

SUBDIVISION AND DEVELOPMENT CONTROL POLICY

Last updated August 17, 2006

1.0 ADMINISTRATION

- 1.01 The Developer shall pay all costs incurred in the preparation and registration of right-of-ways and easements, and other legal documentation associated with Subdivision or Development whether prepared by the Developer or the Municipality on the Developer's behalf.
- 1.02 The Subdivision and Development Control Bylaw and its Schedules on General Requirements, Design Criteria, Supplemental Detail Drawings, Standard Forms, Service Levels, Servicing Agreement, Recommended Street Trees and Supplementary Specifications may be purchased from the Municipality for the prescribed fee. Updates to this manual will be available for an annual charge to each subscriber to the manual.
- 1.03 Applications for subdivision shall be made on forms available from the Community Development Department.
- 1.04 Where development cost charges (DCCs) are payable by a developer, and where the Municipality requires all or a portion of the services for which the DCCs are collected to be constructed by the developer, a rebate will be made on the DCCs paid and will be calculated by the Municipality as the **least** of the following two amounts:
- 1.04.01 Consultant Estimate:
- The cost of the DCC component of the works (being built by the developer) as estimated by the developer's consulting engineer (including a reasonable amount for engineering design and inspection) and as accepted by the Municipality.
- 1.04.02 DCCs Payable:
- The actual DCCs paid, or calculated, at the time of subdivision for the service to be installed (i.e. highway, drainage, sanitary or water).

- 1.05 Rebates will be applied as a credit towards DCCs payable as follows:
- 1.05.01 Where DCCs are paid as a lump sum, the rebate will be credited towards the lump sum payment.
 - 1.05.02 Where DCCs are to be paid in installments, the rebate will be deducted from the total DCC payable. If the net DCC payable qualifies for payment by installment, it shall be paid in three equal installments in accordance with the applicable DCC Bylaw provisions. Otherwise, the net DCC payable shall be paid as a lump sum.
 - 1.05.03 Where DCC works are undertaken at the subdivision stage and payable at the building permit stage, the rebate shall be the sum applicable and calculated at the time of subdivision. The rebates are payable to the original developer who installed the DCC works at the subdivision stage. It is the responsibility of the developer to apply for the rebate.

1.06 The percentage of DCCs payable for redevelopment on commercial, industrial and institutional properties, where the value of the work exceeds \$50,000.00 and where there would be additional capital cost burden on the Municipality as a result of the expanded development, shall be calculated as follows:

$$\% \text{ of DCCs payable} = 100 - \frac{\text{existing gross floor area}}{\text{existing gross floor area} + \text{expansion floor area}} \times 100\%$$

1.07 In new subdivisions, where Municipal services are being installed, all **essential services** shall be in place and accepted by the Municipal Engineer prior to the issuance of building permits.

1.07.01 **Essential services** shall include water, sanitary and storm sewer systems, lot grading, road asphalt base construction, and walkway/trail construction up to and including base gravel.

1.08 Where the Municipal services are installed in phases, and all essential services have been accepted for a phase, **building permits** may be issued for the lots in that phase, subject to the phase providing adequate access for fire apparatus and providing adequate fire protection to the building(s).

1.09 Where essential services have not been installed and accepted, **show home permits** may be issued to a maximum of 10% of the lots in the registered subdivision with a minimum of one show home per subdivision. Where there is an existing house on site, should a building permit be required for renovations or moving, it will be considered a show home permit. All show home permits shall be subject to providing adequate access to fire vehicles and providing adequate fire flow protection to the building(s).

1.09.01 When applying for show home permits, the Developer and Builder must acknowledge in writing that there will be no request for occupancy/final inspection until all essential services have been accepted by the Municipality for the lots upon which the show homes have been built. The Permits and Licence Department have a Standard Form that may be used for this acknowledgment.

2.0 APPROVALS

- 2.01** The Approving Officer may at any stage of processing the subdivision application refuse to approve the subdivision plan if he is of the opinion that the subdivision is against the public interest and/or does not conform to:
- 2.01.01 All applicable provisions of the Municipal Act.
 - 2.01.02 All applicable provisions of the Land Title Act.
 - 2.01.03 The respective municipal bylaws regulating the subdivision of land and zoning.
 - 2.01.04 The Official Community Plan(s).
 - 2.01.05 The requirements of the Ministry of Transportation and Highways with respect to a Controlled Access Highway.
 - 2.01.06 The Agricultural Land Commission Act.
 - 2.01.07 All other applicable Municipal or Provincial Legislation.
 - 2.01.08 All applicable outside agency(s) requirements and/or conditions.
- 2.02** Where a proposed subdivision includes the creation of a highway across an established right-of-way or easement held by a railway company, a public utility or any other authority, the owner shall be required to obtain, at his own expense, from the holder of such right-of-way or easement, the necessary legal authorization approving the creation of the highway containing all necessary services and utilities before final approval for subdivision is granted.
- 2.03** The Tentative Approval granted by the Approving Officer shall be effective for a period of 12 months. If the legal plan of subdivision is not tendered for approval within this time limit, such plan will not be considered for final approval. The owner may, however, reapply for subdivision and will be required to pay the prescribed fees. The Municipality shall review all the conditions of the expired Tentative Approval to determine if other conditions may be applicable or conditions have changed for the issuance of a new Tentative Approval letter.
- 2.04** For single family subdivisions where Township Development Cost Charges (DCC's) are collected at the time of subdivision approval, the DCC rates applicable at the time of the subdivision application and payment of the application fee will remain applicable to that application until the tentative approval for the application expires. Upon expiration of the tentative approval letter, the subdivision application will no longer be considered valid. If a re-application for subdivision is submitted, the Township Development Cost Charge rates as of the date of re-application will apply to the new application.
- 2.04.01 For any project where Township DCC's are collected at the time of issuance of the building permit (i.e. commercial, multi-family residential, institutional, and industrial development projects) and where:

- i. the rezoning bylaw related to the project has been adopted,
- ii. a Development Permit (if required) has been issued for the entire project, and
- iii. the developer has submitted a complete building permit application for the project (or, in the case of a phased multi-family residential project, for at least the first phase of the project);

The Township DCC rates which are applicable at the date when the building permit application is submitted will remain applicable to the project until the building permit is issued or for one year from the date of adoption of the increased DCC rates, whichever occurs first.

