



Ministry of
Transportation
and Infrastructure



Understanding Development Approvals in the Ministry of Transportation and Infrastructure

Presenter

Ryan Evanoff – Senior District Development Technician and acting Provincial Approving Officer
Vancouver Island District

BC Job Plan Webinar Series – October 29, 2015

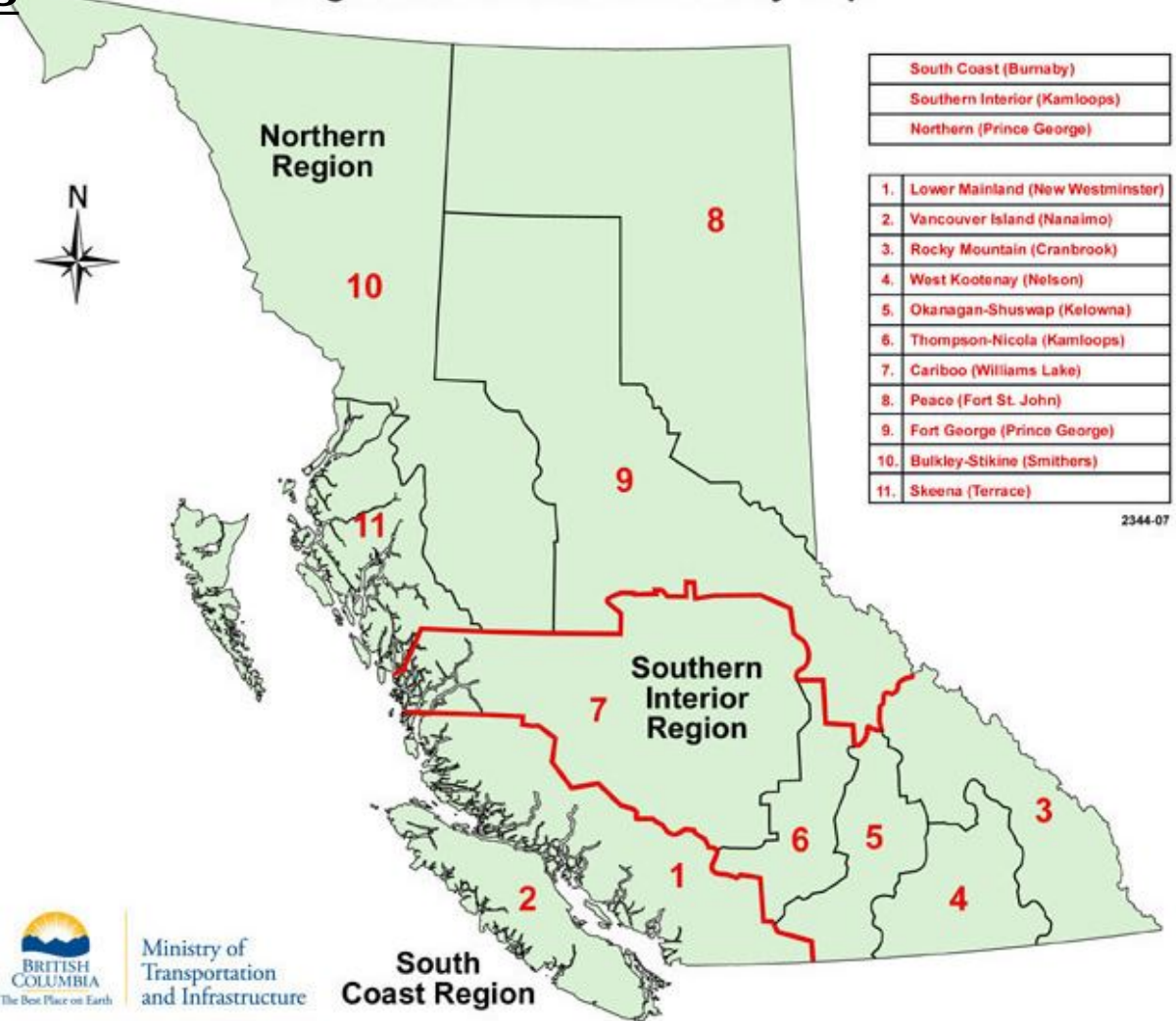
Regions and Districts

Each region has a regional office. A regional office may also include district staff.

Districts are broken down into smaller service areas. Each service area will often have a local area office.

