

INTRODUCTION

There is a growing demand for new forms of housing. The combined forces of population growth, smaller households, and higher prices are leading to an increased demand for housing options other than detached single family homes on regular sized lots. Smaller lot development is one land use option intended to gradually respond to these pressures, and provide a new small-scale, ground-oriented housing option in the City of Port Moody.

In July 2017, Council approved a new Single Detached Residential – Small Lot (RS1-S) zone to facilitate small lot housing as a development option. Owners now have the option to rezone eligible lots from the Single Detached Residential (RS1) zone to the newly created RS1-S zone, intended to accommodate small lot subdivision.

**Do you need more information?
Planning Staff are here to help!**

Email: planning@portmoody.ca
Phone: 604.469.4540

This guide is intended to assist applicants. It is neither an authoritative nor complete statement of the law. Further reference to Port Moody's Zoning Bylaw and related documents is necessary to ensure compliance with its provisions. The City of Port Moody accepts no responsibility to persons relying solely on this guide.

Is my property eligible?

Before starting the small lot subdivision process, **ensure your lot meets the following eligibility requirements:**

- Lots must be in an area designated Single Family-Low Density in the Official Community Plan (OCP Map 1).**

- Lots must have a lot width of at least 9m (30ft) and a lot area of at least 325m² (3,500ft²).**

- Lots must be located in the neighbourhoods of Moody Centre, Seaview, or Pleasantside.** (If not, please contact City staff to discuss your property's eligibility.)

What is the process?

Creating new RS1-S lots is a multi-layered and involved process that includes a detailed subdivision and rezoning application. Following staff review of the application requirements, the rezoning proposal is presented to Council for approval. Once the subdivision approval is granted, a minor development permit and building permit are required prior to construction on a new RS1-S lot.

This guide is designed to help you understand the overall process. It is intended for general guidance only and does not replace the requirements of the Zoning Bylaw or other City regulations.

What uses are permitted in the RS1-S zone?

1. One-family residential
2. Accessory home occupation use (Type B)
3. Accessory off-street parking
4. One of the following:
 - Secondary suite
 - Accessory home occupation use (Type A)
 - Accessory boarding use
 - Bed and breakfast
5. Child care use

CONSIDERATIONS AND REQUIREMENTS

In addition to the eligibility requirements on page 1, there are several key considerations and requirements that should be reviewed before you submit an application.

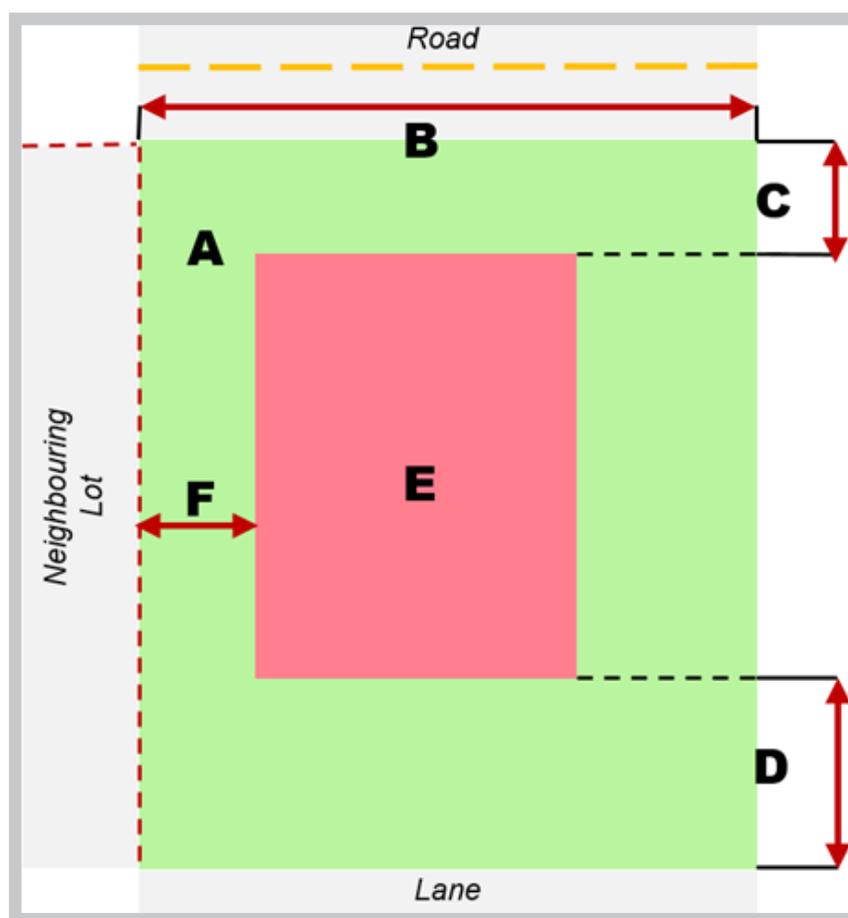
Requirements will vary depending on the nature of the application, but the following considerations must be taken into account. All links to policies and guidelines can also be found on portmoody.ca.

