

THE CORPORATION OF THE DISTRICT OF BURNABY

17 August 1964.

TO THE MEMBERS
OF THE POLICY COMMITTEE.

Subject:

Re: Subdivision Control By-law.

The proposed new Subdivision Control By-law cannot be brought in in final form until the Subdivision Servicing requirements are determined by Council.

The servicing requirements under consideration are:

- (1) Paved Streets with curb (or curb and gutter)
- (2) Water.
- (3) Sewers - Sanitary
- (4) Drainage.
- (5) Street Lights.
- (6) Underground wiring.
- (7) Street name posts and plates.

Sidewalks are not permitted to be included and have already been ordered deleted by Council.

The complexity of the problem of setting up Subdivision Servicing Requirements varies directly with the improvement in the servicing standards. This is brought about by the actual difference between subdivisions themselves. Subdivisions have different problems and potentials depending upon:

- (a) the size of the actual subdivision.
- (b) its location within the Municipality.
- (c) its relationship to adjoining areas.
- (d) Municipal planning requirements.

Obviously the desirable, if not actually essential feature, of the Subdivision Control By-law is a set of servicing requirements applicable to all subdivisions. A subdivision may be the severance of a single lot on an existing street into two or it might be the creation of dozens of new lots from large acreages with new streets created by the subdivision and often with the involvement of existing streets in addition.

Difficulties which may be encountered in the application of the various servicing requirements have been thoroughly reviewed in relation to any problems foreseen. The requirements are here discussed separately:

(.....2)

(1) STREETS AND ROADS

(I) GENERAL

- (a) The desire is to have streets paved curb to curb. The advantages cannot be argued against and the increased cost is not significant.
- (b) Road allowances and paving widths vary according to the classification of the road itself, such as:
- "Local" or "Minor" Streets - those which are used primarily for travel and access to and from the parcels contiguous thereto created in the subdivision.
- "Collector" streets - those which carry traffic from minor streets to the major system of arterial streets and highways including the principal entrance streets of a residential development and streets for circulation within such a development.
- "Major" streets or "Arterials" - are those which are used primarily for fast or heavy traffic wherein a significant proportion of the traffic or travel along the street has both its origin and destination outside of the area under consideration.
- (c) The standard of road construction, particularly with respect to finished width varies with the classification of the street itself. For example:
- | | | |
|-------------------|-------|-----------------------------|
| Local Residential | - 28' | paved curb to curb minimum. |
| Collector | - 36' | " " " " " |
| Major | - 46' | " " " " " |
- (d) Under the Corporation's Local Improvement Policy the property-owner on any street is required to share only for 14' of road or a total of 28' for both sides. Should there be any relationship between the Local Improvement Policy and the Subdivision Servicing requirement? If so, the Corporation would need funds to construct the required width over 28'.
- (e) Classification of the streets would be done by the Planning Department in consideration of a Subdivision application.

II - NEW ROADS.

- (a) Present policy is to require subdivider to instal to gravel interim standard.
- (b) It is suggested that this be changed to require full-standard paved curb-to-curb road in accordance with the classification of the road(s) as determined by Planning.
- (c) Consideration might well be given by Council to the situation wherein a major road is created by the Subdivision. (1) I (d) also refers.

(.....3)

III. IMPROVING ROADS

- (a) Improvement of roads outside a Subdivision cannot be required as an actual "Subdivision servicing requirement".
- (b) The proposed By-law has been so drawn as to specifically direct the Approving Officer to recognize as "Public Interest" any cost of improving an existing road, or for that matter, other service on an existing road.
- (c) Under the heading of "Public Interest" such existing roads would be included as requiring servicing by the subdivider.
- (d) It is where there is an existing road that many problems result from the state of contiguous portions of the road.
- (e) As examples: take a street now developed to interim paved standard:

- Should we require a short portion to be improved to curb-to-curb standard?

take a street now developed to gravel standard only:

- Should we require this portion to be improved to any extent whatsoever?

- (f) With respect to existing roads the simplest, fairest, and most defensible approach would appear to be to require such roads to be brought to the highest standard of contiguous sections, such standard to include any approved improvement.
- (g) There are two other possibilities:
 - (1) Road to be designated and the subdivider to deposit cost of increasing existing road to new road standard.
 - (2) Subdivider to deposit the cost of services which would normally be installed later by Local Improvement at the cost of the abutting owners.

