

# Subdivision Approval Process

1

## STEP 1: Application submitted to Development Officer (DO).

- a) DO must determine within fourteen (14) days if the application is complete.
- b) If incomplete the DO notifies the applicant in writing, advising what is required to complete the application.
- c) DO forwards the Plan of Subdivision to various departments and/or agencies for comment.

2

## STEP 2: Development Officer approves or does not approve the Subdivision.

*(If the approval or refusal of a subdivision is not given within ninety (90) days of receipt of a completed application, it is deemed to be refused unless there is an agreement to extend.)*

### *If approved:*

- a) DO forwards subdivision to the Land Registry Office. Subdivision is effective when plan is registered.
- b) If the subdivision involves a consolidation of parcels to areas of land under different ownerships, the DO must also forward the executed deeds with the subdivision to effect the consolidation.

### *If not approved:*

- c) Applicant is notified.
- d) Applicant has fourteen (14) days after receiving notice of refusal to appeal to the Utility and Review Board.