The day to day decision making and work you will most likely engage in with the Ministry is through District staff in one of our local area offices.

Regional and District Boundary Map





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District Staff

District Manager

Operations Managers (1 per service area)

Provincial Approving Officer

District Engineers

Senior Development Approvals Technician

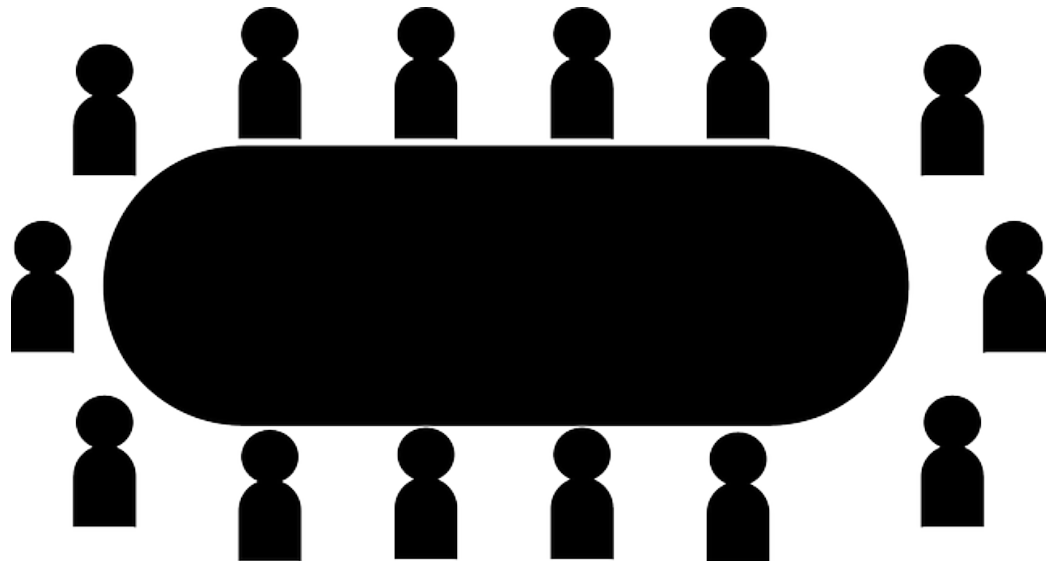
Road Area Managers

Bridge (and structures) Managers

Development Approval Technicians

Operations Technicians

Clerical Staff



Controlled Access Highways

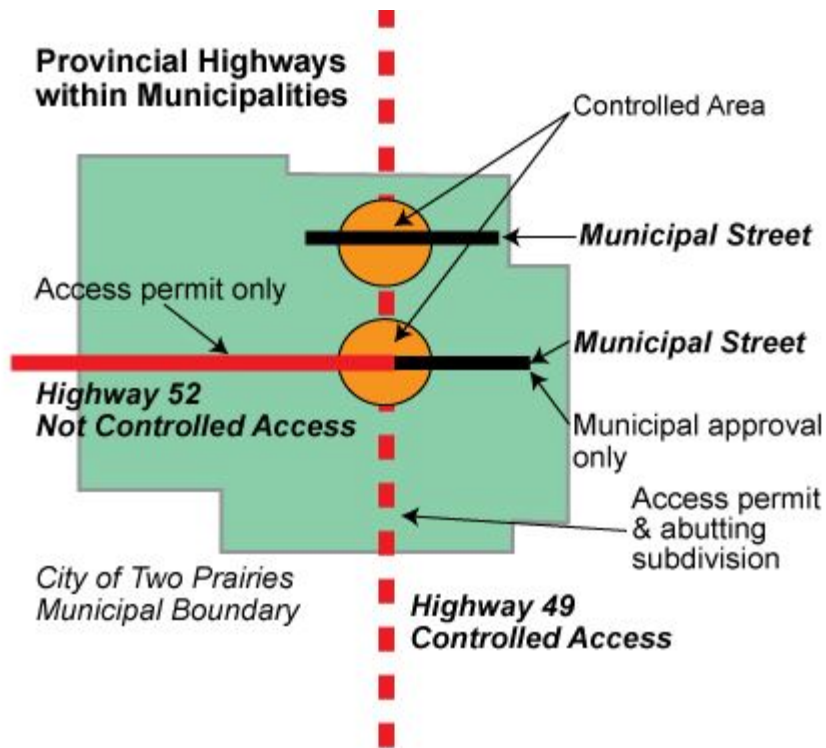
Designated under Section 48 of the Transportation Act.