The major problem with the above (apart from any question of legality) is the fact that installation of the services would ultimately depend upon the vote of neighbours and the passage of a Local Improvement By-law. The owners of the new lots may never see the services they have indirectly paid for.

(.....4)

(2) WATER

- (a) The Act permits the Corporation to require Water as a condition of subdivision.
- (b) No change appears indicated in the present policy.
- (c) The Water Utility picks up costs of pipes over 6". (only 1 case in last 4 years).

(3) SANITARY SEWERS

(a) The Act permits the Corporation to require Sanitary Sewers as a condition of subdivision.

- (b) Present policy is to require installation of Sanitary Sewers where outlet is available.
- (c) Council may authorize extension of the sewer system to the edge of the subdivision to provide the necessary outlet.
- (d) Subject to Health Dept. authorization, subdivision is still permitted with septic tank sewage control where sewers are not possible.
- (e) Sewer Utility may pick up costs of excess size of a sub-trunk required through a subdivision and which serves other areas.
- (f) There is a question as to whether any small lot should be permitted with septic tank.

(4) STORM SEWERS

- (a) The Act permits the Corporation to require drainage as a condition of subdivision.
- (b) Present policy is to require drainage as determined by the Municipal Engineer.
- (c) There is no policy of the Corporation sharing in the cost of drainage.
- (d) These costs often come high.
- (e) It may well be a contributing factor to so many tentative approvals not proceeding to subdivision.
- (f) It would appear that subdividers await contiguous Local Improvement or General Drainage works to reduce drainage costs.
- (g) The Corporation has tacitly accepted a great deal of responsibility, in built-up areas for drainage, e.g. combined sewer systems and complete storm sewer systems.
- (h) Watercourses still have their place in the drainage system and where the Engineer feels it warranted a policy of accepting Water Reserves to contain such water courses would appear indicated.
- (i) When water courses intersect the lot pattern, such reserves should be the width of the normal lot within the subdivision.

(.....5)

(6) STREET LIGHTS.

- (a) Street Lights are not specifically mentioned in the Act but the Corporation is not permitted to require if they are considered to be included in the term "landscape".
- (b) Intersection lighting is normally provided at General Expense.
- (c) Ornamental Lighting is normally provided as a Local Improvement.
- (d) Improved lighting either by additional drop lights or to ornamental standard has been provided at General Expense on selected streets.
- (e) Ornamental lighting loses much if Utility poles are still on the streets.
- (f) Whether or not there are Utility poles on the street depends upon planning of the subdivision, i.e. lanes or utility easements to accommodate Utility poles off-street.
- (g) The desirability of small unintegrated areas of ornamental lighting is questionable.
- (h) The subdivision servicing requirement of street lighting for most subdivisions complicates the problem of general standards of servicing.

(6) UNDERGROUND WIRING.

- (a) Underground wiring is a highly desirable objective.
- (b) It would raise the cost of subdivision servicing but this is extremely difficult to calculate except in relation to a specific subdivision.
- (c) It would place the subdivider at the will of the B. C. Hydro and B. C. Telephone as the Corporation has no control over these Utilities.
- (d) Subdivision could be unduly delayed on this account.
- (e) The gain aesthetically is not appreciable unless the subdivision is of relatively large size and the full effect of no utility poles on streets can be achieved.
- (f) The underground wiring can be achieved for small numbers of lots but the cost is proportionately higher per lot unless there are about 30-35 lots in the subdivision.
- (g) Unless there is a self-contained" area the effect could be completely lost by the necessity of Utility poles for contiguous areas.

(7) Screen Walls Posts and Plates.

- (a) This is a relatively inexpensive requirement.
- (b) It creates no particular problem in determining subdivision servicing costs.
- (c) It can be applied impartially with no suggestion of discrimination against.

(.....6)

GENERAL CONCLUSIONS.

