

WAWAETANGA I TE ROHE KĀINGA NOHO

SUBDIVISIONS IN THE RESIDENTIAL ZONE

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If you're looking at your property's potential for subdividing, this guide will help you understand if it's possible and the regulatory processes that will need to be followed to make it happen.

Subdivision is a process where land is legally and physically divided or combined to enable separate ownership of land parcels.

Types of property subdivision include:

- **Fee simple** – This typically divides an existing property into two or more sections. It might include a boundary adjustment or an amalgamation.
- **Boundary adjustment** – is the process of moving a boundary between existing titles but retaining the same number of lots.

- **Amalgamation** – is the process of combining two existing titles into one.
- **Unit title** – This creates individual titles to housing units over an existing piece of land. The housing units have a body corporate and the units usually share in the common property, such as driveways and gardens.
- **Cross-lease** – A lease is created over each unit, which is called a “flat”. Each flat owner has shared ownership of the property.

Note: This information is only for infill residential subdivisions. Rural subdivisions have different rules. If you'd like to discuss a rural subdivision, please email planning.services@pncc.govt.nz

This guidance is intended to provide a general overview of subdivision in the Palmerston North Residential Zone, as specified in the Palmerston North District Plan Section 7: Subdivision. Applicants are encouraged to obtain independent advice from professional surveyors and/or planners. This guidance is current as of the date of publication.

District Plan on the web: pncc.govt.nz/districtplan

ME KŌRERO AU KI A WAI MŌ TE WAWAE I TAKU PITO WHENUA?

WHO DO I NEED TO SPEAK TO ABOUT SUBDIVIDING MY PROPERTY?

There are agencies and experts involved in a subdivision process who regulate the quality of the required physical development work. They also make sure new titles are legal and correct.

Before you start:

- Visit geosite.pncc.govt.nz/mapgallery to view land and property information for your site including:
 - District Plan zoning
 - Stormwater, water and sewage connections
 - Current rating information.
- Speak with a land (cadastral) surveyor about what experts you might need to engage, including engineering/planning and legal services to subdivide your property.

The services typically involved as part of the subdivision process include:

- Land Information New Zealand (LINZ)
- Land (cadastral) surveyors
- Legal services
- Planning services
- Engineering services (for example, transport and geotechnical)
- Council planners and development engineers
- Other consultant experts (if required)



HE AHA TE WĀHI KI TE KAUNIHERA?

WHAT IS COUNCIL'S ROLE IN THE PROCESS?

At Council we are primarily concerned with the physical development works and whether the completed subdivision will meet the needs of future users.

Resource consent applications are processed by our planning team in conjunction with our engineering team and any other relevant experts.

THINGS TO CONSIDER

Areas to discuss with your surveyor or planning consultant before you start include:

- Is there suitable vehicle access to all the lots? This needs to be clear of physical constraints, including house eaves.
- Is onsite vehicle turning likely to be required at the property?
- Are there appropriate wastewater, stormwater and sewage connections available?
- Will I require onsite stormwater management for new impervious areas?
- Is it possible that natural hazards on or near the site could impact the future development of the site or surrounding properties? Examples of natural hazards include increased stormwater runoff, ponding of stormwater on the site, water displacement and soil erosion and instability.
- What development contributions might be payable to Council when the site is subdivided?
- What will be the likely property rates of the newly created sections?
- Are there any other matters relevant to my property that I should speak with Council about?

ME WHAI TŪTOHUNGA RAWA?