Considerations	Details	Requirements	Policy / Guidelines
Environmentally Sensitive Areas*	<ul style="list-style-type: none"> Is your property adjacent to a watercourse (within 30m) or within a high/medium environmentally sensitive area? <p>Please note: minor watercourses such as ditches that may not appear on the map are also protected under provincial and local regulations and may require setbacks that influence site planning.</p> <p>See OCP Map 13 – Environmentally Sensitive Areas.</p>	Environmental Report , prepared by a Qualified Environmental Professional	OCP Development Permit Area 4: Environmentally Sensitive Areas
Tree Protection	<ul style="list-style-type: none"> Are there existing trees on your property? 	Arborist Report , prepared by an ISA accredited arborist	Tree Protection Bylaw Trees on Private Property
Hazardous Lands	<ul style="list-style-type: none"> Is your property in an area that is subject to flooding and debris flow during abnormal storm events? Is your property in an area that is characterized by steep slopes? Is your property in an area susceptible to soil liquefaction in the event of an earthquake? <p>See OCP Map 14 – Hazardous Lands, and Map 15 – Steep Slopes.</p>	<ul style="list-style-type: none"> Sealed Geotechnical Report, prepared by Professional Engineer Site Grading Plan, prepared by Professional Engineer Flood Protection/ Hydrogeological Review, prepared by Professional Engineer 	OCP Development Permit Area 5: Hazardous Lands
Heritage Conservation*	<ul style="list-style-type: none"> Is the home on your property formally protected through the Heritage Designation Bylaw, or a Heritage Revitalization Agreement? Is your property within the Heritage Conservation or Heritage Character Areas? Is your home included on the Heritage Register? <p>See OCP Map 3 – Heritage Conservation and Character Areas.</p>	<p>Statement of Significance, consisting of the following three components:</p> <ul style="list-style-type: none"> description of the historic place heritage value of the historic place; a list of the character defining elements 	OCP Chapter 11– Heritage Conservation OCP Moody Centre Heritage Conservation Area Guidelines

* Environmentally sensitive areas and heritage conservation status are also available on ViewPort (view.portmoody.ca)

Considerations	Details	Requirements	Policy / Guidelines
Site Servicing	<p>Have you considered new works and servicing required for the subdivision, including but not limited to:</p> <ul style="list-style-type: none"> • Water connections, extensions, upgrades • Sewer connections, extensions, upgrades; • Storm connections, extensions, upgrades (rock-pits will not be considered). • Roads and sidewalk access and networking; • Boulevard landscaping and maintenance; • Street signage and lighting; and, • Right of ways and property acquisition. 	<p>Site Servicing Plan, prepared by a Professional Engineer</p>	<p>Subdivision and Development Servicing Bylaw</p>
Fire-Safety Considerations	<p>Does the new proposed development meet all the requirements of the B.C. Building Code, including but not limited to:</p> <ul style="list-style-type: none"> • Distance from Hydrant: property must be within 100m of a hydrant, otherwise the home is required to be sprinkled. • Travel distance from Fire Truck to entrance: there must be an unobstructed path of travel for the firefighter from the vehicle to the building that is not more than 45m. • Grade requirements for fire truck access: must have a change of gradient that is not more than 1 in 12.5 over a minimum distance of 15m. • Dead end turnaround requirements: must have turnaround facilities for any dead-end portion of an access route that is more than 90m long. 	<p>Site Servicing Plan, prepared by a Professional Engineer</p>	<p>BC Building Code</p>

ELIGIBILITY – RS1-S ZONE STANDARDS



Provision / Requirement		New RS1-S
A	Lot Area	Minimum of 325m ² (3,500ft ²)
B	Lot Width	Minimum of 9m (30ft)
C	Front Yard Setback	Minimum of 6.0m (19.7ft)
D	Rear Yard Setback	Minimum of 7.5m (24.7ft)
E	Lot Coverage	Maximum of 45%
F	Side Yard Setback	Minimum 1.2m (4ft) For Principal Building and Detached Accessory Dwelling, and 1.8m (6ft) on corner lots Minimum of 0.9m (3ft) for Accessory Buildings and Structures
G	Height	Maximum 10.5m (34.5ft) for sloping roofs Maximum for 9.0m (29.5ft) for flat roofs
H	Floor Area Ratio (FAR)	Maximum of 0.7*

