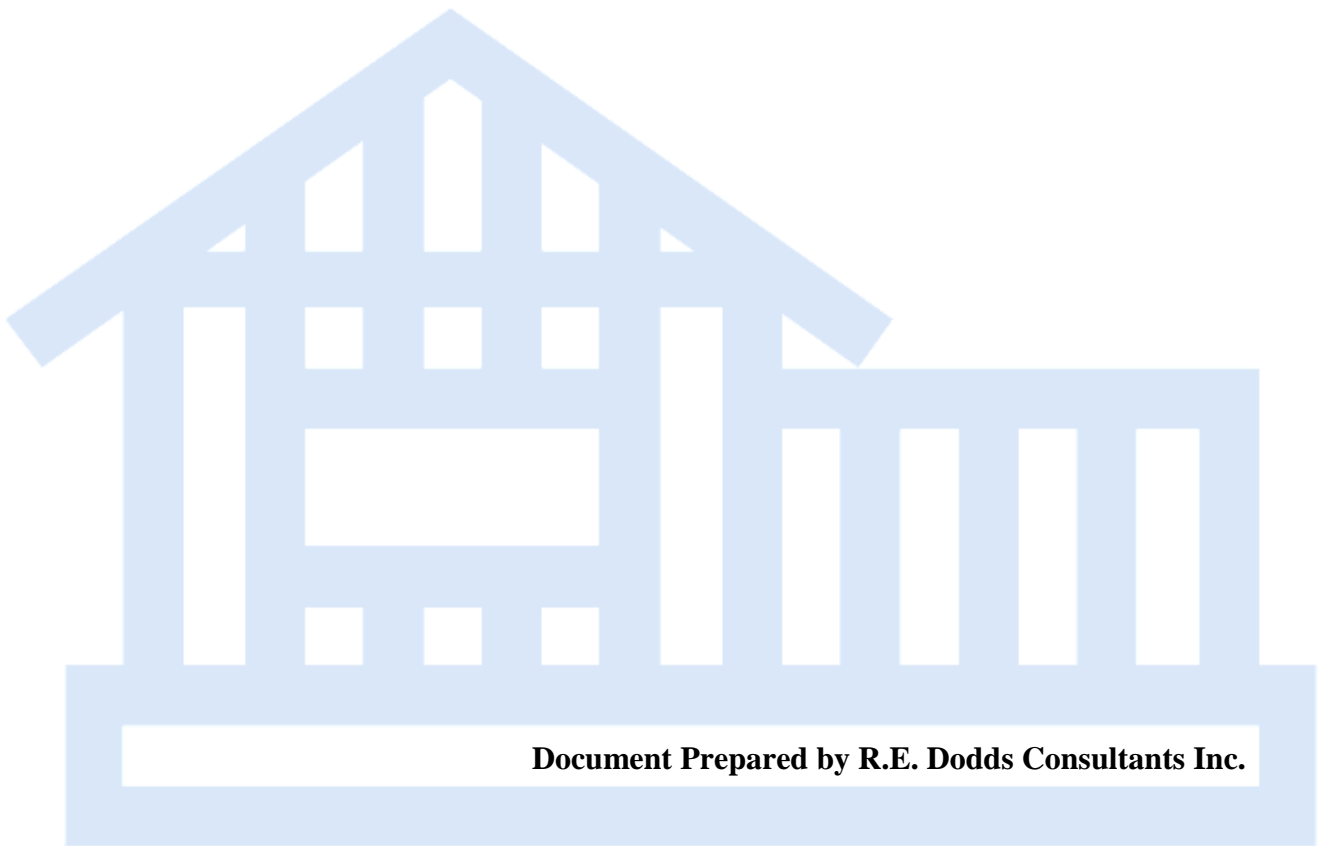




# **A Guide to Development Approvals Procedures**



## Preliminary Subdivision Applications

1. Initial subdivision applications should include:
  - Letter / completed application form describing proposal
  - Subdivision processing fee [as per Bylaw No. 74]
  - Suitable drawings showing what is proposed with North arrow, measurements, topographic features, existing dwellings and utilities identified
  - Client authorization letter [if not registered owner]
  - Site profile or site profile waiver request [if no prior commercial or industrial use]
  - Current property title and copies of any registered charges [covenants, easements].
2. Create file / assign file number and enter into file tracking system.
3. Send referral letter to affected agencies / utilities with copy of proposed plan.
4. Send letter to applicant acknowledging receipt of application and listing the referral agencies it has been sent to.
5. Site inspection to confirm information received and to identify potential concerns.
6. After 21 working days, follow up with agencies that have not responded with copy to applicant.
7. Once agency responses received, prepare Preliminary Layout Review [PLR] letter outlining decision (approval, approval with conditions, rejection with reasons). Note: PLR must address all issues.