A complete review and appreciation of Burnaby's
Subdivision Servicing Requirements reveals:

1. The improvements in servicing through the requirement of drainage and the construction of roads to a higher standard was very significant and new subdivisions over the past few years have been to excellent standard in this regard.
2. Because of the high standard of drainage and road construction the "back-log" of expense to the Corporation has been greatly mitigated.
3. New subdivision roads can be brought to finished standard at minimum cost because of the drainage and gravel road construction standard.
4. Such roads damaged or deteriorated are somewhat more expensive.
5. The Municipal proportion of local improvement costs for most new subdivision roads is quite reasonable.
6. The percentage figure of 70% which has been quoted is one which applies to local improvements with a high drainage, over-width road and over-width lot content.
7. Only the over-width road factor is normally encountered in a subdivision built under the existing subdivision servicing requirements.
8. The requirement for roads is amenable to raising without too much difficulty.
9. Subdivisions vary so much in size, location, et cetera, that it is extremely difficult to have a set of rules which can be fairly applied if the subdivision servicing standard is raised too drastically.
10. If subdivisions could be put in classes the problem could be minimized, e.g.

Class "A" - Subdivisions of over 30 lots where by Council directive the Approving Officer would be required to examine the possibility of having the subdivider, in addition to the regular subdivision servicing, provide underground wiring and street lighting.

Class "B" - Subdivisions of under 30 lots where the by-law requirements would suffice.

(.....7)

RECOMMENDATIONS

To be recommended:

1. That curb-to-curb paved streets be required in subdivisions for all roads created by the subdivision.
2. That the Approving Officer be required to see that existing roads contiguous to the subdivision be brought at subdivider's expense to the same standard as the connecting road, (including any approved improvements), in the public interest, when such existing road is less than 1 block in length. If the road is of 1 block in length then the existing road to be finished curb-to-curb.
3. That the Approving Officer be permitted to accept Water Reserves for drainage purposes where the Engineer so recommends, in lieu of enclosed drainage.
4. That there be no relaxation in the drainage requirements.
5. That there be no subdivision servicing requirement for street-lighting, underground wiring, or street name plates for normal subdivision.
6. That consideration be given to a classification of Subdivisions with the Approving Officer responsible for attempting to achieve the higher standard with underground wiring and street-lighting where such may be physically and economically reasonable.
7. That the requirements and policies respecting water and sewer remain as at present.

Respectfully submitted,



H. W. Balfour,
MUNICIPAL MANAGER.

HE:cb

THE CORPORATION OF THE DISTRICT OF BURBURY

INTER-OFFICE COMMUNICATION

TO: APPROVING OFFICER DEPARTMENT:

FROM: CLERK DEPARTMENT:

SUBJECT: Subdivision Servicing Standards

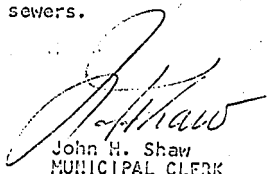
DATE: Sept. 20, 1968

OUR FILE #

YOUR FILE #

Further to my letter of August 11th relative to the above captioned matter, I would now advise that Council on September 17th directed that all subdivision applications, including those that have been held in abeyance since the direction of Council on August 10, 1968, be processed in accordance with the following servicing prerequisites:

- (1) That in every case the subdivider provide the following class of services:
 - (a) Paved roads to the width that is dictated by the classification of the particular street concerned.
 - (b) Concrete curbs.
 - (c) Domestic water supply.
 - (d) Storm and sanitary sewers.
 - (e) Paved lanes.



John H. Shaw
MUNICIPAL CLERK

EM:cc

CC: ENGINEER
CHIEF SANITARY INSPECTOR
CHIEF BUILDING INSPECTOR
SOLICITOR
TREASURER
MANAGER

THE CORPORATION OF THE DISTRICT OF COLUMBIA

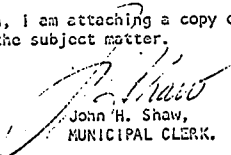
INTER-OFFICE COMMUNICATION

REPLYING OFFICER	DEPARTMENT:	DATE: September 17, 1904
TO:	DEPARTMENT:	OUR FILE #
SUBJECT: Location of Utility Poles		YOUR FILE #

This is to advise that Council on September 8th instituted a policy whereby utility poles that are to be installed in new subdivisions be located in positions other than road allowances established by, or involved in, such subdivisions.

The Council would ask that you exercise discretion in connection with this matter when examining subdivision plans and that you also take into account the inherent powers of both the D.C. Telephone Company and the D.C. Hydro and Power Authority relative to the provision of utility poles.

For your additional information, I am attaching a copy of the report received by Council in connection with the subject matter.