Note: For the purposes of RS1-S, FAR calculations include all above and below grade gross floor area:

- including (but not limited to) cellars, furnace rooms, hallways, habitable rooms, bathrooms, utility rooms, workrooms, furnace rooms, landings, mezzanines, stairways, storage rooms, and full-height bay windows; and
- excluding concealed parking up to a maximum exemption of 27m² and open to below areas that are 4.57m or less in height, measured from the floor to the ceiling directly above.

SAMPLE FEES

The process involved to subdivide one property into two lots may incur **total costs in the range of \$219,000 – \$345,000**. This figure is exclusive of consulting and legal fees which may significantly alter the overall cost. **All fees are subject to change.**

FEES	COSTS	PAYMENT DUE
APPLICATION		
Rezoning		
Application Base Fee	\$6,200	With detailed application
Unit Fee	\$110.00/unit	
Notification Sign	At cost	
Subdivision		
Application Base Fee	\$4,000	With detailed application
Lot Fee	\$250/lot	
Development Permit(s) (if needed)		
Application Fee (per Development Permit)	\$1000/minor DP	
Total Application Fees		Approx. \$12,000
DEVELOPMENT COST CHARGES (DCCs) (per new lot)		
City of Port Moody DCCs (Roads, Water, Parks, Drainage)	\$33,453	Prior to plan signing
Greater Vancouver Sewer & Drainage District DCC	\$6,254	
Greater Vancouver Water District DCC	\$6,692	
Coquitlam School District School Site Acquisition Charge	Up to \$1,000/unit	
Regional Transportation DCC	\$3,194	
Total DCC Fees		Approx. \$51,000
COMMUNITY AMENITY CONTRIBUTIONS (CACs)		
Community Amenity Contribution	\$6,000/new lot	
Total CAC Fees		\$6,000
PROFESSIONAL REPORTS / CONSULTING (if required)		
Surveyor fees for Site Survey and Subdivision Plan	Please inquire with respective professionals for cost estimates of required studies and reports.	Prior to rezoning adoption With detailed application
Site Servicing Plan, prepared by a Professional Engineer (required)		
Geotechnical Report, prepared by Professional Engineer		
Flood Protection/ Hydrogeological Review, prepared by Professional Engineer		
Site Grading Plan, prepared by Professional Engineer		
Traffic Impact Assessment, prepared by a Professional Engineer		
Arborist Report, prepared by an ISA accredited arborist.		
Environmental Report, prepared by a Qualified Environmental Professional		
Legal Preparation/Review Fees		
Total Professional / Consulting Fees		Varies

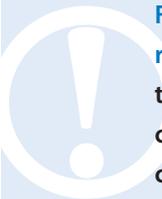
SERVICING UPGRADES and OTHER		
Subdivision		Prior to plan signing
Water Connections	varies depending on connection size	
Sanitary Connections	varies depending on existing service	
Storm Connections	varies depending on existing service	
On Site Driveways	varies	
Roadworks (e.g. sidewalk, curb, gutter etc.)	varies	
Hydro, Telephone and Cable Crossings	consult utility directly	
Landscaping	varies	
Approximate Servicing Fees		\$150,000 to 275,000 (on average \$200,000)

PROCESS OVERVIEW

There are multiple steps to subdividing and rezoning for a small lot. The following chart outlines the steps applicants must follow to successfully subdivide and rezone their lot. Typically, the rezoning portion takes approximately six to 12 months. After rezoning, the subdivision design process takes an additional six to 12 months. From start to registration of the subdivision takes approximately one to two years. Construction of infrastructure and homes begins only after the subdivision approval.