- 2.04.02 For a phased multi-family residential project which had a building permit issued prior to the adoption of a new Township DCC Bylaw, all phased building permits which are issued within one year of the new DCC Bylaw adoption, shall pay the old DCC rates subject to the same conditions as 2.04.01 (i) and (ii). All building permits issued after the first anniversary of the date of Council adoption of DCC rate increases will be subject to paying the increased DCC rates.
- 2.04.03 For Development Cost Charges collected by the Township for other jurisdictions, the policies for collection of those DCCs shall be in compliance with the policies established by that other jurisdiction.
- 2.05 Final Approval of a subdivision will be granted only when all the requirements of the Tentative Approval and all applicable Bylaws and Legislations have been fulfilled.
- 2.06 An owner wishing Final Approval shall submit the following:
 - 2.06.01 A letter requesting Final Approval.
 - 2.06.02 A certificate that all taxes, commuted Local Improvement Charges, and utility charges assessed on the subdivided land have been paid. Payment of the following years taxes must be made if all of the requirements and conditions of the "tentative approval" have not been satisfied prior to October 31.
 - 2.06.03 Development Cost Charges pursuant to the applicable Development Cost Charge Bylaw.
 - 2.06.04 Servicing Agreement, including all attachments, or, where applicable, a non-refundable cash deposit, pursuant to Clause 10 of the Subdivision and Development Control Bylaw.
 - 2.06.05 Other documentation required pursuant to Schedule A of the Subdivision and Development Control Bylaw, where applicable.
 - 2.06.06 Any additional documentation or information set out as a requirement in the current Letter of Tentative Approval.

- 2.07 Within two months from the date on which a letter requesting Final Approval and subdivision plans have been tendered for examination and approval, or within two months from the furnishing by the applicant of such further information, including satisfactory evidence that all of the relevant provisions of all applicable Bylaws and Legislation have been duly complied with, the Approving Officer shall either approve or reject the proposed subdivision.
- 2.08 Subdivision plans showing parcel size and location, and highway locations, shall be in substantial accordance with the plans which received Tentative Approval except where permitted in writing by the Approving Officer.
- 2.09 Where desired by the owner and is acceptable to the Approving Officer, the Final Approval of a subdivision granted Tentative Approval may be permitted in stages. Each stage approval must be granted within the valid period of the Tentative Approval. Should a Tentative Approval expire, subsequent stages will require a new application by the developer.
- 2.10 Final Approval shall be valid for sixty days from the date thereof, after which time approval shall be deemed to have been revoked. Final Approval which has not been used for registration purposes, and which is deemed to be revoked as aforesaid, may be renewed on application in writing to the Approving Officer for a further period not exceeding thirty days, provided the time elapsed since the issue of the original Tentative Approval Letter does not exceed fifteen months. Thereafter, a new application for approval of the subdivision shall be required and shall be dealt with as an original application.
- 2.11 If a subdivision is rejected, the applicant shall be so advised in writing by the Approving Officer, and the reasons for rejecting the subdivision shall be given. If subdivision plans were tendered with the application they shall be returned to the applicant unsigned, less the paper copies retained by the Municipality.
- 2.12 In lieu of approved drawings required in support of the Servicing Agreement, a Developer may, subject to the approval of the Municipal Engineer, provide cash or a letter of credit if the following conditions are complied with:
- 2.12.01 First submission drawings are acceptable to the Municipal Engineer.
 - 2.12.02 The acceptance of the required hydro, telephone and gas servicing corridors by each agency.
 - 2.12.03 The Developer's Engineer's signed and sealed estimate is submitted and accepted by the Municipality.
 - 2.12.04 A **Design Bond** is paid equal to 10% of the estimated construction cost (as estimated by the Consultant and adjusted by the Municipality) or \$2,500.00, whichever is the greater.
 - 2.12.05 The Security Deposit amount will be 150% of the estimated construction cost.
 - 2.12.06 An undertaking by the Developer's Engineer to complete the final design within two months of the Servicing Agreement date.

- 2.12.07 Once the design has been accepted by the Municipal Engineer, the Security Deposit amount can be reduced to 120% of the revised estimated construction cost.
- 2.12.08 The payment of a non-refundable administration fee calculated as a percentage of the security deposit estimate, pursuant to Clause 7.14 of the Policy.
- 2.12.09 If applicable, any Development Cost Charge rebate, Latecomer Agreement, or Latecomer Waiver must be resolved prior to the Design Bond process being completed.
- 2.12.10 All required legal documentation (i.e. easements, right-of-ways, etc.) must be completed.
- 2.12.11 Where working easements or agreements are indicated by design on adjacent land(s), the Developer will be required to obtain a release from the owner(s) prior to Substantial Completion.
- 2.12.12 Covenants for flooding, non disturbance, setbacks, no building, fill, exterior design control, lot grading or other specific purpose as applicable, have been submitted in a form acceptable to the Municipal Engineer.
- 2.12.13 Approvals from other government agencies as may be required by the Subdivision and Development Control Bylaw.
- 2.12.14 The original Subdivision Plan, two mylars and ten white paper prints.
- 2.12.15 The Municipal Engineer shall exercise complete and unfettered discretion with respect to granting approval for this procedure. Past performance will be assessed to determine the suitability of the project for a Design Bond application.

3.0 HIGHWAYS

3.01 Highway systems must provide for extension and connection to existing or proposed systems adjacent to or beyond the subdivision.

Roads are defined as follows:

3.01.01 Arterial Roads

Arterial roads are primarily intended to carry large volumes of all types of traffic moving at medium to high speeds, with access to abutting properties being a secondary function. These roads form the main, continuous road network within the Municipality and serve as the main connecting links to freeways, downtown areas, shopping centers, industrial parks, recreation centers and educational centers. Arterial roads therefore have a minimum number of direct access driveways and traffic movement has priority over on-street parking. These roads should have sufficient road dedication to make provision for several lanes, turning channelization and center medians dividing them to further minimize hazardous cross-turning traffic and protect through capacity. Observed traffic volumes on arterial roads can range up to 12,000 vehicles per day in rural areas, and 30,000 vehicles per day in urban areas. The difference in observed volumes is due to the development densities usually found in rural and urban areas. In rural areas, arterial roads are spaced every 1.6 to 3.2 kilometres, servicing in the order of 1,000 lots, while in urban areas every 400 metres to 1.6 kilometres, and servicing communities in the order of 3,000 units.

Median Openings - desirable minimum spacing of approximately 200 metres;
- priority shall be given, in order, to:

- i. other municipal streets
- ii. shared or common accesses
- iii. single accesses

3.01.02 Collector Roads

Collector roads provide both a traffic movement and land service function. Reasonable access to adjacent properties is normally allowed and on-street parking is generally not restricted. Observed traffic volumes are generally less than 5,000 vehicles per day in rural areas and 12,000 in urban areas. The major purpose of Collector roads is to collect and distribute traffic between local residential streets and the nearest Arterial road, thereby avoiding excessive through traffic on Local roads and excessive turning and parking movements on Arterial roads.