## Final Subdivision Applications

1. Final subdivision package should include:
  - Mylar [original and copy] of subdivision plan plus 6 paper prints
  - Necessary legal documents [easements, covenants] and accompanying plans
  - Certificate of Taxes Paid
  - Final plan examination fees [as per Bylaw No. 74]
  - Sign-off letters from affected agencies
2. Review final package to ensure that all conditions of PLR have been addressed.
3. Conduct final site inspection.
4. Ensure that all works have been completed to the satisfaction of the agency having jurisdiction.
5. Review plans and property title[s] to ensure that all registered financial charge holders / property owners have signed the final plans and documents.  
Note: the approving officer's signature is valid for 60 days. Therefore, delays in obtaining the necessary signatures could result in the expiry of the approval.
6. If all is in order, sign plans and documentation.
7. Keep one copy of each for the file.
8. Return originals to applicant / agent with covering letter noting that the final plans must be submitted for registration within 60 days. Covering letter to be copied to affected agencies.
9. In order to provide Council with annual reports on the level of development activity within the municipality, it is advisable to keep a running total of the number of preliminary subdivision applications received, number and type of subdivisions approved and the number of lots / strata units created. You may also want to keep track of the number of lane kilometres of road dedicated / constructed and other improvements provided by the developer.

## Road Closure Applications

1. Initial request from applicant should clearly identify what they want to close and why they want to close it. There is a municipal application form for this. A location plan showing the proposed closure and surrounding lots must accompany the application.
2. Send letter to applicant acknowledging receipt of application and advising of the general process that the application will follow. Emphasize that the procedure can take considerable time to complete [possibly 4 – 6 months].
3. Conduct a site inspection to verify the information received and any potential concerns.
4. Refer the request to internal municipal departments (Planning and Operations) to determine viability of request. If the right-of-way has been used for industrial purposes in the past, a Site Profile and contamination report will be required.
5. If the requested closure will not impact municipal operations, planning objectives or public access requirements then send a referral to affected agencies [utilities, emergency operations, transit] requesting their input.
6. Review agency responses and, if no major objections, advise applicant to have legal plans prepared showing [a] the area of the proposed closure and [b] consolidation of the closed road with an adjacent parcel. These plans must be accompanied by a \$2,500 deposit to cover the costs of processing the road closure and any surplus will be applied against the market value of the closed road. The applicant may also be required to provide easements for rights-of-way to protect existing utilities and to provide the accompanying legal plans.
7. If the road in question is in actual use by the public for access [pedestrian or otherwise], then the legal notice of the proposed closure must be advertised for a minimum of two weeks in a local newspaper. The applicant will be advised of any objections received and will be requested to address them.
8. If there are no valid objections, a determination of the fair market value of the land in question must be obtained [as per Council policy]. The Planning Department will commission a property appraisal from a qualified appraisal firm. A simple form of appraisal should be adequate in most instances.
9. Once the appraisal of fair market value is received, the applicant will be advised of the purchase price and their written agreement will be requested.
10. Upon receipt of this written agreement, a staff report will be prepared with a recommendation regarding the proposed closure. This report will go to Council with a request that a bylaw be prepared to: [a] close that portion of highway and [b] remove its dedication as a highway.
11. Once the bylaw is adopted and registered in the Land Title Office, title to the closed road will be raised in the name of the municipality. It will then be in order for the municipality to sell the closed road to the applicant for the agreed-upon fair market value.
12. The applicant will be responsible for registration of the reference plan of consolidation, concurrent registration of any required easements, payment of the Property Transfer Tax and any other legal fees. A letter of legal undertaking may be required to ensure this.