Designated to accommodate traffic flows rather than access to a greater degree than other highways.

Ministry has the authority to restrict and limit access to these designated highways.

Generally a numbered provincial highway is a controlled access highway.





The “Controlled Area”

The Controlled Area is the land within an 800m radius of intersections on a controlled access highway (yellow circles in diagram).

The Ministry is required to approve certain Municipal processes within these areas. This responsibility is delegated to the Ministry by Section 52 of the Transportation Act.



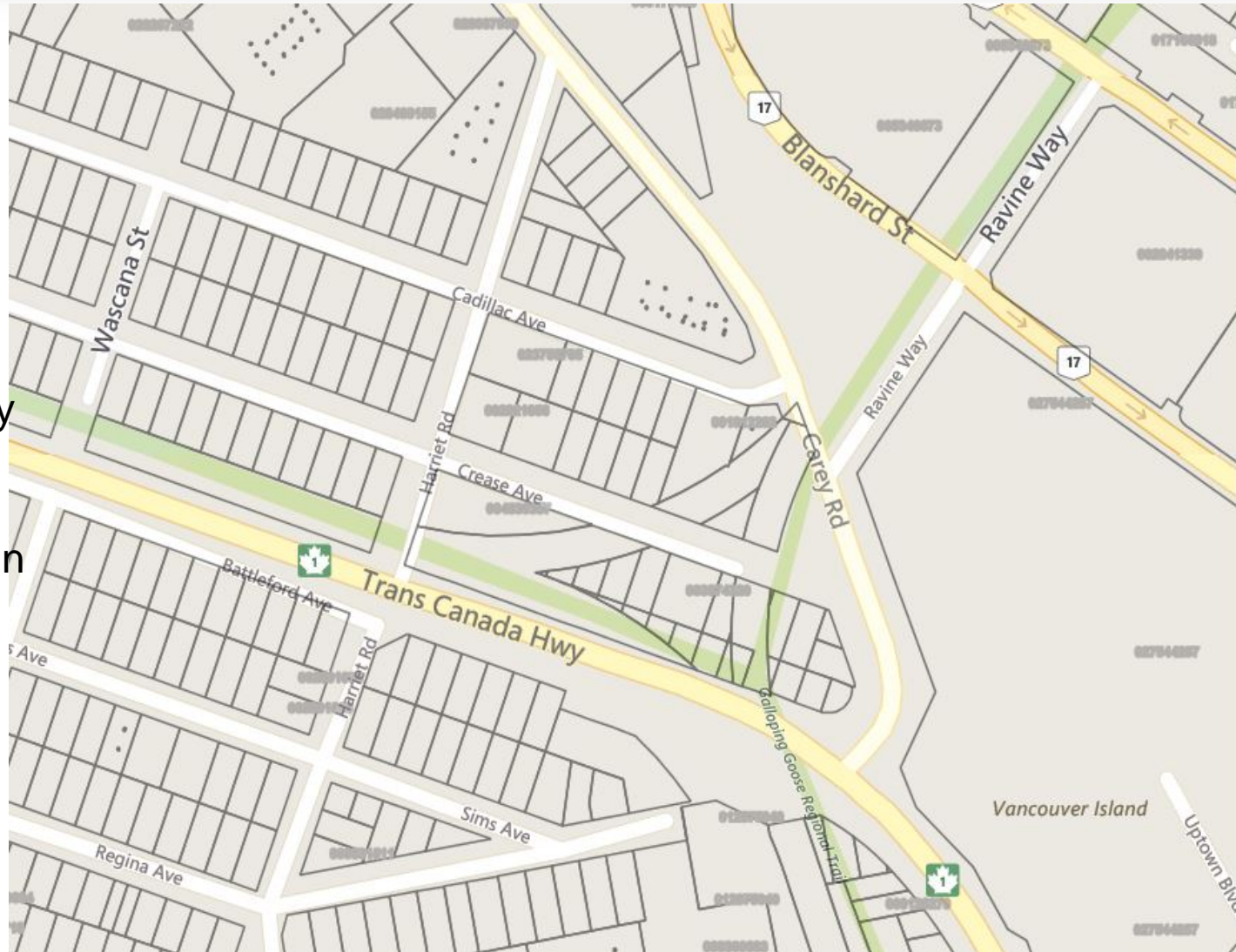
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Road Dedications

Crown land established by legal survey plans (subdivision and reference plans).

