

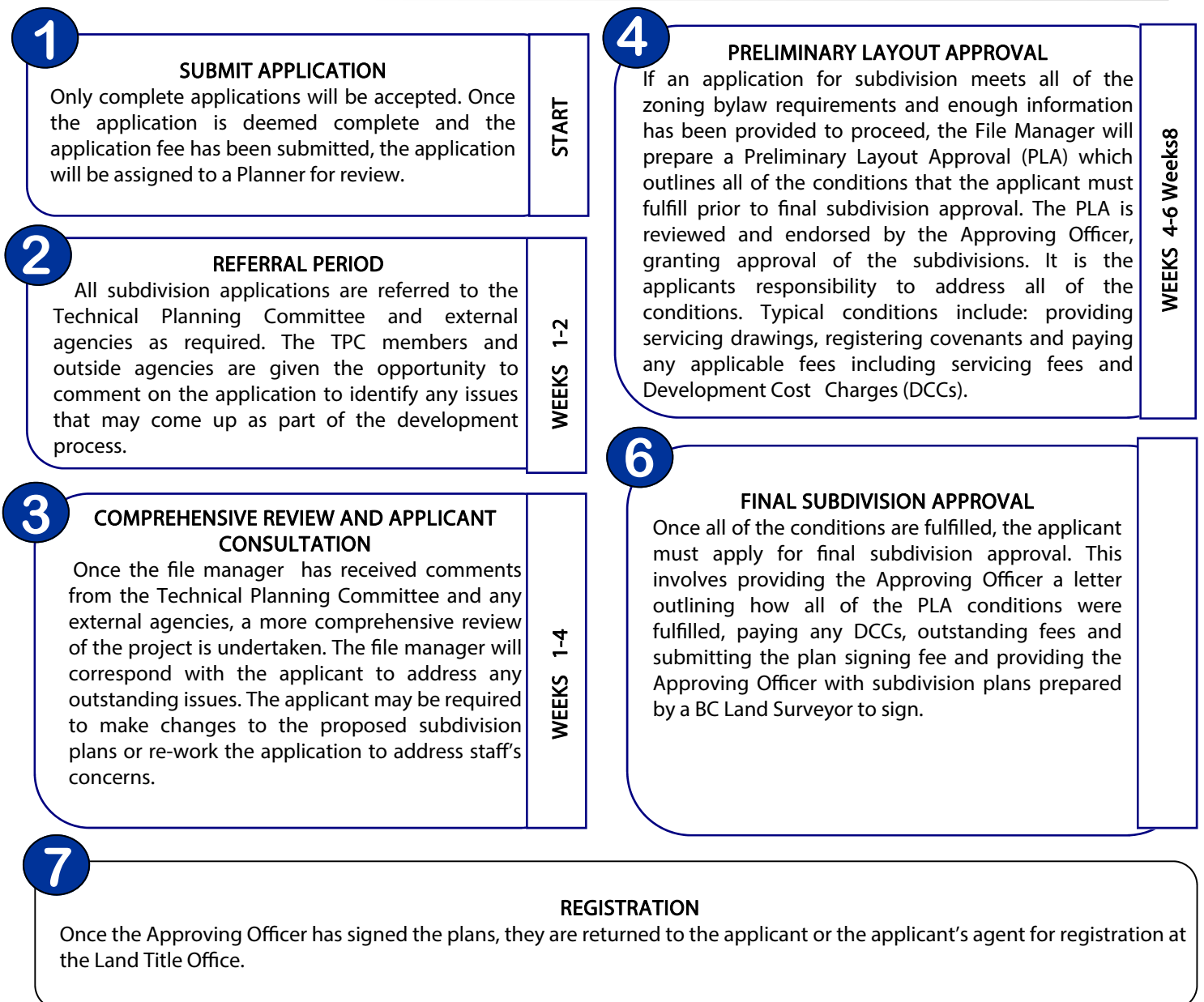


SUBDIVISION PROCESS

Planning Department-Development Services Division
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SUBDIVISIONS IN GENERAL: Subdivisions are defined as the division of land into two or more parcels. This also includes the adjustment of a lot line between two or more properties and strata subdivisions, but does not include the consolidation of properties. The subdivision of land is a complicated process involving many overlapping interests. The ability to subdivide is a combination of meeting the zoning bylaw requirements and having adequate servicing to service the additional lots. The City's Approving Officer is the governing body with regard to subdivision.

PRIOR TO APPLICATION: It is the applicant's responsibility to know what permits are required for their development and make all applicable applications. It is also the responsibility of the applicant to know of any special conditions may exist on the subject property. For applications with identified hazards or environmental considerations, additional information is usually required. City staff are available to provide basic background information on any properties in the city. More detailed information, such as geotechnical data or servicing requirements is the requirement of the applicant and their consulting professionals to provide. **Staff suggest that prospective applicants schedule a pre-application meeting to discuss their application prior to detailed plans being prepared.**



PLEASE NOTE:

- Processing times vary depending on the complexity of the project and the volume of applications being considered by the Department.