

Please note that this checklist is provided for convenience only, and may not address all of the requirements necessary for the approval of a Plan of Subdivision. In addition, the requirements to be satisfied will vary depending on the nature of the subdivision being proposed. For determination of the requirements for subdivision approval please refer to the Municipality's Subdivision By-law.



# Preliminary Subdivision Checklist

The standard approval time is approximately 30 days

- Prepare a Preliminary Plan of Subdivision --scaled drawing showing proposed lot(s)
- Submit Application form and Preliminary Plan to Development Officer, include the following:
  - 4 copies of the Preliminary Plan;
  - QP Report (On-site suitability assessment for septic on development lots);
- Within 14 days of receipt of the application the Applicant is sent a letter from Development Officer acknowledging receipt of the application and advises whether the application is complete or incomplete (If the application is incomplete you will be notified of what information is required to make the application complete).
- Once the application is complete the Development Officer forwards the Plan of Subdivision to:
  - Department of Environment: Reviews lot for on-site septic suitability  
Exception: a) lot more than 9000 sq m; b) width of 75 m or more; and c) used for a purpose not requiring on-site sewage disposal; or d) a lot containing an on-site septic in which the lot is increasing in size.
  - If applicable: Authority having jurisdiction for central sewer.
  - Department of Transportation: preliminary review of the “Stopping Sight Distance” for access onto a public road);
  - Any other agency of the Province or Municipality the Development Officer deems necessary.
- Applicant is sent a copy of the reports from each department and agency the Preliminary Plan was forwarded to.
- Upon receipt of comments from all departments and agencies forwarded a copy of the plan, the Development Officer will report the status of the application to the applicant. The report will include a recommendation to proceed or not to proceed to a Concept, Tentative or Final Plan stage.

Note: No lots are legally created until they are shown on a Final Plan of Subdivision which has been endorsed by the Development Officer and filed in the Registry of Deeds.