



*This pamphlet is part of a series that outlines development processes in the Town of Halton Hills. It is intended to provide general information only. More detailed information can be obtained through the Pre-Consultation process or through discussions with Town staff.*

### How do I get started?

The Applicant is required to attend a Pre-Consultation meeting with Town and external agency staff prior to submitting a formal application. The meeting allows the Applicant to explain the development proposal and gives staff the opportunity to provide preliminary comments and advise what plans and studies will be required in support of a formal application. Detailed notes are provided to the Applicant approximately 3 to 4 weeks after the meeting has occurred outlining submission requirements needed for a complete application. A Pre-Consultation meeting request can be made by completing the Pre-Consultation Form available at the Planning counter or online.

### How much will it cost?

The fees associated with a Plan of Subdivision can be confirmed by Planning & Development and are payable at the time an application is submitted. Additional fees may also be required by the Region of Halton and Conservation Authority for their review of the application.

### How long will it take?

The average time to process an application depends on a number of factors including, complexity of the application, the quality of the submission and results of the review. Application timing from start to finish may take months to several years.

### What is a Plan of Subdivision?

A **Plan of Subdivision** application is the process through which the Town approves the creation of new lots, blocks and roads within residential neighbourhoods, commercial areas and/or industrial employment areas. A Plan of Subdivision is a legal survey which shows how the property has been subdivided and also includes information and conditions regarding how a parcel of land may be developed. The approval process is governed by Section 51 of the Planning Act and the Subdivision Development Policies outlined in Section F1.3 of the Town's Official Plan.

### When is a Plan of Subdivision Required?

As per Section F1.1 of the Town's Official Plan, land division by **Plan of Subdivision**, rather than by Consent, shall generally be required when:

- a) the extension of an existing public road or the development of a new public road is required to access the proposed lots;
- b) the area that is proposed to be developed is not considered to be infilling;
- c) a Plan of Subdivision is required to ensure that the entire land holding or area is developed in an orderly and efficient manner;  
or,
- d) more than 4 lots including the retained lands are being created and/or the owner is retaining sufficient lands for the development of additional lands.

### Need More Information?

Contact the Planning & Development Department for more information:

**Phone:** (905) 873-2601 ext. 2900 **Fax:** (905) 877-3524  
**Website:** [www.haltonhills.ca/planning/index.php](http://www.haltonhills.ca/planning/index.php)

### Online Resources:

- [Plan of Subdivision Application Form](#)
- [Pre-Consultation Application Form](#)

# Plan of Subdivision Process

## 1 Pre-Consultation Meeting

Prior to submitting a Plan of Subdivision application, a Pre-Consultation Meeting with Town staff and external agencies is required. The purpose of the Pre-Consultation Meeting is to:

- Confirm whether a Plan of Subdivision is possible and/or supportable
- Provide initial feedback on the proposed development
- Confirm whether other approvals will be required (i.e. Zoning By-law and/or Official Plan Amendment, Site Plan, etc.)
- Outline the plans and studies that will be required to deem the application complete

## 2 Application Submission

After the Pre-Consultation Meeting, the following must be submitted: a complete application for a Plan of Subdivision; the application fee(s); and, plans and studies that were outlined in the Pre-Consultation Meeting as required. Within 30 days of receipt of the application, a notification of completeness will be sent to the Applicant. Applications that are deficient of required materials or fee(s) have no status and may be returned to the Applicant or additional information or fees will be requested. The application will not proceed to Step 3 until all outstanding information is received.

## 3 Notice of Received Application and Circulation

Within 15 days of an application being deemed complete, a Notice of Received Application is circulated to specified persons (residents within 120 metres of the site), public bodies, internal departments, and Council members. Public input is requested and correspondence received prior to preparation of the Public Meeting Report will be published in the Report.

## 4 Posting of Public Notice Sign & Notice of Public Meeting

Within 15 days of receiving a Notice of Received Application letter, the applicant is required to post a Public Notice Sign with application information on the subject lands. The *Planning Act* requires the sign to be posted a minimum of 20 days prior to the Public Meeting. A Notice of Public Meeting is sent a minimum of 20 days prior to the meeting to specified persons and public bodies, advising of the date, time, location and details of the application.

## 5 Review of Application and Planning Considerations

After the initial circulation, staff receives comments from internal departments and external agencies. These comments are reviewed and sent to the Applicant. Depending on the quality of the first submission, additional submissions may be required to satisfy concerns raised by staff and external agencies. Planning staff review the merits of the application based on the following considerations:

- Assessment of the physical, environmental, social and economic aspects of the plan
- Conformity with all local planning documents and Provincial legislation
- Compatibility and suitability with the surrounding neighbourhood
- Proposed density and impact on the existing built form
- Grading and drainage
- Municipal servicing availability
- Availability of community services including schools, parks, recreation facilities, etc.
- Transportation, access and road network design
- Lot size and dimensions & building height and setbacks
- Urban design
- Development
- Public input

## 6 Formal Public Meeting

The Town Planner assigned to the file gives a presentation to Council relating to the proposed application. As part of the statutory Public Meeting, the public and Applicant are given an opportunity to comment on the proposed Plan of Subdivision.

## 7 Recommendation Report and Council Meeting

The recommendation report from Planning & Development is submitted to Council for a decision and is only prepared once the Applicant has responded to all concerns. Council may approve, deny or amend the recommendation. Once a decision has been made on the Plan of Subdivision, a written notice is mailed within 15 days of the decision to the Applicant, the specified persons or public bodies and to any persons who made written request for notification.

## 8 Local Planning Appeal Tribunal (LPAT) Appeals

Appeals must be filed within 20 days of the Notice of Decision. Only the Applicant or a person or public body who made oral submissions at a public meeting or written submissions to Council can appeal an approval.

## 9 Draft Plan Approval

If the application is approved by Council and no appeals are received, then the Draft Plan of Subdivision is considered to be approved the day after the last day of appeal. The Draft Approval typically includes a list of conditions that must be satisfied before the lots, blocks and roads can be registered.

## 10 Subdivision Agreement & Registration of Plan

A Subdivision Agreement is prepared and the applicant will be required to sign it prior to the registration of the plan. Prior to registration, the applicant must also satisfy all conditions provided in Council's decision. Once the plan is registered, Building Permits can be obtained for construction.

**This document is available in an alternate format – upon request**