Within a municipality a highway must be specifically designated to remain under Ministry management.





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Development Approvals

Development Approvals is the arm of the Ministry responsible for processing, reviewing and completion of permits, approvals, and subdivisions. It is staffed primarily with Development Approvals Technicians (Dev Techs).

Guided by a wide range of legislation including the Transportation Act and Land Title Act.

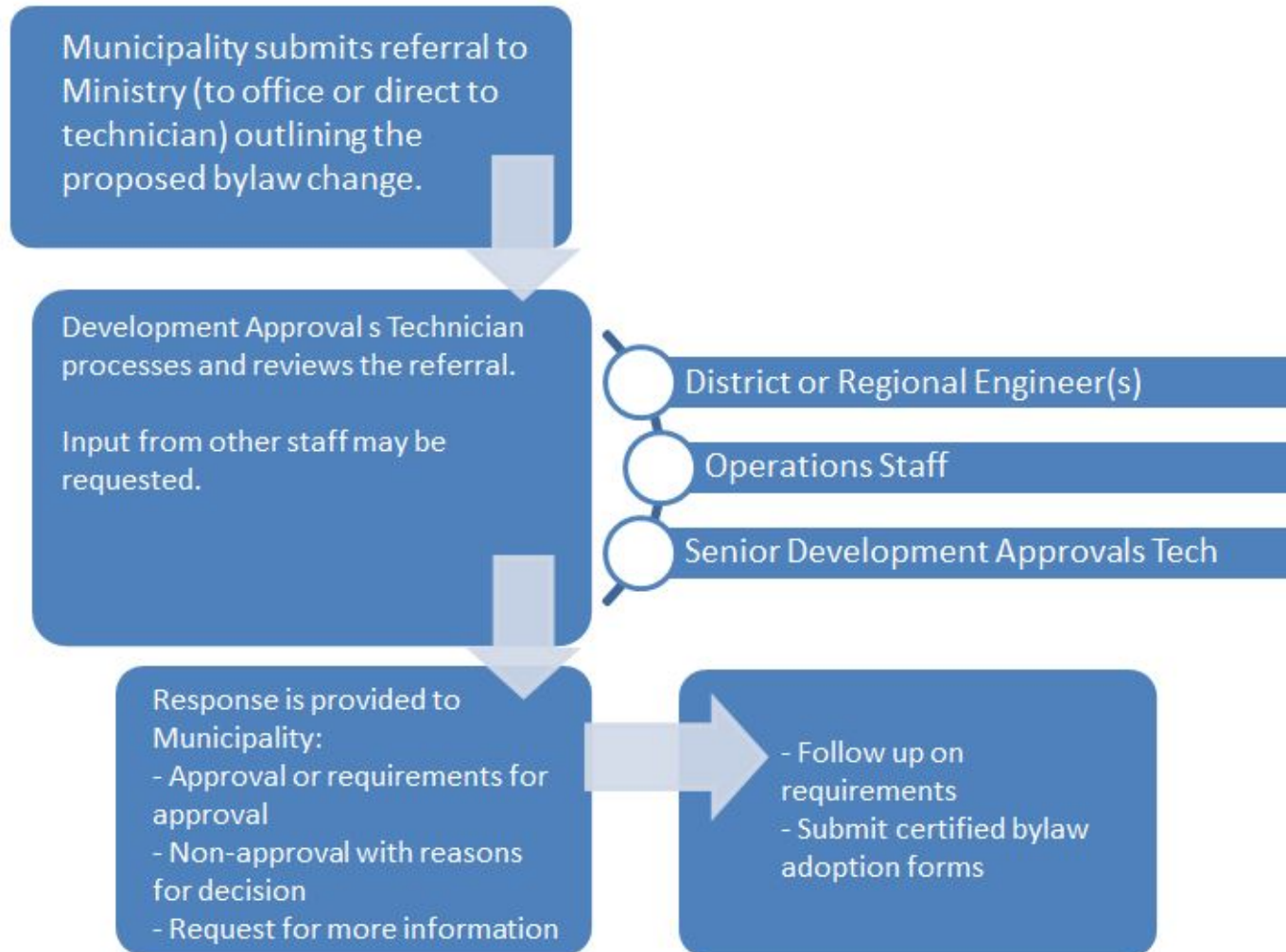
Dev Techs also assist the public, local governments and other agencies with historical information, technical specifications, processes and general information.



