

Town of Stratford Subdivision and Consolidation Application Guide 2023

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Subdivision and Consolidation

Application Guide

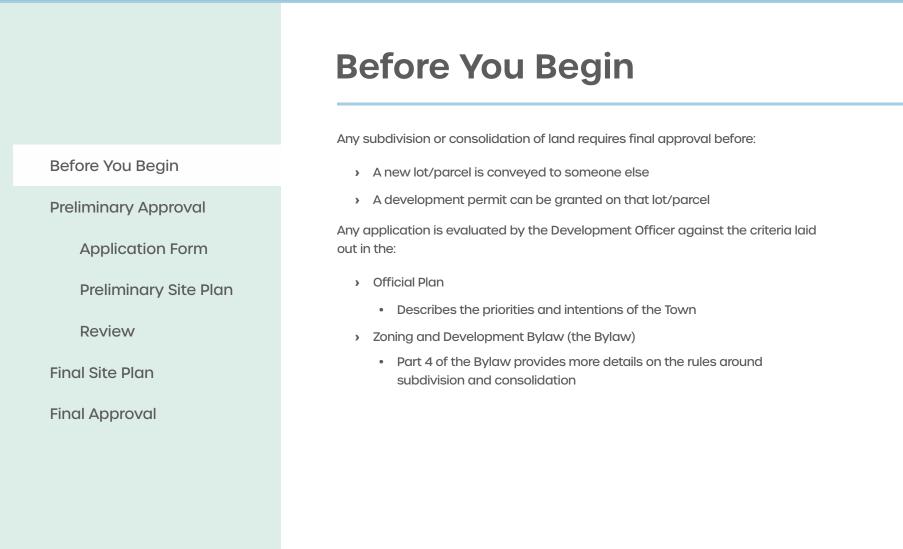
This is a public guide for applicants seeking a **Subdivision or Consolidation approval** with the Town of Stratford. It will walk you through:

- > Where to find town requirements of a Subdivision or Consolidation
- > Subdivision or Consolidation Application Process

All questions and clarifications with town staff are considered informal until a completed application is submitted.

For Development Permits, see Development Permit Application Guide







Preliminary Approval

Subdivision approval happens in 2 steps:

1. Preliminary Approval

- > Evaluation of the application by the Development Officer
 - Does the application fit with the Bylaw?
- Discretion
 - Development Officer only has authority over simple subdivisions and most will require a decision by Council
 - · Simple applications may be processed in a few weeks
 - · Larger, or more complicated, applications may require more time
- External
 - The proposed lot(s) may require assessment by the Province to ensure the proposed access is suitable and will be approved, although driveway or other permits are generally not issued until the Final Approval

2. Final Approval

 Once all requirements of preliminary approval are met, a plan of subdivision is stamped as approved and registered against the property and new lots.

Before You Begin

Preliminary Approval

Application Form

Preliminary Site Plan

Review

Final Site Plan

Final Approval



Application Form

Your submission should include:

- > Completed Subdivision or Consolidation Application Form
- > Preliminary subdivision plan
- > Soil assessment establishing lot category if involving well and septic
- > Fee, as per the Fee Schedule on the Town's website

Property information

- > The applicant must have written permission from the property owner when they are not the same (contractor, family, etc.)
- > Owner is responsible for ensuring proper title to the parcel
- > Covenants on the deed are not the responsibility of the Town
 - Some properties have special restrictions (covenants) attached to the deed

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Preliminary Subdivision Plan As per section 4.13 of the Bylaw, the subdivision plan must include: **Before You Begin** An orthophoto showing the location of the land and all adjoining properties; > A description of land uses on the surrounding properties; **Preliminary Approval** > A contour map showing the topography of the site with at least 2 metre contour lines; and **Application Form** > A conceptual design showing the location and dimensions of all proposed Lots, Roads, bicycle lanes, sidewalks, walkways and trails, Parks and Open Space, Preliminary Site Plan watercourses, wetlands, surrounding land Uses and other site features such as woodlands. Any contaminated sites or hazards shall be disclosed to the Development Officer. Review New lot(s) must abut a public road Final Site Plan Any new roads must be public New roads must be accepted as public and entranceway permits must be **Final Approval** approved by Province prior to Final Approval > Department of Transportation and Infrastructure 902-368-5100 roads@gov.pe.ca

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Review During the review of the application, the Town may require: > Additional information or studies: Bylaw section 4.13.3. **Before You Begin** > Parkland dedication where 5 or more lots : Bylaw section 4.9 **Preliminary Approval** > Subdivision Agreement: Bylaw section 4.12. Letter of Preliminary Approval is issued once approved by Council **Application Form** > Discussions with the Province's Department of Transportation should begin early in the process if the subdivision includes a new or extended road. Preliminary Site Plan Review Final Site Plan **Final Approval**



Final Site Plan To apply for final approval, you must submit to the Town: > Stormwater management plan (may required for all subdivisions). **Before You Begin** > Nine (9) copies of a final survey plan that show all lots pinned and certified by a Preliminary Approval licensed surveyor. > Completed agreement with the provincial Department of Transportation **Application Form** Infrastructure and Infrastructure respecting road construction and the roads have been accepted as public. Preliminary Site Plan > For all details see Section 4.14 of the Bylaw. Review Final Site Plan Final Approval



Final Approval

Final Approval Upon Final Approval, the Town shall stamp and sign the survey drawings and return at least one copy to the applicant. **Before You Begin** The Town files copies with: **Preliminary Approval** a) the Registrar of Deeds b) the Department responsible for Transportation, if applicable **Application Form** c) Town files d) Public Safety (911) **Preliminary Site Plan** You may now convey/sell the new lot(s) or and/or apply for a Development Permit. Review Note that subdivisions are subject to appeal. Matters that should be addressed at the preliminary approval must be appealed at that point, rather than at the final approval stage. Amendments to Final Site Plan the Act were made in 2023 that changes who may file an appeal - refer to the Act for full details.



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