

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

Town of Stratford,
234 Shakespeare Drive, Stratford
PE, C1B 2VB
902-569-6921
sdewitt@townofstratford.ca
www.townofstratford.ca

Before You Begin

Before You Begin

Preliminary Approval

Application Form

Preliminary Site Plan

Review

Final Site Plan

Final Approval

Any subdivision or consolidation of land requires final approval before:

- › A new lot/parcel is conveyed to someone else
- › A development permit can be granted on that lot/parcel

Any application is evaluated by the Development Officer against the criteria laid out in the:

- › Official Plan
 - Describes the priorities and intentions of the Town
- › Zoning and Development Bylaw (the Bylaw)
 - Part 4 of the Bylaw provides more details on the rules around subdivision and consolidation

Preliminary Approval

Subdivision approval happens in 2 steps:

Before You Begin

Preliminary Approval

Application Form

Preliminary Site Plan

Review

Final Site Plan

Final Approval

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.

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

Before You Begin

Preliminary Approval

Application Form

Preliminary Site Plan

Review

Final Site Plan

Final Approval

Preliminary Subdivision Plan

Before You Begin

Preliminary Approval

Application Form

Preliminary Site Plan

Review

Final Site Plan

Final Approval

As per section 4.13 of the Bylaw, the subdivision plan must include:

- › An orthophoto showing the location of the land and all adjoining properties;
- › A description of land uses on the surrounding properties;
- › A contour map showing the topography of the site with at least 2 metre contour lines; and
- › A conceptual design showing the location and dimensions of all proposed Lots, Roads, bicycle lanes, sidewalks, walkways and trails, Parks and Open Space, watercourses, wetlands, surrounding land Uses and other site features such as woodlands. Any contaminated sites or hazards shall be disclosed to the Development Officer.
- › New lot(s) must abut a public road

Any new roads must be public

- › New roads must be accepted as public and entranceway permits must be approved by Province prior to Final Approval
- › Department of Transportation and Infrastructure
 - 902-368-5100 roads@gov.pe.ca

Before You Begin

Preliminary Approval

Application Form

Preliminary Site Plan

Review

Final Site Plan

Final Approval

Review

During the review of the application, the Town may require:

- › Additional information or studies: Bylaw section 4.13.3.
- › Parkland dedication where 5 or more lots : Bylaw section 4.9
- › Subdivision Agreement: Bylaw section 4.12.

Letter of Preliminary Approval is issued once approved by Council

- › Discussions with the Province's Department of Transportation should begin early in the process if the subdivision includes a new or extended road.

Final Site Plan

To apply for final approval, you must submit to the Town:

- › Stormwater management plan (may required for all subdivisions).
- › Nine (9) copies of a final survey plan that show all lots pinned and certified by a licensed surveyor.
- › Completed agreement with the provincial Department of Transportation Infrastructure and Infrastructure respecting road construction and the roads have been accepted as public.
- › For all details see Section 4.14 of the Bylaw.

Before You Begin

Preliminary Approval

Application Form

Preliminary Site Plan

Review

Final Site Plan

Final Approval

Before You Begin

Preliminary Approval

Application Form

Preliminary Site Plan

Review

Final Site Plan

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.

The Town files copies with:

- a) the Registrar of Deeds
- b) the Department responsible for Transportation, if applicable
- c) Town files
- d) Public Safety (911)

You may now convey/sell the new lot(s) or and/or apply for a Development Permit.

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 the Act were made in 2023 that changes who may file an appeal – refer to the Act for full details.



Subdivision and Consolidation
Application Guide 2023