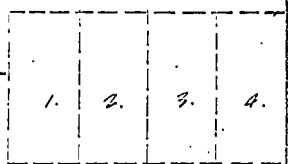

John H. Shaw,
MUNICIPAL CLERK.

EH/cow

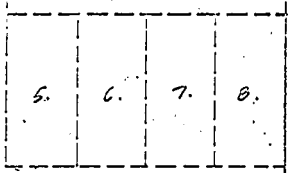
Attach.

C.C. ENGINEER
MANAGER

NEW SUBDIVISION



NEW ROAD
FULL STANDARD
REQUIRED.



EXISTING
INTERIM ROAD.

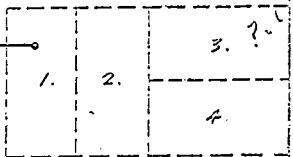
NO LOTS FRONTING

NO IMPROVEMENT
REQUIRED.

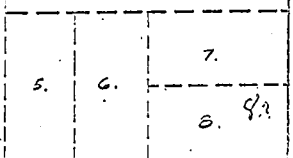
1.



NEW SUBDIVISION



NEW ROAD
FULL STANDARD
REQUIRED.

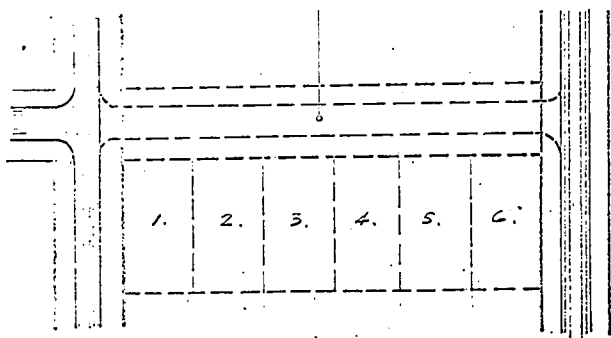


EXISTING
INTERIM ROAD

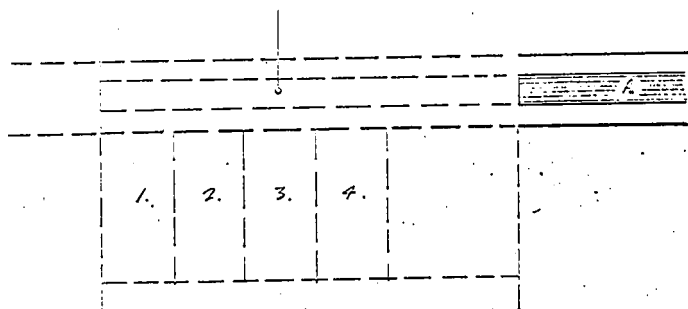
LOTS FRONTING

NO IMPROVEMENT
REQUIRED.

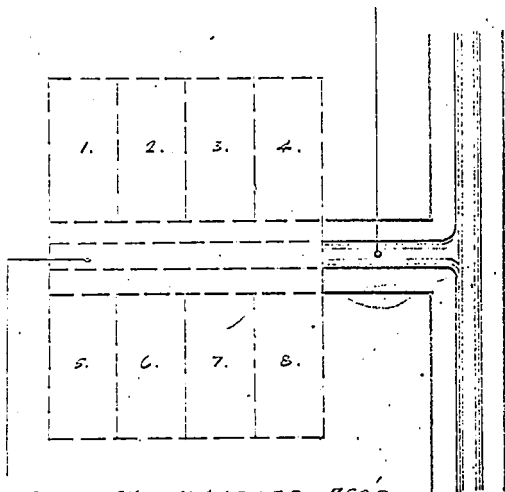
EXISTING DEDICATED UNCONSTRUCTED ROAD - BLOCK LONG
FULL STANDARD REQUIRED



EXISTING DEDICATED BUT UNCONSTRUCTED ROAD
TO BE CONSTRUCTED TO STANDARD OF A.



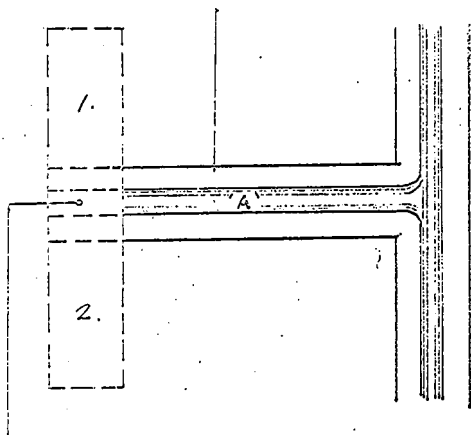
INTERIM EXISTING ROAD NO IMPROVEMENT REQUIRED.