When to Apply

- **Approvals**
 - Local government process affecting parcel(s) within the controlled area.
 - Release of a legal agreement (covenant or other) where the Ministry is a party.
- **Subdivisions Within Municipalities:**
 - Any proposal that will subdivide a parcel of land immediately adjacent to the surveyed dedication of a controlled access highway.
 - Any proposal that will require relief from certain requirements of the Land Title Act (such as access to water) regardless of its location.
- **Subdivisions Outside of Municipalities:**
 - Any subdivision that requires approval under the Land Title Act
- **Permits**
 - Any planned construction work within a road dedication managed by the Ministry will require a permit
 - Access permits

Municipal Bylaw Approval Process





Bylaw Requirements

Typical requirements possible for municipal approvals

- **Access permits and/or construction.**
Detailed permit processes including review of necessary engineered designs may be required.
- **Legal agreements restricting use or construction.**
Covenants which restrict building on a parcel can be used to allow processes to complete prior to construction works being done.
- **Road construction or improvements to existing road network.**
Generally only required with significant developments but a given area can only handle so much traffic.
- **Traffic impact assessments.**
The recommendations of these reports can lead to any of the conditions

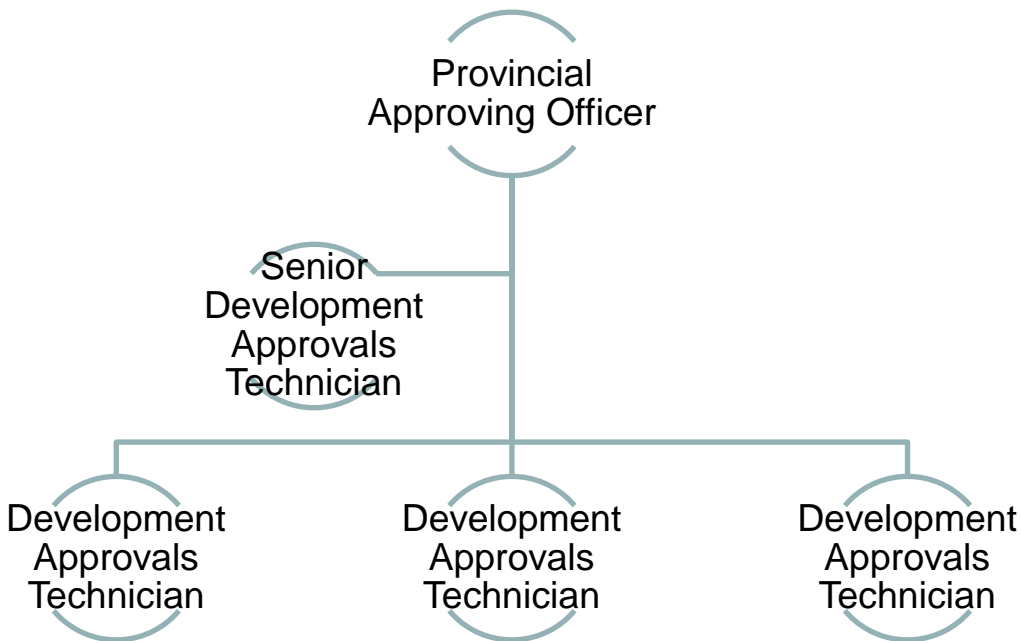


Subdivision Approvals

Through various legislation the Ministry of Transportation is responsible for the review and approval of subdivision applications adjacent to controlled access highways and within unincorporated areas across British Columbia.

Phases:

- Application
- Referral, review and inspection
- Preliminary report submission to PAO
- Preliminary approval or non-approval
- Final submission
- Final review and submission to PAO
- Return of signed subdivision plan (legal survey plan)





