

Fees \$100.00 per lot

Submittal Requirements

All subdivision submittals shall include the following documents.
Please note: The application may not be accepted if any of the documents below are not included in your submittal package.

- a. A signed Subdivision Application & fees;
- b. One copy of the land register and registry extract map, both less than 60 days old. These must be separate sheets, not copied onto the plan sheets;
- c. Proof of notifications*: Includes copies of all notification letters**, Certificate of Postings, LIS Buffer Map & LIS listing of property owners;

* *Notifications may be received under separate cover, but must be posted no more than 3 days prior to the date of submittal.*

** *Notification letters shall have a specific description of the proposed development (e.g. 12-lot subdivision) and include a copy of the site plan.*

- d. Subdivision plan folded to 8.5"x11";
Six (6) copies for major subdivisions (6 lots or more); or
Four (4) copies for minor subdivisions (5 or less lots).

The title block (see Sheet Requirements) must be visible. Plan sheets must be drawn to scale (e.g. 1:1250)

Sheet Requirements

All plan sheets shall have the following:

A title block in the lower right corner that includes the following information:

- a. Sheet Name (i.e., Site Plan, Floor Plans);
- b. Block & Parcel;
- c. Applicant Name/Project name;
- d. Agent name & contact information;
- e. Full Name of person who prepared the drawings;
- f. Date of drawing; and,
- g. The number of sheets (Sheet ___ of ___).

Subdivision Plan Requirements

The site plan shall show at minimum, the following information.

- a. North Arrow & Scale (e.g., 1:1250);
- b. Location of the proposed subdivision and new lots. The lot lines shall be the most prominent lines on the subdivision plan;
- c. Approximate lot sizes & lot dimensions;
- d. Existing and proposed site levels;
- e. Parcel numbers of adjacent properties;
- f. Proposed road layout. Dimension the road widths for new roads and the existing road that provides access to the subdivision. Label street names for all existing roads;
- g. Any existing or proposed easements. All easements shall be

- dimensioned;
- h. Identify the proposed land uses within the subdivision, including Lands for Public Purpose (LPP);
- i. Existing topographical detail;
- j. A statement stating how the following items will be supplied or addressed:
 - i. Water supply;
 - ii. Sewage disposal;
 - iii. Power and light;
 - iv. Road specifications; and,
 - v. Post development drainage.

Planning Department staff may require additional information from the applicant as deemed necessary to conduct a complete review.

Plan Revisions

Once the plans have been approved by the Central Planning Authority, any subsequent revisions to the plan may require consideration as a Modification to Planning Permission, which will require additional review by the CPA.