The Subdivision Process Step by Step Guide

SDG Transportation and Planning Services

Step 1 Preconsultation meeting

- The applicant prepares a concept plan and requests a pre-consultation meeting with the County, Local Municipality, and Conservation Authority to discuss the application.
- If the development is on a County Road the County Engineer will also attend the pre-consultation meeting
- The applicant will apply for draft plan approval following pre-consultation

Step 2 Fill out application

- The applicant prepares a draft subdivision plan and has the required studies prepared
- The applicant completes the application form; Municipal staff can help with the application
- Professional services of a Planner, Engineer, Surveyor may be required to prepare the draft plan
- Development on private water and sewer services requires a hydrogeological investigation and terrain analysis

Step 3 Completed application

• The applicant submits the completed application package to SDG Planning (26 Pitt St., Cornwall, ON)

Step 4 Pay fee &

Pay fee & commisson signature

- The Planning Technician or Adminstrative Assistant can commission the signature on the application or the applicant can have it commissioned
- Pay application fee as noted on the application
- If a hydrogeological investigation is submitted the County will require a fee for a peer-review

SDG Planning Department

Step 5

Complete application & circulation

- The Planning Technician will review the application, determine if it is complete, and notify the applicant if further information is required
- The application will be circulated to the prescribed agencies including the local Municipality
- The local Municipality will hold a public meeting to gather public input on the proposed development



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Commenting Agencies

Step 6

Response from commenting agencies (~ 3 months)

- The Planning Technician receives comments from agencies
- Draft conditions are based on comments from agencies and public
- Required conditions include a subdivision agreement with the Local Municipality, a stormwater management plan, a sediment and erosion control plan and a lot grading and drainage plan

SDG Planning Department

Step 7

Draft approval or refusal

- The Manager of Planning reviews the application, comments, and draft conditions
- The Manager of Planning decides whether to grant, refuse or defer draft approval based on the *Planning Act*, the Provincial Policy Statement, the County Official Plan and accepted planning and design principles
- Other key factors are servicing and environmental constraints

Step 8

Notice of decision (20 day appeal period)

- The Notice of Decisions is mailed to commmenting agencies that requested conditions and land owners that requested notification
- Any person or public body who attended the Public Meeting or gave written comments as well as the applicant have 20 days to appeal the decision to the Ontario Municipal Board (OMB)
- If an appeal is received, the application is in the hands of the OMB.

Applicant

Step 9

Meeting conditions (up to three years)

- Draft Approval is granted for three years; a one year Draft Approval extension can be requested
- The applicant must satisfy the conditions of Draft Approval before final subdivision approval is granted
- The applicant must communicate with the agencies to satisfy draft approval conditions
- Examples conditions include cash-in-lieu of parkland, road widening, zoning by-law amendment, entrance on a County road, etc.
- The applicant is responsible for all fees associated with the conditions prior to final approval

Applicant & SDG Slanning Department

Step 10

Final subdivision approval

- When all conditions of draft approval are satisfied an Ontario Land Surveyor will prepare a final plan of subdivision (MPlan)
- The required copies of the MPlan are delivered to the SDG Planning office accompanied by the \$510 fee
- The County Planner signs the approval certificate and the Plans are delivered to the Land Registry Office where the MPlan is registered
- The subdivision Agreement with the local Municipality is then registered