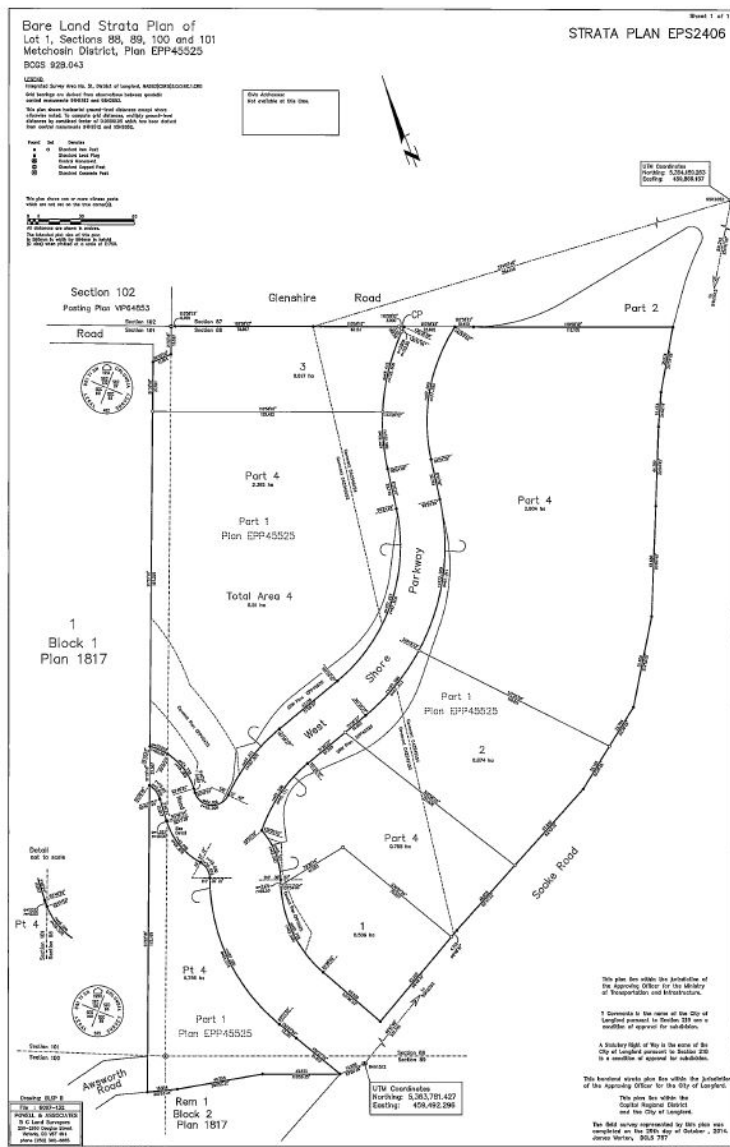
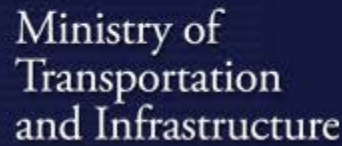
Subdivisions in a Municipality

Subdivisions within a municipality are primarily reviewed from the perspective of access to, and impact on, existing provincial highway networks.

All Land Title Act requirements are reviewed, but often the municipality has provided for many of them; such as access to potable water and sewage disposal.

Proposals must meet all requirements of **both** the Ministry and the Municipality.

The Municipality will often act on your behalf once an application is made to them. Discussions regarding the proposal may occur between Ministry and municipal staff.



Some best practices to help in your subdivision applications:
- The more information you provide in the submission, the faster the process can go.

- Placing survey stakes or ribbon in the field to visually mark lot corners, accesses, right-of-ways and dedications can greatly aid the Dev Tech during site inspection.
- Leave wiggle room in proposed lot areas to allow for Ministry requirements such as road dedications, drainage right-of-ways or returning water bodies to the crown.
- Always ensure that your proposal will meet local government zoning, subdivision servicing bylaws, development permit guidelines and other relevant legislation before applying.
- Be prepared in your budget to allow for new road construction or existing road improvements.
- Many private property owners choose to use a third party company as an agent who will handle their subdivision application process.
- Submit a detailed survey plan for your proposal.



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PROVINCIAL PUBLIC HIGHWAY PERMIT APPLICATION

District File Number

Your File Number

The personal information on this form is collected under the authority of the Transportation Act. The information collected will be used to process your application. If you have any questions about the collection, use and disclosure of this information, contact the local Ministry of Transportation District Development Technician.

Submit this application to the Ministry of Transportation Office or a Front Counter BC Office in your area.

I (We) hereby propose the following use or occupation requiring authorization under the *Transportation Act*, in accordance with the attached plans and specifications submitted. It is understood that this application is not complete until a covering permit has been issued.