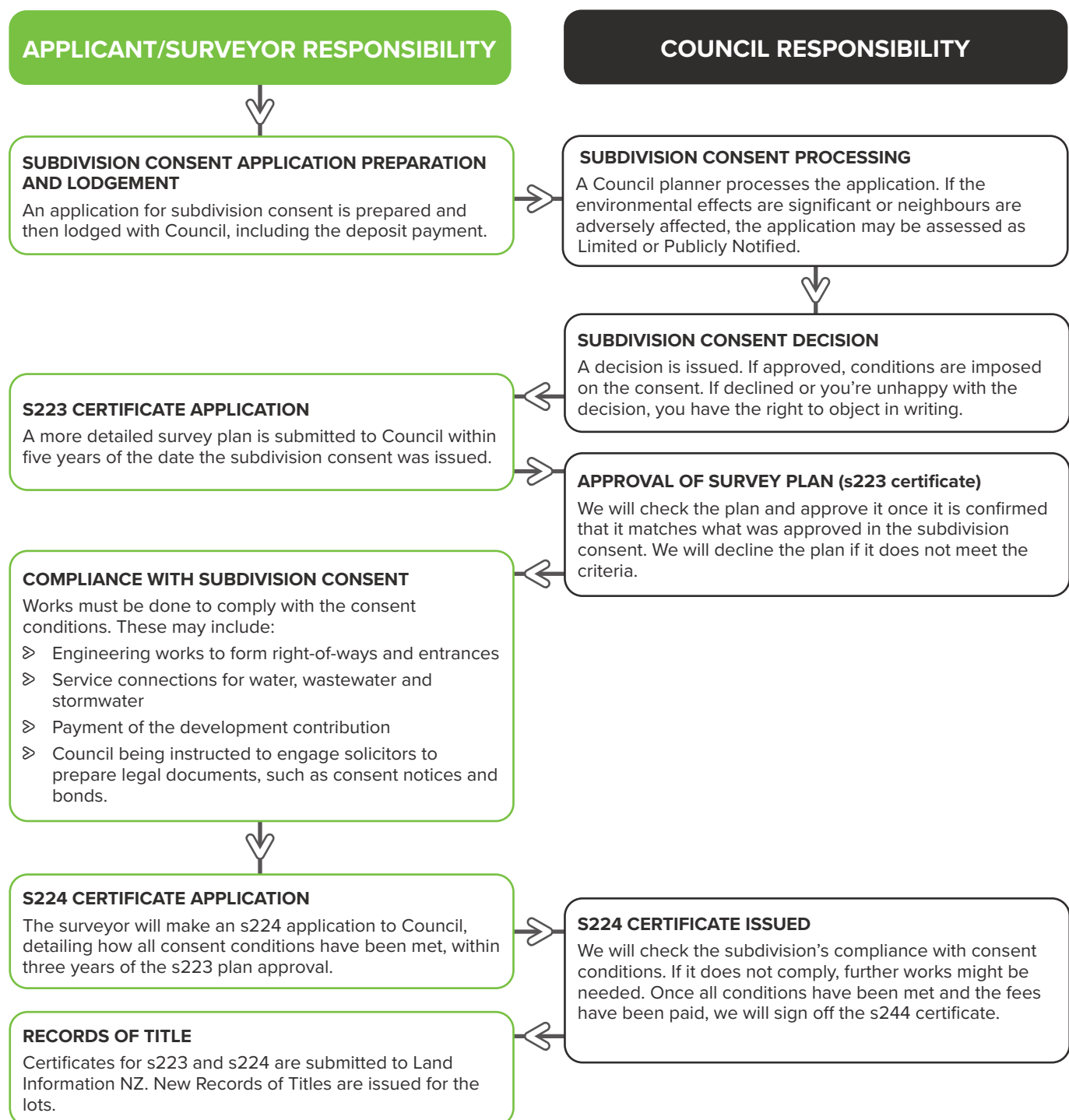
DO I NEED A RESOURCE CONSENT?

Yes, you do. Under the current Palmerston North District Plan (Section 7: Subdivision), all residential subdivisions require a resource consent.

In the residential zone, most subdivisions will be either controlled or restricted discretionary activities.

TE TUKANGA WAWAE PITO WHENUA

THE SUBDIVISION PROCESS



E TAEA ANA TAKU PITO WHENUA TE WAWAE?

CAN I SUBDIVIDE MY PROPERTY?

WAWAETANGA MAHI WHAKAMATUA [TAITARA HEREKORE]

CONTROLLED ACTIVITY SUBDIVISION EXPLAINED [FEE SIMPLE]

A controlled activity subdivision is the most straightforward way to get a resource consent for subdivision in the residential zone. Council is required to grant the consent, but conditions might be imposed. Proposals that meet the controlled activities performance standards (R7.6.1.1 – District Plan: Section 7) will generally have faster and less costly processing of their resource consent.

The performance standards include:

LOT SIZE

Each proposed lot will meet the minimum requirements:

- 350 square metres – Palmerston North urban area

For a two-lot section, approximately 750 square metres is required in total, including a driveway allowance.

- 500 square metres – Napier Road Extension Area, Ashhurst, Bunnythorpe and Longburn village

For a two-lot section, approximately 1050 square metres is required in total, including a driveway allowance.