Process Steps	
1. Pre-Application (Meeting/Discussion)	Before submitting an application, the applicant should confirm the feasibility of rezoning and subdividing their lot. A discussion with Planning staff may be necessary. <i>Find eligibility requirements on page 1 of this guide.</i>
2. Application Submission	Once a proposal has been prepared, the applicant submits a completed rezoning and subdivision application package , including all applicable fees.
3. Application Review and Circulation	The application is circulated to internal City departments and external agencies as necessary. The applicant may be requested to submit additional information or revise the proposal as a result of the review.
4. Comments Letter	A Comments Letter may be provided to the applicant outlining comments received from the application review and identifying a preliminary list of expectations required for the development to proceed. The applicant may be required to revise the application accordingly. If no major issues are identified, the application may proceed directly to next step without issuing a preliminary comments letter.
5. a) Rezoning Application	Requirements will include the following conditions: <ul style="list-style-type: none"> • First and Second Reading of the Bylaw, and waiver of the public hearing; and • Third Reading and adoption of the Bylaw. Depending on Council’s review of the application, changes and/or a public hearing may be required.
b) Subdivision Application	Requirements* will include the following: <ul style="list-style-type: none"> • Servicing requirements for water, sewer, underground electrical, communications, street lighting, roads, sidewalks, street trees, and other identified requirements; • Payment of development charges; • Servicing fees for works done by the City; • Preparation of covenants, right-of-ways or easements in support of the subdivision; and • Requirements identified by other agencies. <i>*See Step 8 for additional details</i>
c) Development Permits	As part of the Subdivision process, commonly required Development Permits are for geotechnical hazards, and environmentally sensitive areas. The documents for these permits are reviewed parallel to the subdivision process. If associated development permit, development authorization, building permit, or development variance permit applications are submitted concurrently, the applicant will submit coordinated sets of landscape and civil engineering plans to address the Preliminary Letter of Requirements. Based on the submission and estimates provided by the applicant, security and fee amounts for on-site and off-site civil and landscaping works are determined. (See separate requirements on portmoody.ca for form and character of any proposed laneway house and for single family homes in Moody Centre . Form and character Development Permits are a requirement for a Building Permit).

6. Preliminary Letter of Requirements (PLR)	<p>The City's Approving Officer issues a formal Preliminary Letter of Requirements (PLR), which outlines the comments received from circulation, and provides a list of technical requirements for final approval of the rezoning and subdivision. The technical requirements identified in this letter form the basis for the Servicing Agreement discussed below.</p>
7. Servicing Agreement and Other Documents	<p>A Servicing Agreement will be required to support the civil works. The detailed design work required to develop the Servicing Agreement can take some time to finalize as it commonly involves multiple reviews between the project engineer and City staff.</p> <p>The following items will generally form the Servicing Agreement:</p> <ul style="list-style-type: none"> • Off-site servicing plans prepared, signed and sealed by a Professional Engineer; • Security deposits for the estimated costs of all works and services; • Covenant, right-of-way and easement agreements, as required; • Engineering administration fees; • Development Cost Charges; • Greater Vancouver Sewer & Drainage Charges; • School Acquisition Charges/Fees; • Deposits towards works and services that are to be done by the City; and, • Payment of the Works & Services Agreement fees. <p>Reference: City of Port Moody Subdivision and Development Servicing Bylaw</p>
8. Final Subdivision Approval	<p>Once all technical and legal requirements are addressed, including payment of all fees, the final subdivision plan is submitted for approval by the City's Approving Officer.</p>
9. Registration at the Land Title Office	<p>The subdivision plans and any supporting documentation (such as restrictive covenants or right-of-ways), once signed by the Approving Officer, must be registered at the BC Land Title Office within 60 days of the plan being signed.</p>
10. Other Development Approvals	<p>It may be necessary for the applicant to continue to concurrently address other approval processes, including Development Permits as noted above, and Building Permits.</p>



For subdivision applications also requiring a rezoning and/or development permit application, the subdivision application will be processed concurrently. However, final subdivision approval cannot be granted until an accompanying rezoning amendment bylaw has been adopted by Council.



Prior to constructing on the new lot(s), you must first complete the rezoning and subdivision process, including geotechnical or environmental development permits, before applying for a form and character development permit (where applicable) and building permit.

APPLICATION CHECKLIST

Requirements will vary depending on the nature of the development application, but the following documentation is typically required as part of a Small-Lot Subdivision and Rezoning application:

