

SUBDIVISION APPLICATION COMPLETION CHECKLIST

The following information must be included with your application. Without it, your application will be considered incomplete and will not be processed until the necessary information has been supplied.

APPLICATION FEE

You are encouraged to contact the Planning and Engineering Staff to determine the appropriate fee required for your application.

COPY OF THE CERTIFICATE OF TITLE

A copy of the title may be obtained from any provincial registry office. The title must be current (searched within 30 days of the date of application submission).

TENTATIVE PLAN OF SUBDIVISION

Three (3) full-size and three (3) 11"x17" copies are required initially. Depending upon the complexity of the proposal, Staff may request additional copies for circulation purposes.

DIGITAL COPY

A copy of all plans shall be provided in PDF and AutoCAD (2007 version or newer) on a CD.

LOT STATISTICS TABLE

Provide a summary of the widths, depths and areas of the lots to be created in the proposed subdivision prepared by a qualified professional. The lot statistics table is to include a summary of the number of lots in each land use district as well as a land area total for each land use district. Development types for each lot (i.e. single-detached dwelling vs. semi-detached) also need to be specified.

APPLICATION FORM

The form is to be completed in full and signed by the registered owner(s) of the land and/or the person authorized to act on their behalf.

LETTER OF AUTHORIZATION

A Letter of Authorization signed by the registered owner(s) of the land is required to indicate that the agent is authorized to act on their behalf.

SUPPORTING INFORMATION

Additional information, provided at your cost, that may be required to support the application includes, but is not limited to, municipal environmental impact statement, sustainability matrix, geotechnical studies, slope analysis, traffic impact study, visual impact study, construction management plan, drainage and stormwater management plan, preliminary servicing concept, and surface and sub-surface water flow studies.

For larger, more comprehensive subdivision proposals, a development concept may be required to support a subdivision application.