approval

Any subdivision or consolidation of land requires final approval before:

- A new lot/parcel is conveyed to someone else
- A development permit can be granted on that lot/parcel

Any application is evaluated by the Development Officer against the criteria laid out in the:

- Official Plan
  - Describes the priorities and intentions of the municipality
- Land Use Bylaw (the Bylaw)
  - Part 13 of the Bylaw provides more details on the rules around subdivision and consolidation



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Subdivision approval happens in **2 steps**:

### 1. Preliminary Approval

- Evaluation of the application by the Development Officer
  - Does the application fit with the Bylaw?
- Discretion
  - Development Officer only has authority over simple subdivisions and most will require a decision by council
  - Simple applications may be processed in a few weeks
  - Larger, or more complicated, applications may require more time
- External
  - The proposed lot may require assessment by the Province to ensure the proposed access is suitable and will be approved, although driveway or other permits are generally not issued until the Final Approval

### 2. Final Approval

- Once all requirements of preliminary approval are met, a plan of subdivision is stamped as approved and registered against the property and new lots.

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Your submission should include:

- Completed Subdivision or Consolidation Application Form
- Preliminary subdivision plan
- Soil assessment establishing lot category
- Fee, as per the Fee Schedule on the municipal website and in Schedule C in the Bylaw

Property information

- The applicant must have written permission from the property owner when they are not the same (contractor, family, etc.)
- Owner is responsible for ensuring proper title to the parcel
- Covenants on the deed are not the responsibility of the municipality
  - Some properties have special restrictions (covenants) attached to the deed



# Preliminary Subdivision Plan

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As per section 13.11 of the Bylaw, the subdivision plan must include:

- contours showing topography of the *parcel*;
- the true shape and dimensions of the proposed *lots*;
- the location of existing *buildings* or *structures* on the *parcel* and adjacent *parcels*;
- existing and proposed services and utilities;
- proposed widths and locations of all *streets*;
- location of land proposed for *open space* and *parks use*, if applicable;
- proposed surface water drainage patterns and designed drainage features,
- other existing features, including *buildings*, *watercourses*, *wetlands*, *buffer zones*, wooded areas, and areas subject to current or projected future flooding or erosion.
- New lot(s) must abut a public road
  - Any new roads must be public
  - New roads must be accepted as public and entranceway permits must be approved by Province prior to Final Approval
  - Department of Transportation, Infrastructure, and Energy
    - 902-368-5100 [roads@gov.pe.ca](mailto:roads@gov.pe.ca)

## Review

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During the review of the application, the municipality may require:

- Additional information or studies: Bylaw section 13.11(2)
- Parkland dedication where 5 or more lots : Bylaw section 13.12
- Subdivision Agreement: Bylaw section 13.14

Letter of Preliminary Approval, once issued, will be valid for 24 months

- Road agreement with Province does not need to be complete to gain a Letter of Preliminary Approval



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# Final Site Plan

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To apply for final approval, you must submit to the municipality:

- Stormwater management plan where three or more lots: Bylaw 13.15(1)
- Seven (7) copies of a final survey plan that show
  - The same proposal granted a preliminary approval
  - All lots pinned and certified by a licensed surveyor
- Completed agreement with the provincial Department of Transportation Infrastructure and Infrastructure respecting road construction and the roads have been accepted as public
- For all details see Section 13.15 of the Land Use Bylaw



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Upon Final Approval, the municipality shall stamp and sign the survey drawings and return at least one copy to the applicant.

The municipality files copies with:

- a) the Registrar of Deeds
- b) the Department responsible for Transportation, if applicable
- c) Municipal files
- d) Public Safety (911)

You may now convey/sell the new lot(s) or and/or apply for a Development Permit.