NEW ROAD FULL STANDARD ROAD

5

INTERIM EXISTING ROAD NO IMPROVEMENT REQUIRED.



NEW ROAD DISCRETION NEEDED TO
ACCEPT SAME STANDARD AS 'A'

THE CORPORATION OF THE DISTRICT OF BURNAEY

Planning Department

PROCESSING OF APPLICATIONS FOR SUBDIVISION OF LAND

1. In order to subdivide land for the purpose of registering or conveying title, it is necessary to obtain the consent of the Approving Officer of the Municipality. The requirements for approval and the authority of the Approving Officer are set forth in the Burnaby Subdivision Control Bylaw, the Land Registry Act, and the Municipal Act.
2. There are two stages: Application for Preliminary Approval and Application for Final Approval.

A. Preliminary Approval

The procedure for obtaining Preliminary Approval is as follows:

- (a) An owner or his authorized agent desiring to subdivide land should make Preliminary Application at the Planning Department. Such application may be made either personally or by letter.
- (b) The inspection fee of two dollars is paid upon application for Preliminary Approval of subdivision.
- (d) Upon completion of the examination, the applicant is notified of the Approving Officer's decision by letter. This notification may also advise of the approximate cost of servicing the development. This approval is valid for a period of three months.

B. Final Approval

After receipt of Preliminary Approval, the applicant can proceed by applying for Final Approval. The applicant can have a survey plan prepared by a B.C. Land Surveyor or have a legal description prepared in the case where a survey plan is not required for registration purposes. The Land Registry Office, New Westminster, LA 1-8341, supplies the required forms where only a legal description is necessary.

3. Subdivision will not receive final approval until services have been completed to the satisfaction of the Municipal Engineer or monies to cover the cost of the installation have been deposited in trust with the Treasurer's Department. All streets, lanes, sewers, and drainage facilities where required for the creation of a subdivision must be paid for by the developer. In addition, water mains, where none exist, shall be provided to service each parcel.

4. Certified cheques or currency are required in the following circumstances:
 - (a) A deposit for work to be performed by the Municipality in the servicing of a subdivision. This also applies when the Engineer requires a deposit for costs incurred in inspecting works in a subdivision.
 - (b) A deposit in lieu of a performance bond for any purpose whatsoever.
 - (c) Payment of taxes - where the Approving Officer requests a certificate pursuant to Section 89 of the Land Registry Act, and there are current taxes, arrears of taxes, delinquent taxes or any combination of these owing.
5. The surveyor's plan or the legal document must be tendered for final approval and the signature of the Approving Officer. At this time current taxes must be paid as per paragraph 4(c).
6. After receiving the Approving Officers' certification, the subdivision should be registered by the applicant at the Land Registry Office, New Westminster, within 30 days. Should the final plan not be registered within that time, re-approval must be obtained from the Approving Officer.
7. Should the occasion arise where it is desired that an application be reconsidered, or objection to the Approving Officer's decision is held, such request or complaint should be made in writing, setting forth the pertinent circumstances.

MUNICIPAL PLANNING DEPARTMENT
SUBDIVISION STATISTICS FROM JUNE 1964 to JUNE 1967

	from June 1964	1965	1966	to June 1967	TOTAL
1. Number of Applications	150	230	264	135	309
2. Number of lots created	110	330	270	85	825
3. Number of deposits made for future sewer construction		As of January 21, 1967 twelve, \$600.00 deposits.			
4. Total loan costs held in trust		44 deposits totalling \$13,467.00 as of January 21, 1967			
5. Servicing Costs - finalized subdivision (sample)	<p>157 lots were created at a servicing cost of \$1,168,300.00 - an average of \$2,550.00 per lot.</p>				
6. Servicing Costs - incomplete subdivision (sample) (tentative approval only)	<p>240 lots received tentative approval with a servicing cost of \$794,720.00 - an average of \$3,300.00 per lot.</p>				
7. Number of lots approved on septic tanks		12	(i.e. 833 lots created on sewer)		
8. Number of lots created with underground wiring		145			