City of Richmond

Processing Procedures for Subdivisions with Servicing Agreements

Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

richmond.ca

1. *Subdivision Application* is received by the Development Applications Department.
2. The application is reviewed by various City departments to:
   a) determine if the City's existing water distribution, sewage collection and drainage collection systems have adequate capacity to service the proposed development and any future extensions;
   b) determine if the existing City roads, lanes directly or indirectly associated with the proposed development require upgrades and to determine whether or not the access onto the existing road is in accordance with City policies and bylaws;
   c) ensure open space requirements are adhered to;
   d) determine if road dedications, statutory right of ways, and offsite works are required; and
   e) calculate Development Cost Charges and applicable Fees.
3. When a preliminary letter of approval has been received from the City's Approving Officer, the applicant may then proceed to the engineering design stage by its engineering consultants.
4. The Engineering Consultant and the Development Applications Department meet to discuss Engineering and Transportation requirements.
5. The applicant completes and submits a Servicing Agreement (SA) application using the MyPermit portal and pays the SA application fee online if eligible. Please note that Servicing Agreement applications are only accepted electrically through the MyPermit portal.
6. The Engineering Consultant prepares and digitally submits signed and sealed SA drawings and documents to the MyPermit portal to circulate to various City departments for review. Please visit richmond.ca/business-development/e-plan/mypermit/servicing-agreement.htm for SA submission details and requirements.
7. Once the SA drawings are approved by the City, the applicant submits the winning contractor's quote to the Development Applications Department for review.
8. The City will determine the SA security.
9. The Development Applications Department prepares instructions to the City's Law Department for preparation of the SA.
10. The Law Department sends a completed SA to the Development Applications Department for review of content.
11. The applicant submits the SA security to Development Applications Department.
12. SA is checked and passed on to the Manager of Engineering Planning for signature and returned to the Law Department. The Law Department forwards SA to the Mayor for approval of proposed development to install and construct the required works and services.