Subdivision Approval Process Chart

Area municipal planning staff circulate a copy of the subdivision application form completed by the applicant, eight (8) whiteprints of the draft plan of subdivision, and the Region's **Subdivision Processing Fee** to the Regional Planning Department.

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Staff from the Region's Development Services branch circulate proposed draft plan to the appropriate Internal Regional Departments.

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The subdivision application may be presented to the Region's Development Review Committee for review and comment

Written comments from the internal Regional Departments must be submitted to the Development Services branch prior to proceeding with the next step.

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Once all comments/conditions of draft plan approval are received by the Development Services branch, a letter is sent from the Director of Development Services to the area municipal Planning department setting out all Regional conditions of draft plan approval. The Regional conditions are incorporated into the conditions of draft plan approval issued by the area municipality.

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The area municipality makes a decision on the proposed plan and forwards a copy of the approved plan and conditions of draft plan approval to the Region.