3.01.03 **Local Roads**

Local roads are primarily intended to provide access to abutting properties, with through traffic being a secondary priority. Driveways are allowed to all abutting properties, and on-street parking is not usually restricted. Observed traffic volumes on Local roads are usually less than 1,000 vehicles per day in rural areas and 3,000 in urban areas. Local roads in rural areas serve generally less than 50 lots, while in urban areas less than 250 lots.

Local roads in rural areas that form part of the Municipality's approximately 1.6 kilometre street grid system are termed Grid Locals. Grid Locals perform the same function as Locals, but by virtue of their continuity as part of the grid street system carry traffic volumes similar to rural collectors. Developments along grid locals should take this characteristic into account.

3.01.04 **Urban and Rural Roads**

Some typical characteristics of rural and urban roads are given in Tables A.5a and A.5b of the Transportation Association of Canada's Manual of Geometric Design, latest edition, as amended from time to time.

3.01.05 **Country Roads**

Some roads have been identified as Country Roads in the "Langley Township Country Roads - Identification and Maintenance Guidelines", adopted by Council on February 7, 1994. These require alternate road standards to help preserve the character of the area. The design for designated Country Roads shall be in accordance with the Country Road policy adopted by Council. A list of designated Country Roads is available from the Engineering Department. The list is updated annually.

3.02 In the event that all services for the subdivision cannot be contained within the prescribed minimum dedication width, the owner shall provide additional dedication of sufficient width to contain the required services:

3.02.01 At intersections in order to provide traffic turn-lane channelization, or wide radius curves, etc.

3.02.02 At lane intersections or at right-angle turns on lanes.

3.02.03 To accommodate utility appurtenances, mail boxes, etc.

3.03 The Approving Officer may require **walkways** within the subdivision connecting points between which pedestrian movement will be generated. The use of stairs is to be discouraged; however, in extreme circumstances where the topography determines that stairs are the only feasible option, notification signs will be required at both ends of the walkway to advise the public of possible constraints for wheel chairs, bicycles, carts, buggies, etc.

- 3.04** All highways shall be designed in accordance with recognized Community Planning and Traffic Engineering principles including:
- 3.04.01 Discouragement of through traffic within residential subdivisions.
 - 3.04.02 Provision for visibility at intersections.
 - 3.04.03 Restriction of access to arterial highways, including shared driveway use where possible.
 - 3.04.04 Preservation of significant tree stands.
 - 3.04.05 Transit friendly road layout and design features, including the continuity of roads connecting adjacent subdivisions, as set out in the 1994 BC Transit "Transit and Land Use Planning" report.
 - 3.04.06 Acceptable road and driveway grades.
- 3.05** In a subdivision where the road layout is such that a proposed highway will serve the adjoining properties outside the subdivision, the Approving Officer may allow the dedication and construction of new **half-roads** along the perimeter of the subdivision, provided however the following conditions are satisfied:
- 3.05.01 The dedication by the owner is not less than 10.0 metres in width, plus a 1.5 metre dedication or right-of-way on the adjoining property. The Township shall consider a 10.5 metre dedication for a half road if the developer cannot negotiate a 1.5 metre right-of-way from neighbouring properties.
 - 3.05.02 The remainder of the dedication can reasonably be expected to be constructed in the short term. (Note: Full road dedication and construction is required where a proposed subdivision is located adjacent to the Agricultural Land Reserve.)
 - 3.05.03 The provision for a sufficiently wide temporary working easement from the adjacent property owner, if required, to the acceptance of the Municipal Engineer.
 - 3.05.04 All underground services are extended to the opposite side of the dedication such that servicing of the second half would not involve trenching across the first.
 - 3.05.05 Additional dedication is obtained where necessary to provide adequate two-way traffic flow and/or to provide for the adequate construction and installation of all required services and utilities.
 - 3.05.06 Half roads will not normally receive final lift of asphalt pavement until such time as the other half is completed and the entire road surface can be capped. In lieu of construction, the Developer will deposit with the Municipality, the secured amount for this final lift of asphalt (based upon the estimated cost of construction plus 20% contingency).

3.06 Access from proposed highways to each proposed parcel in the subdivision must be demonstrated to be practical and reasonable, and subject to the review and acceptance of the Municipal Engineer. Access details may be requested as part of the engineering drawings, especially when pertaining to access from arterial and collector roads.

3.07 Extension of roads in rural areas within a dedicated but unconstructed right-of-way, for the purposes of providing access to existing but previously unaccessed lots, is permitted providing the road is constructed to the appropriate Municipal standard from the nearest open highway to a minimum of 15 metres past the proposed driveway access.

3.08 No permanent **cul-de-sac** in an urban area shall exceed a length of 150 metres as measured from the beginning of its turnaround to the nearest right-of-way line of an intersecting highway which has more than one access, otherwise an emergency access is provided.

No **temporary road** in an urban area shall exceed a length of 300 metres as measured from the beginning of the temporary turn around to the nearest right-of-way line of an intersecting highway which has more than one access, otherwise a temporary or permanent emergency access must be provided. The temporary dead-end road shall be terminated with a temporary asphalt turnaround bulb of radius 11.5 metres. (Note: A temporary road length is one that is reasonably expected not to exist for a period of greater than five (5) years.)

In rural and suburban residential zones where subdivision of a parcel is constrained by topographic or other physical features, where a continuous municipal street system is not required, and where maintaining access to adjacent property is not required, the maximum length of a rural cul-de-sac may be increased to 400 metres where lot sizes are less than 1.7 ha. and 600 metres where lot sizes are 1.7 ha. or greater.

3.09 No **P-loop** in an urban area shall exceed a total street length of 850 metres provided, however, that the length of the entrance leg to such P-loops shall not exceed 230 metres, and all P-loops shall be provided with an emergency access.

The maximum total street length of a P-loop may be increased in rural and suburban residential zones; provided however, that in no case such P-loop shall provide frontage to more than 60 lots created in a subdivision.

3.10 The **emergency access** required in sub-section 3.08 and 3.09 shall directly connect from the turnaround of a cul-de-sac or from the loop road of a P-loop to an adjacent highway which has more than one access, or as otherwise acceptable to the Municipal Engineer.

3.11 Where a development is phased, roads shall be provided as follows:

3.11.01 Where a proposed road fronts proposed lots, by dedication and construction.

- 3.11.02 Where a proposed road abuts but does not front proposed lots, and where the road is intended to provide future access to developable lands beyond the subject lands, by right-of-way and a no-building restrictive covenant. Preliminary design(s) to the satisfaction of the Municipal Engineer will be required for the road to confirm future construction will conform to Municipal design criteria standards.
- 3.11.03 Where proposed roads in a phased subdivision do not front proposed lots or do not provide access to adjacent lands, no dedication or construction is required. Protection of these proposed roads may be by means of a no-building restrictive covenant.

(Note: The term **proposed lots** does not include any remainder parcels. The term **roads** includes associated services. The term **developable lands** implies that zoning is in place to accommodate future subdivision.)

