



## **Procedure for Subdivision of Land Community of Miltonvale Park**

### Step 1 – Filing of subdivision application

The developer files an application for subdivision of land along with the appropriate fees and a preliminary plan of subdivision with the Administrator and/or the Development Officer.

### Step 2 – Review of subdivision application

The Development Officer reviews the application for compliance with the bylaws. This will also involve a site visit to determine possible site distance restrictions along the frontage of the proposed lot(s) and any natural features on and/or adjacent to the proposed lot (s). This may involve circulating the application to government agencies for comments. Upon a review of comments from government agencies, bylaws and the site visit, the development officer informs applicant of the following: possible design changes, to proceed with site assessment and/or the lot(s) does not comply with the bylaws.

### Step 3 – Site assessment of lot(s)

If the application conforms with the bylaws and/or any design changes have been made to the preliminary plan, the development officer informs the applicant to apply to the Department of Community Affairs for a site assessment of the proposed lot(s) to determine lot size(s) and the suitability of the soil for an on-site sewage disposal system.

### Step 4 – Copy of site assessment report

Upon receipt of the site assessment report from the site assessor, the applicant submits a copy of site assessment report to the Community Development Officer for review.

### Step 5 – Review of site assessment report

The Development Officer reviews report to ensure proposed lot (s) conforms with the lot size standards. This may involve possible design changes to the proposed lot(s) due to the results of the site assessment report on the lot category. If lot(s) have to be redesigned to conform with results of site assessment report, the development officer will contact applicant to revise preliminary plan.

*If the site is unsuitable for subdivision due to results of site assessment report, the Development Officer will inform the applicant, and the decision may be appealed.*

### Step 5 – Survey

If the site is suitable for subdivision, the Development officer informs the applicant to contact a qualified surveyor to have lot(s) surveyed, as shown on the preliminary plan. The Development Officer will inform the applicant on the number of copies that must be submitted for approval.

### Step 6 – Survey Plans Approved

Applicant receives survey plans from the surveyor and submits plans to the Development Officer for approval stamping.