

**Subdivision Approval Process**

<b>Application Made</b>	<ul style="list-style-type: none"> <li>• Application submitted to Planning Department with payment \$100 + registry of deeds fees. Note: for a repeal or amendment of subdivision the fee is \$50 + registry of deed fees</li> <li>• Development Officer will determine within 14 days if the application is complete</li> </ul> <p>If incomplete:</p> <ul style="list-style-type: none"> <li>• Applicant is notified in writing of what is required to complete the application</li> </ul> <p>If complete:</p> <ul style="list-style-type: none"> <li>• Development Officer seeks feedback from other Town departments and agencies</li> </ul> <p>Note: for any new lots created there is an additional fee of 5% of the assessed value of the new lot(s) created as cash in lieu for open space dedication</p>
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<b>Subdivision Approval / Refusal</b>	<p>If approved:</p> <ul style="list-style-type: none"> <li>• Development Officer forwards subdivision to the Land Registry Office. Subdivision is effective when plan is registered</li> <li>• If the subdivision involves a consolidation of parcels to areas of land under different ownerships, the Development Officer must also forward the executed deeds with the subdivision to affect the consolidation</li> </ul> <p>If not approved:</p> <ul style="list-style-type: none"> <li>• Applicant is notified in writing</li> <li>• Applicant has 14 days after receiving notice of refusal to appeal to the Utility and Review Board</li> </ul>
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**If the approval or refusal of a subdivision is not given within 90 days of receipt of a completed application, it is deemed to be refused unless there is an agreement to extend.**