- 3.12 Where full road construction undertaken as part of a subdivision or development includes the installation of underground utilities across the frontage of currently unserviced lots, the Developer shall be encouraged to approach those lot owners to determine if a connection is desired at the time of development.

The intent of this clause is to minimize future road cuts and to offer fronting lots the opportunity to connect at a reduced cost.

- 3.13 Signed and sealed **engineered paint marking and signage design drawings** will be required for all developments that include construction of dedicated collector and/or arterial roads.

- 3.14 **Traffic Impact Studies** are required as identified within Schedule B, Section R17, and may also be considered necessary whenever the following thresholds are approached:

- 3.14.01 Multi Family - 200 units
- 3.14.02 Single Family - 100 units
- 3.14.03 Commercial
 - i. hotels (200 rooms)
 - ii. restaurants (500 sq. m.)
 - iii. retail (1,500 sq. m.)
 - iv. office (5,000 sq. m.)
- 3.14.04 Industrial/Manufacturing/Warehouse
 - i. 10,000 sq. m.

The above noted thresholds shall be reviewed and evaluated on a site specific basis by the Municipal Engineer.

3.15 **Curb Returns** for individual lot access may be considered and are subject to approval by the Municipal Engineer if:

3.15.01 Access is from an arterial road; or

3.15.02 Lot access is greater than or equal to one hundred (100) peak hour trips to and from the site. Otherwise all other driveway access points shall be by driveway letdown standards identified within the Subdivision and Development Control Bylaw.

4.0 DRAINAGE COLLECTION AND DISPOSAL SYSTEM

- 4.01** In the design of a drainage collection system, provision shall be made for, but not limited to, the following:
- 4.01.01 Roadway, lane, walkway, and emergency access drainage facilities.
 - 4.01.02 Control of surface drainage across the land(s) being subdivided.
 - 4.01.03 Protecting the established amenities of the existing and adjacent or adjoining land(s).
 - 4.01.04 The impact of the proposed drainage system on the existing drainage system and the downstream adequacy of the existing system to accept the additional flows of the proposed system.
- 4.02** Drainage utilities shall be located within existing or proposed highway dedication. Locating the utility within other than highway dedication will be considered only if technically necessary. Maintenance access may be required in off road right-of-ways.
- 4.03** Storm sewer extensions which are not the result of subdivision shall be extended a minimum distance of five meters along the lot frontage to provide for convenient service connections.
- 4.04** Storm sewer extensions required at the time of subdivision shall be extended across the entire frontage of the original parcel unless such extension serves no useful purpose or is technically not feasible.
- 4.05** Service connections to lots created for multi family, industrial, commercial and institutional use shall not be installed at the time of subdivision, unless type, size and location of these services are known at the time of engineering design acceptance, and the requirements of the applicable bylaw have been satisfied. It will be the responsibility of the owner to make application for connections at the time of Building Permit application.
- 4.06** For commercial, institutional, industrial developments, and intensive agricultural developments, a storm water management plan may be required at the time of building permit application.
- 4.07** Service connection installations from existing mains:
- 4.07.01 Where there is a Servicing Agreement the Developer may, at the Municipality's discretion, bond for and install service connections from existing mains.
 - 4.07.02 Where there is no Servicing Agreement, the Developer/Applicant will make an application for the service and deposit the estimated cost. The Municipality will install the service(s) and the Developer/Applicant will pay the actual cost.

- 4.08 Unless technically impossible, lots shall be serviced by a sewer main fronting the property; not by a connection through an adjoining lot.
- 4.09 Where a development is phased, the overall storm water management plan shall govern the development of subsequent phases.
- 4.10 All design and construction work in the Municipality must be done in strict compliance with the "Land Development Guidelines for the Protection of Aquatic Habitat", as prepared by the Department of Fisheries and Oceans, and the Ministry of Environment. It is the responsibility of the design consultant(s) to assure that the Guidelines are followed.
- 4.11 For the purposes of **Flood Control**, it is required that development conform to the Langley Zoning Bylaw clauses 105, 204.2 and 205.2 as applicable or the latest revision thereof.

5.0 WATER DISTRIBUTION SYSTEM

- 5.01** Water utilities shall be located within existing or proposed highway dedication. Locating the utility within other than highway dedication will be considered only if technically necessary.
- 5.02** Watermain extensions which are not the result of subdivision shall be extended a minimum distance of five meters along the lot frontage to provide for convenient service connections.
- 5.03** Watermain extensions required at the time of subdivision shall be extended across the entire frontage of the original parcel unless deemed unnecessary by the Municipal Engineer.
- 5.04** Where provision of Excess Capacity by the Developer is a requirement of the Municipality, cost-sharing will be considered if the installation fulfills the criteria outlined in the adopted Council Policy. Cost-sharing is subject to the availability of funds and the completion of a cost-sharing agreement in the Form F-10.
- 5.05** Service connections to lots created for multi family, industrial, commercial and institutional use shall not be installed at the time of subdivision, unless the type, size and location of these services are known at the time of engineering design acceptance, and the requirements of the applicable bylaw have been satisfied. It will be the responsibility of the owner to make application for connections at the time of building permit application.
- 5.06** All tie-ins of new mains to existing mains will be installed at the Developer's expense by the Municipality.
- 5.07** All service connections to existing mains will be installed by the Municipality. The Developer will make an application for the service connection(s), and pay the applicable charges as prescribed in the "Waterworks Regulation Bylaw".
- 5.08** Unless technically impossible, lots shall be serviced by a watermain fronting the property; not by a connection through an adjoining lot.
- 5.09** All applications for water tie-ins and service connections shall be in compliance with the Municipality's current Waterworks Regulation Bylaw.
- 5.10** All applications for watermain extensions must also include prior approval from the Ministry of Health.

6.0 SEWAGE COLLECTION AND DISPOSAL SYSTEM

- 6.01** Sewer utilities shall be located within existing or proposed highway dedication. Locating the utility within other than highway dedication will be considered only if technically necessary.
- 6.02** Sewer main extensions which are not the result of subdivision shall be extended a minimum distance of five meters along the lot frontage to provide for convenient service connections.
- 6.03** Sewer main extensions required at the time of subdivision shall be extended across the entire frontage of the original parcel unless:
- 6.03.01 The extension is not required to service upstream lands; or
 - 6.03.02 The extension is not technically feasible.
- 6.04** Service connections to lots created for multi family, industrial, commercial and institutional use shall not be installed at the time of subdivision, unless type, size and location of these services are known at the time of engineering design acceptance, and the requirements of the applicable bylaw have been satisfied. It will be the responsibility of the owner to make application for connections at the time of Building Permit application.
- 6.05** Development will not be permitted on the basis of private package sewage treatment plants.
- 6.06** Service connection installations off existing mains:
- 6.06.01 Where there is a Servicing Agreement the Developer may, at the Municipality's discretion, bond for and install service connections off existing mains.
 - 6.06.02 Where there is no Servicing Agreement the Developer/Applicant will make an application for the service and deposit the estimated cost. The Municipality will coordinate the installation of the service(s) and the Developer/Applicant will pay the actual cost.
- 6.07** Unless technically impossible, lots shall be serviced by a sewer main fronting the property; not by a connection through an adjoining lot.
- 6.08** All design(s) for sanitary sewer in the Municipality will require an application, made through the Municipality, to the appropriate governing agency.
- 6.09** All applications for sanitary sewer connections and extensions shall be completed in compliance with the current Sewer Rates and Regulations Bylaw.
- 6.10** All applications for sanitary sewer connections to commercial, industrial and institutional buildings must be accompanied by a completed Schedule "A" from the current Sewer Rates and Regulations Bylaw.