(Please check the category below which best describes your proposal)

WORKS ON THE RIGHT OF WAY

- ☐ Bus Stops, Shelters and Benches
- ☐ Cattle Guards and Gates
- ☐ Digital Communications
- ☐ Exploratory Survey

Fencing

- ☐ Luminaries and Signals
- ☐ Mailboxes and Newsletter Boxes
- ☐ Pipelines
- ☐ Polelines
- ☐ Roadworks
- ☐ Sidewalks and Landscaping

Signs

- ☐ Underground Cable, Telephone and Power

ACCESS

- ☐ Ordinary Access
- ☐ Controlled Access
- ☐ Industrial Transportation Certificate

SPECIAL EVENTS

- ☐ Filming
- ☐ Special Events

STRUCTURES

- ☐ Cattle Drive
- ☐ Encroachment
- ☐ setback

☐ Miscellaneous (describe)

LOCATION (include civic address)

The proposal consists of and is described as follows:

DESCRIPTION

Dates (proposed):

Times: From: a.m./p.m. To: a.m./p.m.

THE FULL LEGAL DESCRIPTION OF THE PROPERTY TO BE SERVED

Permits

Use of a public road dedication, managed by the Ministry requires a permit issued by a development approvals technician.

There are various permit types including:
Accesses

Utility installations (above and below ground)

Use of a highway for a special event

Structure encroachments

Signs

Permitted Accesses

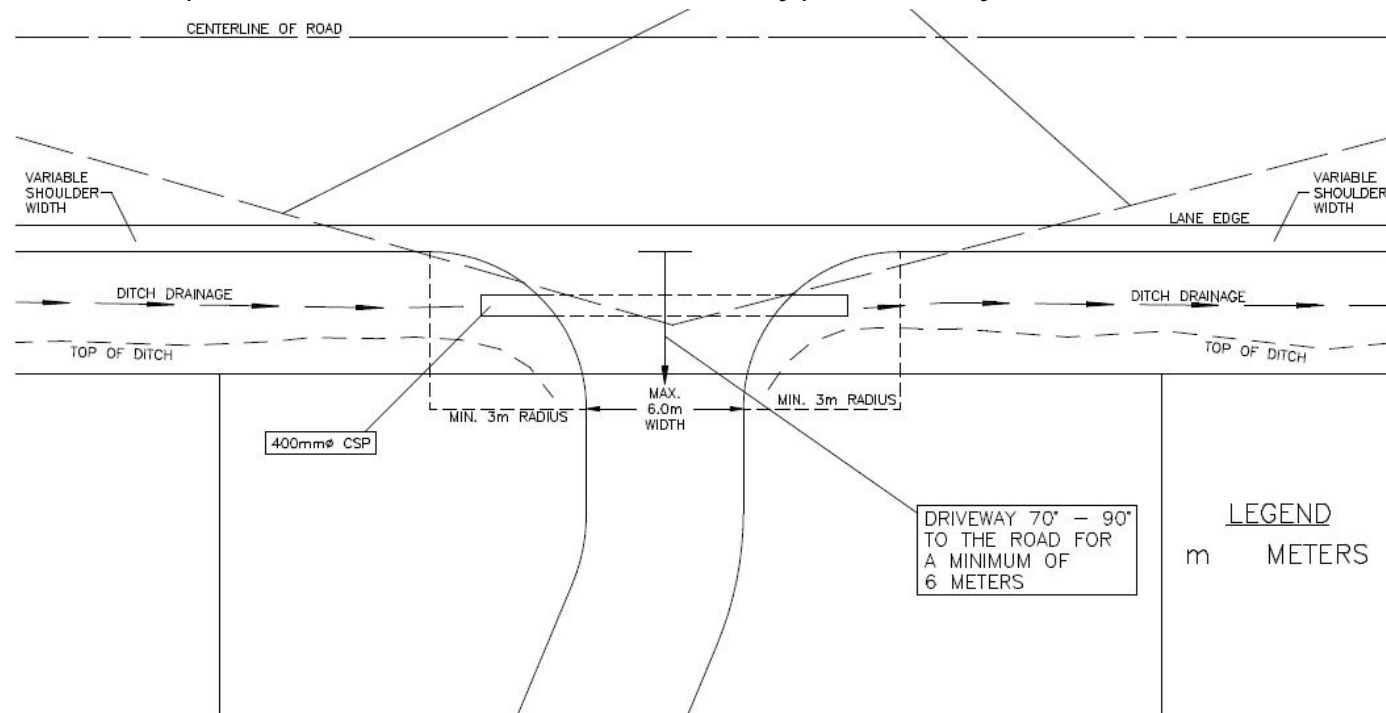
Accesses that require a permit:

