Subdivision Application Process

Draft plan of Subdivision application is received by Planning Section and circulated for comments.

Development Engineering Section provides Planning Section with comments and/or draft plan approval. There may be a number of circulations requesting comments until the application and draft plans are approved by all departments and agencies.

Chief Planning Official approves the draft plan of subdivision and issues the conditions for approval.

Milestone:

Draft Plan Approved.

Development Engineering Section receives detailed design submission of subdivision from Planning Section. Several submissions and comments issued.

Milestone:

Pre Servicing Approval (Underground services, earth works and basic roads, NOTE: No house construction at this time) and agreement executed. Servicing for subdivision can begin.

Detailed design submission approved. Subdivision agreement executed.

Legal drawings reviewed and approved and all draft plan of subdivision conditions are cleared by all departments and agencies.

Milestone:

Subdivision is registered.

Once the registration has been completed, the Builder can apply for Building Permits with Building Services.

Subdivision servicing is complete and home construction begins.

Once the homes have been substantially completed, the Developer can complete the road works (curbs, sidewalks, boulevard trees, mailboxes, etc.) and top asphalt. The Development Construction Technologists is scheduled to inspect on-site work.

Milestone:

The two (2) year maintenance period commences once any deficiencies have been addressed to the Town's satisfaction.

The Developer is responsible for the maintenance for minimum of two (2) years. The site is complete and no further construction should be required but the subdivision remains unassumed.

After the completion of maintenance period, the Developer requests final inspection for the assumption of the subdivision which is granted as long as there are no deficiencies.

Milestone:

Assumption By-law is passed after inspection and approval of the subdivision.