7.0 COMPLETION OF WORKS AND SERVICES

- 7.01** All engineering design drawings submitted for review must be sealed, signed and dated by a Professional Engineer registered in the Province of B.C.
- 7.02** Design drawings shall be prepared in accordance with good engineering practice and the design criteria, specifications, and standard drawings which form the Schedules to the Subdivision and Development Control Bylaw.
- 7.03** Where sub-consultants are employed in the design process, the Municipality will expect the Developer's Consultant to represent the sub-consultant's work for administrative and procedural purposes.
- 7.04** Municipal review of design drawings submitted by the Developer's Engineer is procedural only and does not confirm the accuracy of the design. The Municipality will not accept responsibility for any costs or damages incurred by the developer due to errors, omissions, or deficiencies in the design.
- 7.05** Prior to the preparation of detailed construction drawings, the Developer or his engineer shall submit to the Municipal Engineer for his review, preliminary plans and profiles of the complete subdivision. These plans shall be reviewed with Municipal staff at the pre-design meeting.
- 7.05.01 The preliminary drawings shall show all proposed main sizes, approximate grades and invert elevations, road widths and approximate road grades, as well as original ground elevations and the proposed lot grading.
- 7.06** After review of the preliminary drawings, detailed engineering drawings shall be prepared and submitted. Except by prior agreement, in no case will detailed drawing review be undertaken by the Municipality prior to submission and acceptance of preliminary plans at the pre-design meeting.
- 7.07** Following acceptance of the detailed engineering drawings, the Developer's Engineer shall submit those drawings required by the Municipal Engineer.
- 7.08** Drawing acceptance is valid until the expiration of the Tentative Approval letter unless a Servicing Agreement has been executed. Re-submission will be required on expired plans.
- 7.09** Works and services shall be installed in accordance with the reviewed engineering plans, and changes to the plans shall not be permitted without prior written approval of the Municipal Engineer.
- 7.10** The Developer's Engineer shall be responsible for the provision of layout, the coordination and inspection of the constructed works and services, and the submission of the Certified Record Drawings to the Municipal Engineer within two months of issuance of a Certificate of Substantial Completion.
- 7.11** Should the Developer's Engineer sub-contract the layout or inspection of the Work, it is still his responsibility to sign and seal the Certified Record Drawings and the Inspection Certificate F-2 of Schedule 'D' to the Subdivision and Development Control Bylaw.

- 7.12 Final Approval of the subdivision will not be granted until design drawings have been reviewed by the Municipality and the works and services either installed and "accepted", or arrangements made to guarantee their installation pursuant to Clause 7.0 of the Bylaw (Completion of Works and Services).
- 7.13 The Consultant shall submit a detailed **construction cost estimate**, in a format acceptable to the Municipal Engineer, for the works shown on the drawings. The Municipality will review the estimate and provide the Developer's Engineer with the accepted construction estimate amount.
- 7.14 Administration Fees are based on the accepted construction estimate and shall be paid in accordance with the following table:

<u>ADMINISTRATION FEE BREAKDOWN</u>	<u>INCREMENTAL CONSTRUCTION COST</u>	<u>ADMINISTRATION FEES %</u>
FIRST	100,000	5.50
NEXT	150,000	5.00
NEXT	250,000	4.50
NEXT	500,000	4.00
REMAINDER	1,000,000 and over	3.75

- 7.15 Any person who undertakes to install works and services shall be required to enter into a Servicing Agreement with the Municipality.
- 7.16 Work shall not commence until the Municipal Engineer provides the owner with written permission to proceed with construction. (Permission to Construct - see Form F-1 of Schedule "D" to the Subdivision and Development Control Bylaw). A pre-construction meeting will be required for all developments where a Servicing Agreement is required.
- 7.17 For small projects requiring only service connections and lot grading, the Developer may be eligible for a short form Servicing Agreement with the Municipality.
- 7.18 During construction the Developer's Engineer shall provide those services deemed necessary by the Municipal Engineer to ensure that works and services are constructed to the accepted design drawings and the Municipality's specifications. The works shall be verified by (but not limited to) the following reports submitted to the Municipal Engineer:
- 7.18.01 A soils report prior to design acceptance.
 - 7.18.02 Upon completion of backfilling; density tests on trench backfill under roads, emergency accesses, road shoulders, curbs, sidewalks and walkways.
 - 7.18.03 Prior to construction of surface works; density tests on the base for curbs, sidewalks, emergency accesses and walkways.
 - 7.18.04 Before paving; Benklemen Beam tests on the road base.
 - 7.18.05 Sanitary sewer main tests upon completion of clauses 7.18.02 and 7.18.03.

- 7.18.06 Storm sewer main tests upon completion of clauses 7.18.02 and 7.18.03.
 - 7.18.07 Watermain tests upon completion of clauses 7.18.02 and 7.18.03.
 - 7.18.08 Concrete tests.
 - 7.18.09 Asphalt tests.
- 7.19** Monitoring services provided by the Municipality are for procedural purposes only and do not relieve the Developer's Engineer of his obligation to provide construction inspection and to certify Record Drawings on Form F-2 (see also 7.10).
- 7.19.01 The Municipality's Inspector will not issue any direct order to the owner's contractor except for stop work orders. All communication will be through the Design Engineer or his representative.
- 7.20** All materials used in the works must conform to the Municipality's standards as provided in the Schedules of the Bylaw, and the Master Municipal Specifications.
- 7.20.01 Any materials not meeting the Municipality's standards or the approval of the Municipal Engineer shall not be incorporated in the works.
 - 7.20.02 At the request of the Municipal Engineer, the owner shall supply, at his/her expense, material samples for non-destructive or destructive testing.
- 7.21** The Municipality will permit **partial release of security deposits** when portions of the works have been completed and the Developer's Engineer has certified the reduction request.
- 7.21.01 Release of security deposit shall be requested in writing by the Developer's Engineer in accordance with Schedule "A" to the Subdivision and Development Control Bylaw.
 - 7.21.02 Partial release of security deposits will not be made more frequently than once per month.
 - 7.21.03 Partial release of security deposits are possible only to the extent of reducing the deposit to 25% of the amount deposited.
 - 7.21.04 Upon issuance of the Certificate of Substantial Completion by the Municipal Engineer, the Municipality will reduce the deposit to 20% of the deposit amount plus the estimated cost of all outstanding works and deficiencies.
 - 7.21.05 Street tree and boulevard planting deposits will be held in full until the Parks Manager issues the Planting Completion Certificate, at which time the Municipality will reduce the deposit to 20% of the deposit amount.