ACCESS (DRIVEWAY)

This may be provided by a single access, access leg or a right of way, which meets the relevant requirements outlined in the District Plan: section 7 and section 20. The minimum-width requirements to meet this rule are:

- Shared access serving 1 lot – 3 metres wide
- Shared access serving 2 to 3 lots – 3.5 metres wide
- Access serving 4 to 6 lots – 5 metres wide





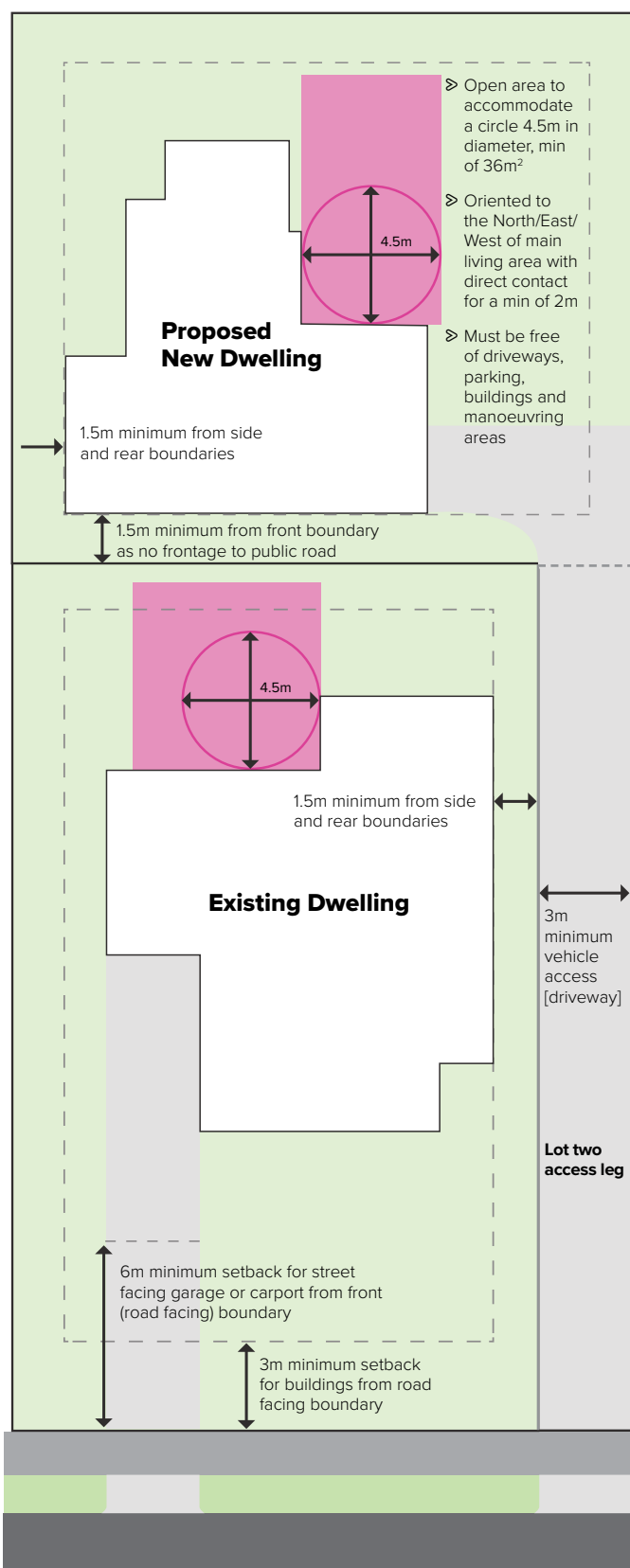
EXISTING BUILDINGS

If you have an existing house (dwelling) on the site, the location of that house is key. The subdivision should ensure that it continues to meet the residential zone standards following the subdivision.

These include that there is:

- An outdoor living (amenity) area to the north, east or west of the house's living area (dining or lounge room). The area should be a minimum of 36 square metres, which can contain a 4.5-metre diameter circle.
- 3.0 metre distance from the front boundary
- 1.5 metre distance from other boundaries
- Site coverage of up to 40 percent on sites less than 500 square metres
- Site coverage of up to 200 square metres on sites between 500 square metres and 572 square metres
- Site coverage of up to 35 percent on sites more than 572 square metres
- Site coverage of 30 percent for sites within the Napier Road Residential Extension Area.

Note: For the Aokautere Development Area and the Aokautere Parklands Area, provisions about the developable land and average area of lots may also apply. See the District Plan Section 7 or speak to a surveyor for further details.

