

Subdivision Process

(updated January 2013)

LANDOWNER INQUIRY

Contact Manager of Planning and Development and/or County Planner to discuss Proposed Subdivision

- Application and Processing Requirements**
- Completed and signed subdivision application form
 - Current certificate of title
 - Surveyor's sketch of the proposed subdivision – refer to subdivision sketch checklist in application package for details
 - ERCB abandoned well information – www.ercb.ca – refer to application package for details
 - Other information as required – may include a water report (Water Act), professional soil testing, professional geotechnical testing, concept plans, and any other information required to determine suitability of the proposed subdivision application

- Completed Application**
- Requires circulation to adjacent landowners and referral agencies
 - Requires review by Municipal Planning Commission (MPC)
 - Application with either be approved with conditions or refused with reasons

- Approved**
- Applicant has 1 year from the date of approval to complete the conditions of approval
 - Conditions of approval may be appealed by applicant to Subdivision and Development Appeal Board

- Refused**
- Decision may be appealed by applicant to Subdivision and Development Appeal Board

This process, from submitting a completed application to conditional approval, will take 4 to 6 weeks.

Exact timing will depend on when the application is submitted in relation to the next available MPC meeting