- 7.21.06 Upon receipt of Substantial Completion, Certified Record Drawings, the Certificate of Inspection and service location cards, all to the acceptance of the Municipal Engineer, the Municipality will reduce the deposit to 20% or to a minimum of \$2,500.00 and a maximum of \$30,000.00, plus the estimated cost of all outstanding works and deficiencies. This deposit will be retained to ensure payment of any maintenance or repair required during the maintenance period. This deposit does not apply to approved B.C. Hydro or B.C. Telephone installations.
- 7.21.07 Any costs incurred by the Municipality which are recoverable by the Municipality from the owner, will be deducted from any authorized partial refund irrespective of whether or not the recoverable amount relates to the portion of work for which a partial refund was authorized.
- 7.22 Security deposited shall not be released in its entirety until all of the works for which the security has been deposited are completed to the acceptance of the Municipal Engineer.
- 7.23 The security deposited shall be returned to the depositor of the security only.
- 7.24 Where a subdivision does not require a Servicing Agreement for the installation of works and services, a non-refundable administration fee of \$250.00 shall be paid at the time of application.
- 7.25 In general terms, cash-in-lieu payments made for completion of future Works and Services (the Work) may be accepted by the Municipality for infill subdivisions or developments, located in predominantly developed communities, designated as Level 3 - Urban II on Schedule "E" – Service Levels of the Subdivision and Development Control Bylaw, such as Brookwood and Fort Langley; or areas designated as Level 1A - Future Urban on Schedule "E" – Service Levels of the Subdivision and Development Control Bylaw, such as Fernridge and Salmon River Uplands. Where the physical construction of Works and Services at the time of subdivision or development, in accordance with the requirements of the Subdivision and Development Control Bylaw, is considered by the Director of Engineering to be impractical or premature, then such requirements are deemed to have been fulfilled subject to the following:
- 7.25.01 Payment of a non-refundable cash deposit by the Owner to the Municipality equal to 120% of the construction cost of the Work, or portion of the Work, as estimated by the Developer's Engineer to the acceptance of the Director of Engineering.
- 7.25.02 Payment of an administration fee, based on the construction cost estimate, in accordance with Clause 7.14 of this Policy.
- 7.25.03 Cash payments, in-lieu of future works in accordance with the requirements of this Policy, shall be made prior to Final Approval of the Subdivision by the Approving Officer or the issuance of a Building Permit by the Chief Inspector.

7.25.04 Payments made under this Clause shall be used by the Municipality for the specified Work, at a future time when the construction of the Work is considered by the Director of Engineering to be practical and timely. If future revisions to engineering standards, levels of service or servicing concepts preclude the need for the completion of the specified Work, the funds may be used in construction of similar works in the same general area, subject to the acceptance of the Director of Engineering.

7.26 Where works and services were installed ON-SITE **without Municipal Approval**, and prior to the signing of a subdivision plan, the installed works and services shall not be connected to the Municipality's works, services or utilities, and the Municipality will not accept the works and services installed on-site until:

7.26.01 The works have been certified by the Developer's Engineer as designed, and constructed in substantial compliance with the Schedules of the Subdivision and Development Control Bylaw.

7.26.02 Certified Record Drawings have been received and accepted.

7.26.03 Service location cards are submitted and accepted.

7.26.04 The Municipality has inspected the said works and notified the owner in writing of not detecting any apparent construction deficiencies and that the works are in substantial compliance with the Schedules of the Subdivision and Development Control Bylaw.

7.26.05 The Developer has entered into an agreement with the Municipality, in which he covenants and agrees to:

- (i) maintain all of the said works and services in complete repair for a period of five (5) years.
- (ii) remedy any defects which develop during the maintenance period and pay to the Municipality any costs resulting from damage to other works or property resulting therefrom.
- (iii) pay a maintenance deposit of 20% of the Municipal Engineer's estimated construction cost. The security shall remain on deposit with the Municipality for five (5) years.
- (iv) pay to the Municipality all administration fees pursuant to Clause 7.14 of the Subdivision and Development Control Policy, all Engineering fees, and legal costs incurred by the Municipality in accepting and taking over such works and services.
- (v) provide all legal documentation to the acceptance of the Municipal Engineer.

7.26.06 The Developer has made application for tie-ins to Municipal works.

- 7.27 All legal **survey posts** and monuments placed by the Surveyor as indicated by the subdivision plan must be in place at the time the subdivision plan is submitted for examination and final approval. These posts and monuments must be in place for the Substantial Completion inspection.
- 7.28 Any existing survey posts and monuments that are destroyed or damaged during construction must be replaced or repaired at the expense of the developer.

8.0 SERVICE LEVELS

- 8.01 Schedule "E" of the Subdivision and Development Control Bylaw is a generalized indication of the service levels required upon development. Upon application for subdivision or development, the Municipality will detail the works and services required on a site specific basis.
- 8.02 Where the Director of Engineering considers modifying a service level, he shall consider:
- 8.02.01 The extent of existing services in the area.
 - 8.02.02 The likelihood of achieving the required service level through further subdivision in the area.
 - 8.02.03 The most likely process by which the required service level may be achieved (e.g. subdivision, building permit, local improvement, etc.)
- 8.03 The service level for water utility shall not be modified except in the case of building permits on lots which are already correctly zoned for the proposed use.
- 8.04 Service levels shall not be modified where the results of the modification will result in a contravention of a specific Council policy (e.g. panhandle lot policy).
- 8.05 All developments must provide **underground** Electrical, Telephone and Cable Television wiring to service the proposed site(s) as illustrated within Schedule "E" ("Service Level Table Areas") of the Subdivision and Development Control Bylaw, with the following exceptions:
- 8.05.01 Industrial areas in Northwest Langley identified on Schedule P-3 are permitted overhead distribution systems.
 - 8.05.02 Where 75% of the residential lots including any potential future lots within the same block are serviced by overhead, the proposed infill lot may be serviced overhead. A block is defined as a minimum of 200 metres in length.
 - 8.05.03 Where less than 75% of the residential lots including any potential future lots within the same block are serviced overhead, the infill lot must be serviced by underground electrical and telephone service. If there is no underground distribution system then the house shall be serviced by dip service from the existing overhead system.
 - 8.05.04 Any lot within a proposed subdivision that will retain an existing building fronting an existing overhead distribution system shall be serviced by underground dip service to the building.
- 8.06 Where a proposed development is "out of sequence", the Developer shall construct:
- 8.06.01 All "required services" on property frontages considered technically feasible by the Municipal Engineer, and

8.06.02 All "necessary services" between the development site and existing Municipal services.

NOTE: For the purpose of this clause, the following definitions shall apply:

"required services" - shall mean those services required in accordance with Schedule "E" of the Subdivision and Development Control Bylaw.

