Subdivisions Approval Process

(For Tentative and Final Plan)

Process Timeline

LEGEND (Action by) External Departments GMRSC and Agencies

Potential pre-application meeting* with **Development Officer**

Complete application package* and ensure fee payment is received by GMRSC

Application Review

Type 1 Subdivision

Applicant

Are variances required?

Type 2 Subdivision

Are variances required?

Technical review of application by GMRSC and Provincial or Municipal agencies as required

Staff review application against **Provincial or Municipal** regulations

NO

Staff prepare mail notification to property owners within 30 meters if within Municipality or 100 meters elsewhere

YES

Acknowledge written responses from property owners

Development Officer variance decision form is completed and sent to **Applicant**

Include responses in the Staff report

Technical review of application by GMRSC and Provincial or Municipal agencies as required

NO

1

Timelines

vary widely

see page

2

Development Officer prepares Staff Report with recommendation for PRAC

PRAC approves (subject to terms and conditions) or denies application during the PRAC (Applicant or those wishing to comment on the application may attend and be heard

Development Officer approval of tentative subdivision plan or PRAC approval, both valid for one year, is given in writing to Applicant (usually through email)

After tentative subdivision plan is approved, Applicant may proceed to layout streets, lots, blocks, lands for pubic purposes while preparing a final subdivision plan in accordance with all the provisions in Section 84 of the CPA

Applicant submits final subdivision plan for approval in accordance with requirements of Section 84(1) 84(6) of the CPA. Final subdivision plan is usually sent by Surveyor but can be submitted by the land owner for approval (stamped and signed) by the Development Officer

The final subdivision plan is then reviewed and approved by the Development Officer and additional copies are returned to the Applicant

The Applicant (land owner, Surveyor, Lawyer) is responsible to register documents at the Provincial Land Registration Office

> GREATER MIRAMICHI REGIONAL SERVICE COMMISSION COMMISSION DE SERVICES RÉGIONAUX DU GRAND MIRAMICH

Subdivisions

Process Timeline

Roles, Responsibilities, and Procedures

Applicant

LEGEND (Action by)

External Departments and Agencies



Applicant Responsibilities, Roles & Procedures

Specific Roles and Procedures

- -Typically, the Applicant will schedule a meeting to drop off the application and required documents -At minimum, a completed application form and tentative subdivision plan are required
- -*Possible documents/consultation required for complete application, depending on the file: subdivision assessment report (septic suitability for under 8050sq m), and/or sight distance report (vehicular safety), NB Department of Environment regarding wetlands, wellfield protection areas, City of Miramichi Engineering, NB 911 for civic addressing, NB power consult to see if power lines run by frontage or anywhere on lot (to see if they require any easements) -Refer to different approvals/documents needed on subdivision guide form
- -From *Surveyor*, could need subdivision assessment report (septic suitability for under 8050sq m), and/or sight distance report (vehicular safety), if requested contact DOE about wetlands, wellfield, usually rely on layers of GIS info that we have access to, could contact city engineering and public works if it's in the City, NB 911 for civic addressing, if requested NB power consult to see if power lines run by frontage or anywhere on lot (to see if they require any an easements)
- -*Pre-application meetings with Development Officer (may include GMRSC Staff, Planners, Municipal Staff, Building Inspector) are possible (over the phone, by email, virtually or in person with COVID-19 protocols) but typically not needed
- -The Applicant is almost always a Surveyor that is familiar with the process

Responsibilities

- -Responsibility of Applicant to register documents at land registry office; owner, Surveyor or lawyer
- -Creation of a parcel to be added to a neighbouring property, creates the need for a document as well to accompany the final plan (similar to subdivision review process, but document approval additionally, at the same time as the final subdivision plan; deed comes from lawyer)



Fees

-Fees: -type 1 subdivision is regular (\$200 + \$25 per parcel created), type 2 (\$500 + \$50 per parcel created if new access has to go to PRAC)



GMRSC Responsibilities, Roles & Procedures

Specific Roles and Procedures

- -Inquiries from the general public are answered but they usually get directed to consult with a licensed Surveyor
- -Review proposed subdivision against regulation 80–159 (either provincial reg, or zoning/subdivision by-law, for dimensional requirements, access, and other subdivision standards)
- -Type 2 subdivision application is reviewed against different section of provincial regulation and potentially zoning by-law
- -Final plan sent by Surveyor when ready, or sometimes the landowner; stamped and signed at that point; we keep one paper copy and send the rest back
- -Creation of a parcel to be added to a neighbouring property, creates the need for a document as well to accompany the final plan (similar to subdivision review process, but document approval additionally, at the same time as the final subdivision plan; deed comes from lawyer)

Development Officer Variance

Development Officer variance approval is required if the lot sizes and/or frontages don't meet requirements

PRAC Approval

- -PRAC approvals are required only when a private or public access is proposed; but any other variances at the discretion of the Development Officer could go to the PRAC
- -Applications are received up until **4 weeks** prior to the scheduled meeting



Timeline

- -If **NO** variance/PRAC Approval is **NOT** required: **1-5 Days**
- -If variance *IS* required: **10+ Days**
- -If **NO** variance required/PRAC review **IS** required: **4+ weeks**

This process has been independently reviewed by a third-party professional engineering and planning consultant and is found to be consistent with the requirements of the Community Planning Act, Local Governance Act, and with the processes used in other jurisdictions across the Province of New Brunswick.