

# The Subdivision Process Step by Step Guide

SDG Planning & Economic Development Services

Applicant

## Step 1 Pre-consultation 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 & commission signature

- The Planning Technician or Land Division Coordinator 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

## 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/open house to gather public input and provide additional information on the proposed development

SDG  
Planning  
Department

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