"necessary services" - shall mean a proven water supply, an approved sewage disposal system, a proven drainage system and roads constructed in accordance with the rural standard of the Subdivision and Development Control Bylaw.

8.07 Required services which are not considered technically feasible to install shall be provided for by the payment of a **non-refundable deposit** calculated on the basis of the length of the service and the standard of the service, all in compliance with clause 7.25.

8.07.01 The development may proceed on the basis of providing those services considered technically feasible by the Municipal Engineer with the balance of the services installed by the Municipality at a later unspecified date using the funds on deposit.

8.07.02 Generally the Municipality will not consider the installation of "works and/or services" for which a deposit is taken until a minimum of 70% of the lots fronting the street have developed to the ultimate lot size as designated on the official community plan. Where the work or service is considered to be, or becomes, a safety issue, and the Municipality has collected sufficient funds, the installation may be advanced.

8.07.03 A **Latecomer charge** may be established by the Municipality pursuant to Clause 10.0 of this Policy to allow the developer to recover part of the investment from latecomers as they develop and take advantage of the services installed. A Latecomer is not applicable for works included in a DCC Bylaw nor for a voluntary extension of a service to an existing occupied property and in compliance with the existing Zoning Bylaw.

9.0 SUBDIVISION LAYOUT AND DESIGN

9.01 The design of any subdivision shall include the following:

- 9.01.01 **Side lot lines** of parcels created by a proposed subdivision shall be substantially at right angles or radial to street lines unless the Approving Officer is satisfied that it is impractical to comply.
- 9.01.02 **Double frontage** lots shall not be permitted unless it is impractical to provide suitable alternatives due to topography, orientation or other requirements of Clause 9.
- 9.01.03 Proposed parcels, except for Compact Lots, shall provide a building area of at least 7.5 metres by 13.5 metres exclusive of any encumbrances including building setback requirements of the Zoning Bylaw, right-of-ways and restrictive covenants; and the front dimensions of the building area (except for R-1A zoned lots) shall be a minimum of 12.0 metres in width.
- 9.01.04 Corner parcels shall have a frontage sufficient to permit the "Building Area" to be advantageously oriented to both streets.
- 9.01.05 In an urban growth area no parcel shall be permitted to cross an intermittent or continuous flowing creek, stream or other watercourse.
- 9.01.06 Except where a setback with respect to a highway is concerned, no subdivision shall be approved which would cause any existing building or structure, to contravene any zoning, building, or other regulation in force.
- 9.01.07 Subdivision layouts will, wherever possible, take into consideration the provision of **future transit service**, as set out in the 1994 BC Transit "Transit and Land Use Planning" report.
- 9.01.08 Offset and opposing **"T" intersections** shall be horizontally separated by a minimum distance of fifty (50) metres as measured between near property lines, including ultimate road dedication widths or requirements.
- 9.01.09 **Existing homes** may have to be relocated or removed in order to accommodate the subdivision layout or character of the development.
- 9.01.10 The minimum building area for Compact Lots shall be as follows:
- (i) Front loaded lots shall be 75 m² principal building footprint plus an additional 36 m² reserved for a garage; and an additional 36 m² reserved for a parking pad.
 - (ii) Rear loaded lots shall be 75 m² principal building footprint plus an additional 36 m² reserved for a garage; and an additional 18 m² reserved for a parking pad.

- 9.02 A B.C. Land Surveyor shall prepare a pre-calculated lot layout plan showing all lot dimensions, lot areas and panhandle lot areas, (exclusive of the access strip area), highways, existing buildings, right-of-ways and easements, and submit same to the Municipality at the pre-design stage prior to the start of detailed design ,with approval required before proceeding. The purpose of this plan is to demonstrate that all dimension requirements of the Zoning Bylaw can be achieved.
- 9.03 The provision of frontage to a lot by means of a **panhandle access strip** may be considered:
- 9.03.01 Where the existing topography of the parcel being subdivided prohibits subdivision in the conventional manner.
- 9.03.02 To provide access to passive park, conservation areas and similar public use of land.
- 9.03.03 To provide secondary access for lots fronting onto Arterial or Collector and Provincial highways.
- 9.03.04 Where the provision of a highway would serve no useful purpose for either the existing lot breakdown or future or adjacent subdivisions.
- 9.04 In considering the provision of frontage to a lot by means of a **panhandle** access strip in Clause 9.03, due regard shall be given to the following:
- 9.04.01 Whether the parcel is capable of being further subdivided under existing regulations through conversion of all or part of the panhandle to highway which would be in general conformity with official community plans.
- 9.04.02 Whether the panhandle is wide enough to serve the proposed lot having due regard for topography, physical features, adjoining lands and the subdivision potential of such lot.
- For urban residential uses excluding suburban residential, the panhandle shall have a minimum width of 6 metres, but in all cases shall be sufficient to accommodate a safe driveway of not less than 4.0 metres of usable width. For industrial and commercial uses, rural and suburban residential uses, a panhandle shall have a minimum width of 10 metres, but in all cases shall be sufficient to accommodate a safe driveway of not less than 6.5 metres of usable width.
- 9.04.03 Whether an attempt is being made to assemble land which conforms substantially with existing community plans.
- 9.04.04 When there is an existing house on the lot to be subdivided and it is feasible to relocate the house to create two standard lots, the application for a panhandle lot will be denied.

