

# SUBDIVISION PROCESS

Preliminary Review with Planning Staff and Pre-Consultation Meeting is Recommended

Applicant submits **complete** application in accordance with Section 51 (11) of the Planning Act

County circulates complete application to relevant internal staff and external agencies

Internal and external reviews completed

9-12 Months

Development review meeting (if necessary)

Resubmit Subdivision drawing (if necessary)

Public Notice sign posted on subject property (at least 30 days prior to public meeting)

County mails Public Meeting Notice to owners of land within 120m (400 ft) of subject property

Public Meeting  
Draft Approved with Conditions

County notifies all interested parties of decision  
20 day appeal period  
*If no appeals County issues notice that decision is final and binding*  
*If appeal OMB Hearing and final decision*

Agreement preparation and approval  
Satisfy Conditions  
Submit Final Plan for approval & Registration

Building Permits

Subdivision Implementation

Release of Securities

## Planning and Economic Development Services Department

**Simcoe Planning Office**  
185 Robinson St Suite 200  
Simcoe, Ontario N3Y 5L6

519-426-5870

**Langton Planning Office**  
22 Albert Street  
Langton, Ontario N0E 1G0

519-875-4485

Planners:

### *Simcoe Planning Office*

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Community  
Planning

# SUBDIVISION AND CONDOMINIUM APPROVAL GUIDE



*"Norfolk County strives to balance a commitment to the land and emerging opportunities for growth and development".*

- Norfolk County Vision Statement, 2004

**Community Planning Division**

[www.norfolkcounty.ca](http://www.norfolkcounty.ca)

## WHAT IS A PLAN OF SUBDIVISION?

A Plan of Subdivision is a method of dividing land into parcels or lots so that they can be held in separate ownership. The approval process is governed by Section 51 of the Planning Act and includes consideration of where streets, schools, parks, homes and businesses will be located.

Subdivision Plans must also address such things as servicing issues related to roads, storm and sanitary sewers, lighting, emergency access, parking, and protection of natural features such as woodlots or watercourses.

Please note that Plans of Subdivision are very detail oriented and can take many months to process.

## SUBDIVISION APPLICATION REQUIREMENTS

- 1) Completed Application Form
- 2) 12 complete sets of draft plan of subdivision drawings folded
- 3) 2 copies of the draft plan of subdivision on 8 1/2" x 11" paper and digitally
- 4) 3 copies of any information/ reports indicated in the application
- 5) Application Fees
- 6) Additional Information outlined at Pre-Consultation Meeting (if applicable)

Application forms available at each County Office or online ([www.norfolkcounty.ca](http://www.norfolkcounty.ca))

## HOW TO START?

Before you make an application, it is recommended that you consult with Planning staff. Staff will be able to explain the process, outline the submission requirements, and list any other applicable permits and approvals that may be required. To make an appointment, please contact Planning Staff at one of the two offices below:

- Simcoe Planning Office – 519 - 426 - 5870
- Langton Planning Office – 519 - 875 - 4485

## PRE-CONSULTATION MEETING

In order to streamline the amendment process, it is strongly recommended that all applicants contact Planning staff for a Pre-Consultation meeting prior to application submission. The objective of a Pre-Consultation meeting is to verify proposal information, determine the supporting documents and studies required to evaluate the proposal, discuss engineering requirements and to clarify the necessary procedures to follow. Please contact Planning Staff to schedule an appointment for a Pre-Consultation meeting.

## APPLICATION FEE

The application fees are outlined on the application form and are payable at the time an application is submitted. A fee will also be required by the applicable Conservation Authority and may be submitted as part of the Subdivision application.

## SUBMISSION OF A COMPLETE APPLICATION

The County will consider your application to be 'complete' if it is accompanied by the compulsory information. A complete application will allow a more efficient and comprehensive review of all supporting material by the County.

The submission of an incomplete application may result in delays in the processing of your application. Usually, the County will return your application and request that you submit the outstanding information. Making your submission in person is recommended as this provides an opportunity for immediate confirmation of the completeness of your submission. These applications take roughly 9-12 months and typically require multiple submissions.

## APPROVAL OF SUBDIVISION

The formal public meeting regarding the application is held immediately prior to a regular scheduled Council meeting. A decision is then ratified by Norfolk County Council at that meeting.

Where approval is given there is a 20 day appeal period to the Ontario Municipal Board (OMB).

Norfolk County may withdraw draft approval or change conditions of draft approval at any time prior to final plan approval. The changes may come at the request of the applicant subject to the submission of a letter and the applicable fees.

If the applicant or any public body is not satisfied with the conditions of draft approval, they may at any time prior to the final approval appeal any of the conditions to the OMB.