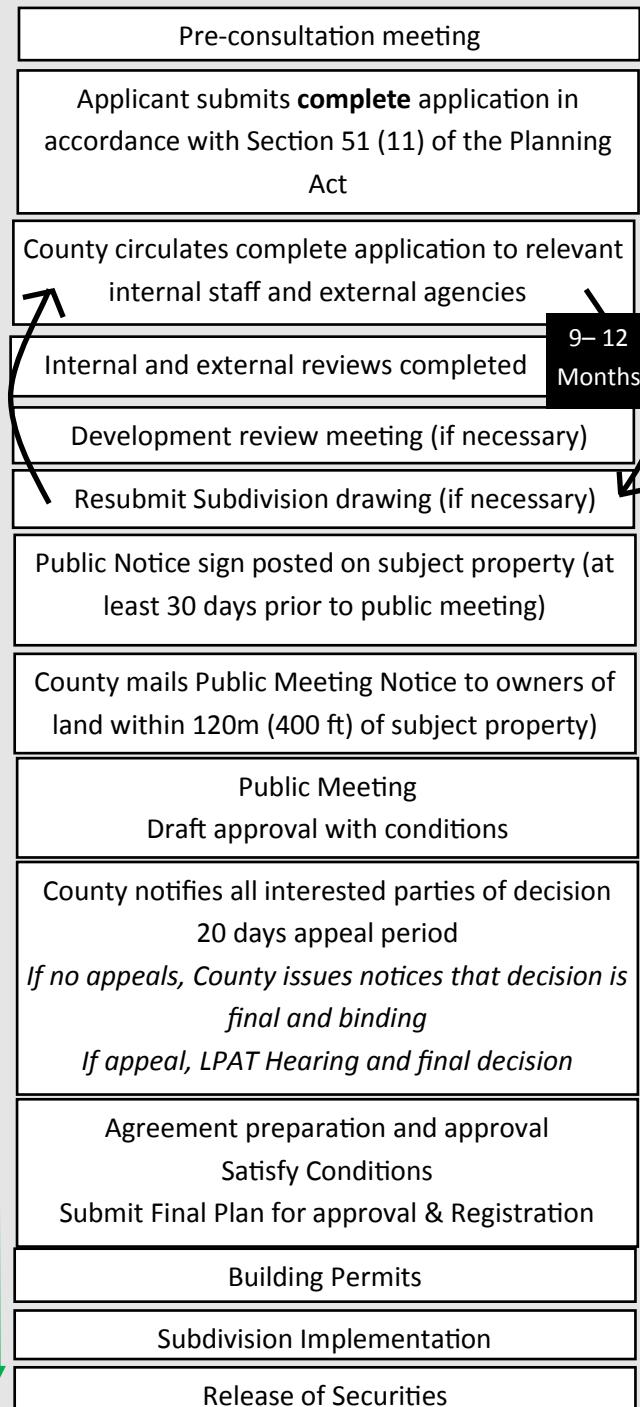


Subdivision and Condominium Process



Subdivision and Condominium



Development and Cultural Services Division Planning Department

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www.norfolkcounty.ca/government/planning



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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 orientated and can take many months to process.

Subdivision Application Requirements

- 1) Completed application form
- 2) 2 complete sets of draft plan of subdivision drawings folded
- 3) Digital version of all drawings, studies, and reports
- 4) 2 copies of any information / reports indicated in the application
- 5) Application fees
- 6) Information outlined at pre-consultation meeting

Application forms available at each County Office or online (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 the Robinson Administration Building by calling 519-426-5870.

In order to streamline the process, a pre-consultation meeting prior to application submission is required for all subdivision applications. 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 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 will result in delays in the processing of your application. 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 Submission

The statutory public meeting to obtain feedback from the public regarding the application is held at Public Hearings Committee. A decision is then made by Norfolk County Council at a meeting two weeks later, or sometimes at a later date depending on the comments received. Where approval is given, there is a 20 day appeal period to allow for appeals to the Local Planning Appeals Tribunal (LPAT).

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 of the LPAT.