- 9.04.05 The Developer may be required to provide fencing and/or screening of the panhandle lot. When this is required, the Developer shall provide a bond to the Municipality equal to 1.5 times the value of the works prior to the subdivision plans being signed. Upon installation by the Developer of the accepted fencing and/or screening the bond shall be released.
 - 9.04.06 The Approving Officer will ensure that immediate neighbours are notified at the time of application for the panhandle lot subdivision.
 - 9.04.07 The height of the new home(s) on the proposed panhandle lot(s) shall be compatible with the surrounding homes.
 - 9.04.08 The area occupied by a panhandle shall be in addition to the minimum parcel size as required by the Zoning Bylaw.
- 9.05** Servicing to **panhandle lots** in Service Levels 1, 3 and 4 must be as follows:
- 9.05.01 Underground hydro and telephone ducts are to be installed to the bulk of the land. In areas where existing overhead distribution fronts the property, dip services will be required.
 - 9.05.02 Storm drainage, sanitary sewer and water services (where applicable), are to be installed to the bulk of the land.
 - 9.05.03 Driveway accesses shall be paved with asphalt or concrete to the bulk of the land. This will only be possible after installation of all appropriate underground services including natural gas. The Developer shall provide a bond to the Municipality equal to 1.5 times the cost of the driveway installation prior to the subdivision plans being signed. Upon installation by the Developer of an accepted driveway, the bond shall be released. The Township may consider the option of registering a restrictive covenant and deposit of securities for the construction of the driveway at time of building permit.
- 9.06** Except in extenuating circumstance(s), no parcel or local road shall have direct access from a Municipal Arterial road, or Provincial Highway as designated in Schedule P-1 of this Policy or in the community plans. Where **direct access** is necessary, the design details must be included as part of the engineering drawings.
- 9.07** Parcels for residential use which abut a Municipal Arterial road, or Provincial Highway as designated in Schedule P-1 of this Policy shall have their depth and/or width increased, or shall provide alternate means of ensuring adequate **buffering** to the satisfaction of the Approving Officer.
- 9.08** Proposed **cul-de-sac** parcels where the full frontage is located on the turnaround or bulb portion of a permanent urban residential cul-de-sac, may have a minimum frontage of 8 metres.

9.09 Existing dwellings to be retained following subdivision must be upgraded to a state compatible with new development in the proposed subdivision. Particular attention must be given to the resulting orientation of the existing dwelling relative to new lot lines (for example, where the rear of the dwelling becomes a side or front face). In such cases, the Developer must demonstrate how the dwelling will be modified/upgraded to relate to the homes to be located on the proposed new lots.

Upgrading of existing homes must address exterior design changes and materials to be used, landscaping and/or fencing, and driveway surfacing. Special consideration will be given to homes that are deemed to have heritage value in order to retain their heritage characteristics.

Where the Approving Officer approves an existing dwelling to remain as part of a subdivision, subject to modifications and/or upgrading, the conditions of approval must be completed prior to final subdivision approval. The Approving Officer may allow the work to be completed after final subdivision approval where the developer deposits with the Municipality a cash deposit, or an irrevocable letter of credit, and has entered into an agreement with respect to the work to be done and the value of this work.

10.0 LANDSCAPING

10.01 Landscaping requirements are applicable to the following development applications:

- i. Subdivision Application
- ii. Rezoning Application
- iii. Mandatory Development Permit
- iv. Development Variance Permit
- v. Building Permit
- vi. Land Use Contract Amendment

101.02 Landscaping includes street tree planting, boulevard landscape planting, fence and public trails.

10.03 Developers are to submit, to the Parks Department, landscaping plans prepared by a registered Landscape Architect (B.C.S.L.A.) or a competent qualified Landscape Designer.

10.04 A complete set of landscape plans shall include:

- 10.04.01 A site location plan.
- 10.04.02 Street tree plans at 1:500 scale complete with a north directional arrow, property address, legal description, and the name and phone number of the firm/person who prepared the plan(s) must be noted on the site plan.
- 10.04.03 Boulevard planting, trail and fence layout plans at 1:250 scale if applicable.
- 10.04.04 The correct botanical name, and proposed spacing distances, of trees and shrubs shall be shown individually and labeled on the plan.
- 10.04.05 Ground cover may be shown enmasse, however, botanical names and spacings must be indicated.
- 10.04.06 A complete plant list indicating the plant quantities, botanical names, common names, size and spacing.
- 10.04.07 The Municipal Standard Notes and Standard Details for landscape plan submission shall appear as the last page in the submission.
- 10.04.08 A cost estimate prepared by the Landscape Architect or Landscape Designer. The cost estimate shall include street trees, shrub and ground cover plant material, development fencing, lawn, soil, and all installation costs. A breakdown of the respective cost categories is required.

10.05 Where a trail requirement has been identified at the development application stage, complete and separate trail plan(s) shall be required and prepared to the same standard as the landscape plan. The plan must follow the design guidelines set out in the Township's Community Connections: Municipal Trails Network policy document.

- 10.06 Trails have been declared an **essential service** and as such must be constructed prior to the issuance of building permits.
- 10.07 Only complete landscaping plans will be accepted. A complete set shall include four large prints and one original 8 1/2" X 11" reduction of the landscape plan and the trail plan. For developments involved with a Public Hearing, it is recommended that a colour rendered landscape plan be submitted after a review by the Community Development Department.
- 10.08 Any amendments or substitutions must be documented and approved in letter form to the acceptance of the Parks Manager.
- 10.09 Developers are encouraged to preserve native trees. Groups of native trees should be considered as one determinant in the siting of buildings and structures, parking layout, etc. Any trees to be retained should be clearly marked on the plan and be accompanied by an Arborist's or a Landscape Architect's recommendation for retention. The Developer is not required to map out retained trees on areas dedicated as conservation areas or protected by a restrictive covenant. Any significant trees retained on trail corridors shall be mapped.
- 10.10 **Security bonding** is required for all landscape works that will be installed subsequent to the approval of the development.
- 10.10.01 The security bond is based on 120% of the cost estimate, as reviewed and approved by the Parks Department, and as accepted by the Community Development Department.
- 10.10.02 Letters of Credit, certified cheques and cash are acceptable forms of security.
- 10.11 When the landscape works are completed, the Landscape Architect or Designer must submit written confirmation to the Parks Manager that the works have been completed in conformity with the plan(s).
- 10.11.01 The developer shall request the Parks Manager to inspect the completed works for general conformity with the approved landscape plans.
- 10.11.02 If the works are deemed to be complete, the Parks Manager shall issue a Planting Completion Certificate and will direct the Finance Department to release the Security Bond, less a 20% Maintenance Hold Back for the one year Maintenance Guarantee Period. All landscape works shall be maintained by the Developer for one year.
- 10.11.03 One year from the issuance of the Planting Completion Certificate, the Developer shall request the Parks Manager to inspect the works for acceptance. If the works are deemed to be acceptable, the Parks Manager shall issue a Planting Acceptance Certificate and the 20% maintenance holdback will be released.
- 10.12 Where all, or a portion of, the landscaping works are considered by the Parks Manager to be premature, a **non-refundable deposit**, in accordance with Section 7.25 of this Policy will be required.

- 10.12.01 A non-refundable deposit will be standard for subdivisions of five lots or less where street trees are the only landscape requirement.
- 10.12.02 For subdivisions of six lots to ten lots, the non-refundable deposit is optional where street trees are the only landscape requirement. The Developer must establish preferred option at the pre-design stage.

End of Subdivision and Development Control Policy

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