<input type="checkbox"/>	Submit an online Development Application
<input type="checkbox"/>	Application Fees as per City of Port Moody Fees Bylaw
<input type="checkbox"/>	Copy of Certificate of Title
<input type="checkbox"/>	Letter of Intent (current use, proposed use and justification)
<input type="checkbox"/>	Site Profile if required by the Environmental Management Act
<input type="checkbox"/>	Applicable Reports and Plans , including:
<input type="checkbox"/>	Environmental Report (If the site is designated an Environmentally Sensitive Area, which may include minor watercourses such as ditches, provide additional information as directed by staff)
<input type="checkbox"/>	Geotechnical Report (If the site is designated as a Hazardous Lands Area, provide additional information as directed by staff)
<input type="checkbox"/>	Site Grading Plan
<input type="checkbox"/>	Traffic Impact Assessment (if required)
<input type="checkbox"/>	Certified Survey Plan certified correct by a B.C. Land Surveyor
<input type="checkbox"/>	North arrow
<input type="checkbox"/>	Legal description and civic addresses of parcels
<input type="checkbox"/>	Bearings and dimensions of existing and proposed parcel
<input type="checkbox"/>	Location, dimensions and setbacks of all existing buildings and structures to be retained on the site
<input type="checkbox"/>	Building envelopes indicating required Zoning Bylaw setbacks
<input type="checkbox"/>	Existing grades at each corner of the lot(s) or spot elevations/contours of the property at one metre intervals
<input type="checkbox"/>	The location and dimensions of all streets and lanes, registered easements, covenants, encroachments and rights-of-way
<input type="checkbox"/>	Existing and proposed street names
<input type="checkbox"/>	If a watercourse is present within 30m of the proposed development, the location of the high water mark, top of bank, and City of Port Moody Riparian Management setbacks, as set out in the City of Port Moody Zoning Bylaw and determined by a Qualified Environmental Professional (QEP)
<input type="checkbox"/>	Location of all trees protected under the Tree Protection Bylaw and whose critical root zone may be impacted by the proposed development
<input type="checkbox"/>	Arborist's Site Assessment (if trees present on site)
<input type="checkbox"/>	Site Plans (See building permit guides for samples)
<input type="checkbox"/>	Site Servicing Plan prepared by a Professional Engineer
<input type="checkbox"/>	Elevation drawings showing all building sides, dimensions, grades, exterior finish details and signage
<input type="checkbox"/>	Colour perspective drawings illustrating the building form and streetscape streetscape (if building plans are part of the proposal)
<input type="checkbox"/>	Current site photographs in colour

Visit portmoody.ca/developmentapplication for the most up-to-date information.

RESOURCES

City of Port Moody Zoning Bylaw, 2018, No. 2937

portmoody.ca/zoningbylaw

City of Port Moody Official Community Plan

portmoody.ca/ocp

ViewPort

view.portmoody.ca

Planning Division Staff

planning@portmoody.ca

604.469.4540

BC ASSOCIATIONS FOR CONTRACTORS

Below is a list of BC associations you may wish to reference when hiring consultants for your project.

Architects, Architectural Institute of British Columbia, aibc.ca

Arborists, Pacific North West Chapter Arborist Directory, pnwisa.org

Biologists, BC College of Applied Biology, cab-bc.org

Builders/General Contractors

- Canadian Homebuilders Association BC Chapter, chbabc.org
- Building Officials Association of BC, boabc.org

Developers, Urban Development Institute, udi.bc.ca

Electricians, BC Electrical Association, bcea.bc.ca

Engineers, Association of Professional Engineers of BC, egbc.ca

Heating, Ventilation & Cooling, Thermal Environmental Comfort Association, cab-bc.org

Land Surveyors, The Association of BC Land Surveyors, abcls.ca

Landscape Architects, BC Society of Landscape Architects, bcsla.org

Lawyers, The Law Society of BC, lawsociety.bc.ca

Planners, Planning Institute of BC, pibc.bc.ca

Plumbers, Plumbing Officials' Association of BC, bcplumbingofficials.com

KEY TERMS

RS1-S (Single Detached Residential - Small Lot): The zone designated within the City's Zoning Bylaw intended to accommodate single-detached residential structures on small lots.

OCP (Official Community Plan): The City's long-term vision for the future. It establishes policies and guidelines, and designates land for specific uses that are supported by Council and the community. Review the OCP at portmoody.ca/ocp.

ViewPort: Port Moody's public GIS, web-based mapping system that allows users to view data on Property/Parcel Information, OCP Land Use, Zoning, Heritage Properties, and Environmentally Sensitive Areas & Watercourses. Access ViewPort at view.portmoody.ca.

Site Servicing: Every home in the city requires access to the following services: sanitary sewer, water, storm, electrical, roads, and sidewalks. Additional lot connection requirements may be identified by the City.

Subdivision: The process of changing or creating new property lot boundaries. Most often this involves the division of a larger property into smaller lots.

Rezoning: To subdivide your property into smaller lots, it must be rezoned from a Single Detached Residential (RS1) zone, to a Single Detached Residential - Small Lot (RS1-S) zone. Refer to the City of Port Moody [Zoning Bylaw](#) for detailed zoning information. To learn more about rezoning, visit portmoody.ca/rezoning.