Commercial use – to any road

Industrial use – to any road

Residential use (single driveway) – to controlled access highways only

Residential use (shared or multi use driveway) – to any road



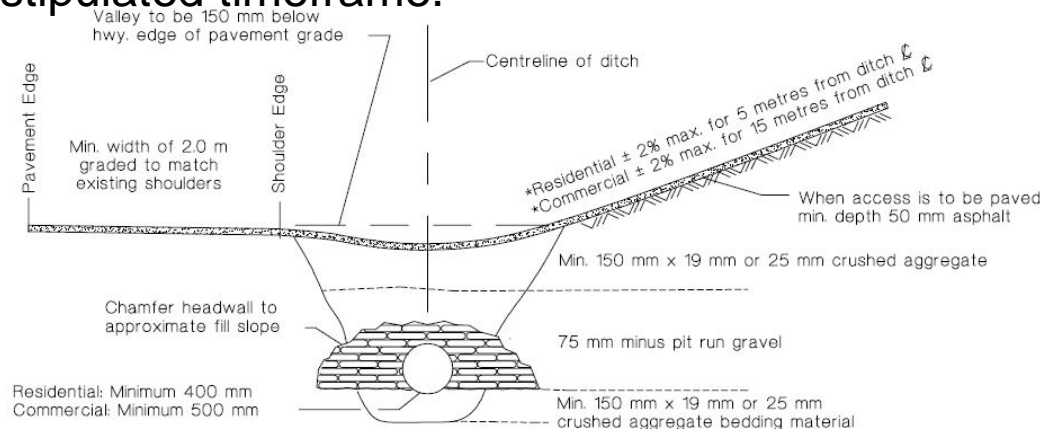
Permit Tips

Some best practices when dealing with permit applications:

Flagging or marking proposed accesses in the field can easily allow the Dev Tech to review **your** proposed location.

All technician specifications for road, access and structure construction is available online in .pdf formats (Google is your friend).

The cheapest option will not always be your best option. You will be responsible for any works for up to one year (or more) and will be required to replace any works that fail within the stipulated timeframe.





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eDAS

The Electronic Development
Approvals System (eDAS)

System used by all
development approval staff on
all files.

Accessible from outside the
Ministry allowing the public,
professionals, municipalities,
local governments and other
agencies the ability to submit
applications directly to techs
working in the district offices.



B.C. Home

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eDAS ver. 4.0.0 r523

To Do List

Apply for Approval

Apply for Permit

Apply for Subdivision

Application Search

Payment Search

Location Search ▶

Open Map

Person ▶

Admin ▶

My Profile

(Evanoff, Ryan)

Exit this e-service

Subdivision Application

Help ?

Subdivision Type: **Municipal** Status: Preliminary Review No. of Lots: 8
(incl. rem)

File Number: 2015-04215 View Audit MoT Office: Saanich Area Office

Project Description: Municipal Subdivision of 3919 Olympic View Place (Metchosin) - Requires relief from access to water Dev Tech: Ryan Evanoff
Applicant: District of Metchosin Approver: Kirsten A Fagervik
Owner:

Applicant File #: 3320-20 SU 15-01 Road Name:

Legal Description: Lot 1, Sections 45 & 118, Esquimalt District, Plan VIP6801,...

Date Received: Aug 13, 2015 Confirmed Local Gov't: METCHOSIN

Tasks Application Details Prelim Final Parties Locations Roads Inventory
Fees Security Notes Agencies Conditions Related Files Documents

Task	Assigned To	Outcome	Start Date	Completed Date
Review Application	Ryan Evanoff	(None)	Aug 13, 2015	
Check Submission	Ryan Evanoff	Begin Prelim Review	Aug 13, 2015	Aug 13, 2015
Note: Electronic file only, all relevant documents will be attached. RE				
Enter Application	Ryan Evanoff	Submit Application	Aug 13, 2015	Aug 13, 2015

Update Correspond with Applicant Review Application
Close Application Initiate Inspection
Summary Sheet
Save

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Communication and Cooperation Are the Keys

Get to know your local office development approvals contacts!

Pre-submission discussions are encouraged!

Set up a system that works best for you and the staff you are commonly working with!



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Questions or comments?



Contact:
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a/ Provincial Approving Officer
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