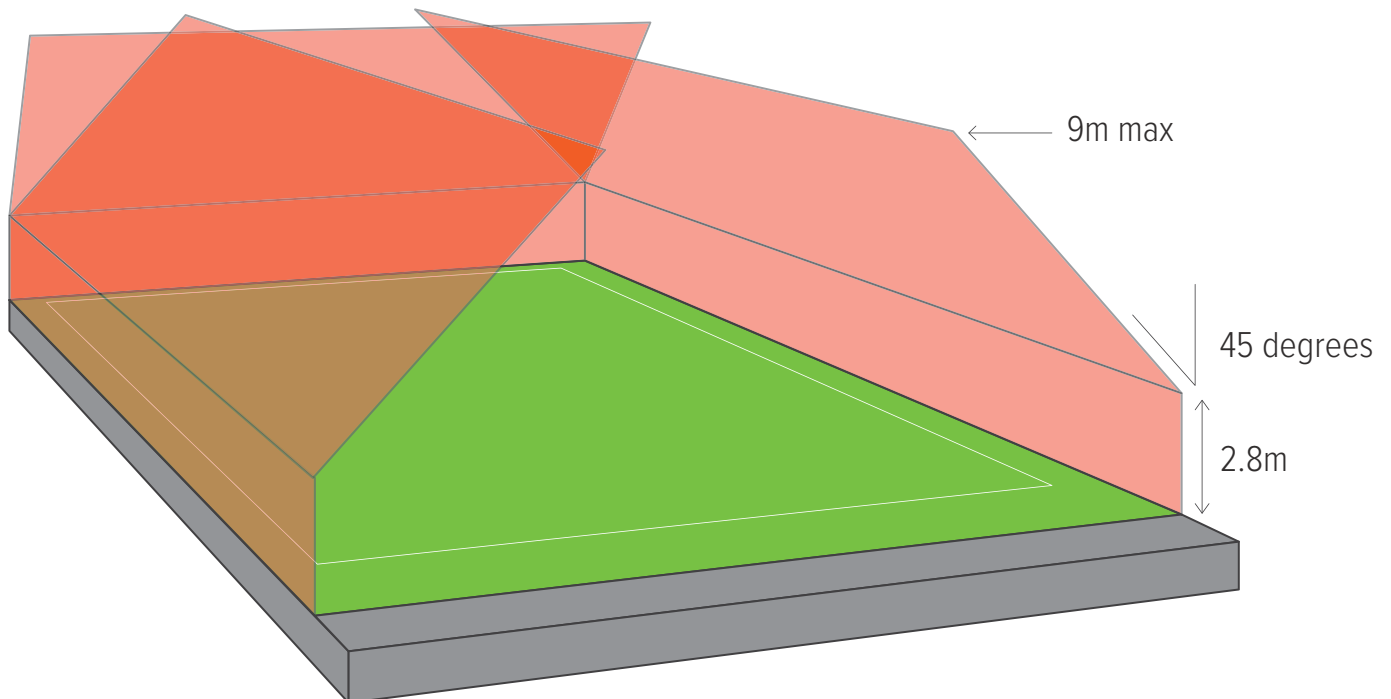


HEIGHT RECESSION PLANE

Your building will need to fit within the height recession plane. This is your building's height in relation to the boundary. In the city's residential zone, the built height limit is 9 metres – this is the maximum height allowed.

To work out your height recession plane, you measure vertically up 2.8 metres on your boundary and then run up at 45 degrees into the site to a height of 9 metres.

Measuring height on sloping sites is more complicated. There are two methods to do this, rolling height and average ground level. We recommend seeking professional advice to see which would work best for your site.



SHAPE FACTOR

This is for the Aokautere Development Area, and the Ashhurst, Bunnythorpe and Longburn villages only. When there are more than six lots proposed, each lot needs to be able to accommodate an 18-metre diameter circle.

ESSENTIAL SERVICES

Check that these are available for connection within 30 metres of the land being subdivided. All lots should have sewer, stormwater and water supply connections and these should be located within public service corridors.

More information about controlled activity requirements can be found in Section 7 of the District Plan on our website pncc.govt.nz/districtplan

Note: If your proposal does not meet any of the above requirements, Council might use discretion to include other factors, such as the suitability of the proposed design and/or proposed changes to the existing dwelling.

TŪTOHUNGA/WHIRINGA HOAHOA TĀONE

RESTRICTED DISCRETIONARY SUBDIVISION EXPLAINED

If you can't meet the controlled activity performance standards, you might still be able to get a resource consent through the restricted discretionary rule (R7.6.2.1 – District Plan: Section 7).

If you require a consent under this rule, it is important to have early discussions with your surveyor about what aspects of the controlled activity rules your property does not meet, including:

- Will the size of the proposed lots impact the amenity of any existing dwelling or future dwelling? (For example, shading, privacy, bulk and visual dominance effects).
- Is there good outdoor living amenity for the existing/proposed house?
- Is there a potential impact on the character or amenity (for example, shading, privacy, bulk and visual dominance effects) of the surrounding residential area or properties?
- Are there any natural hazards that may affect the property or surrounding properties, including land stability and flooding?
- Is there any potentially contaminated soil present at the site?
- Are services readily available for connection?
- Is there safe vehicle access, and is there room for a vehicle to manoeuvre (if required)?

WAWAETANGA WHIRI WHAIHERE

URBAN DESIGN REQUIREMENTS/ CONSIDERATIONS

If your site is undersized or you are unable to comply with site coverage or separation distance requirements, additional assessment and/or works might be needed. Council's discretion extends to key design requirements for both existing and future dwellings on the site.

For such developments, we might look more closely at the design and layout of the proposal to ensure it will achieve the overarching objectives for houses in the residential zone. Future houses will also be subject to those criteria when they are built. The key matters we'll look at in more detail include the character, site planning, building design, open space design, and infrastructure and servicing.

Additional questions for these applications include:

- Is the development consistent with the surrounding character?
- Is the design of any house consistent with the existing character?
- Is the site planning appropriate to achieve good amenity and streetscape outcomes? Amenity includes factors such as shading, privacy, bulk and visual dominance effects.
- Is the bulk, density and scale of the development appropriate for the site and surroundings?
- Is access for pedestrians clear from the street?
- Is landscaping needed for any reason?

Find the urban design assessment criteria in our District Plan: Section 10, R10.6.3.3.

ME AHA AU INA RIRO MAI TAKU TŪTOHUNGA RAWA?

WHAT DO I DO ONCE I HAVE MY RESOURCE CONSENT?

Once you have your resource consent, you can start the physical and legal processes. Steps that need to be completed include:

ENGINEERING STANDARDS FOR LAND DEVELOPMENT

First, make sure you have appointed a Developers Technical Representative. This representative must be a licensed surveyor, or a New Zealand Chartered Professional Engineer, or a person with experience and qualifications accepted by Council.

This representative is responsible for making sure the development adheres to the requirements of Council's Engineering Standards for Land Development. The most up to date standards can be found on our website:

pncc.govt.nz/engineeringstandards

SECTION 223 CERTIFICATE

Within five years of the date your resource consent is issued, you need to lodge the survey plan with Council for approval. We'll look at whether the survey plan conforms with the subdivision consent when considering whether to approve it. Once we're satisfied all relevant conditions are met and the survey plan conforms to the subdivision consent, we will issue you an s223 certificate under the Resource Management Act.

SECTION 224 CERTIFICATE

Within three years of obtaining an s223 certificate, you need to complete all physical works required by your resource consent and apply to Council for certification of those works under s224 of the Resource Management Act. This application must identify how all conditions have been met and provide engineering approval, if required. Our planning team might need to visit the site.



TUKUTANGA UTU WHAKAWHANAKE

DEVELOPMENT CONTRIBUTIONS

Development contributions are paid on any land development or subdivision that generates extra demand on infrastructure. This reduces the burden on ratepayers and ensures our city's infrastructure is fairly funded.

We have a calculator available on our website for you to estimate what the contribution for your project might be. Access this and our development contribution policy at pncc.govt.nz/estimator

ARATOHU TONO TŌMUA

PRE-APPLICATION GUIDANCE

You can book a free guidance meeting with us to check you've got everything you need to file your resource consent application.

By booking a pre-application meeting, we can provide advice and guidance on your application that can help make the process easier. To arrange this just fill in the booking form at pncc.govt.nz/consentguidance or contact us directly through our Contact Centre.

WHAKAPĀNGA MAI

CONTACT US

To meet with a regulatory planner in our Planning Services team:

Phone our Contact Centre on **06 356 8199**

Email planning.services@pncc.govt.nz