

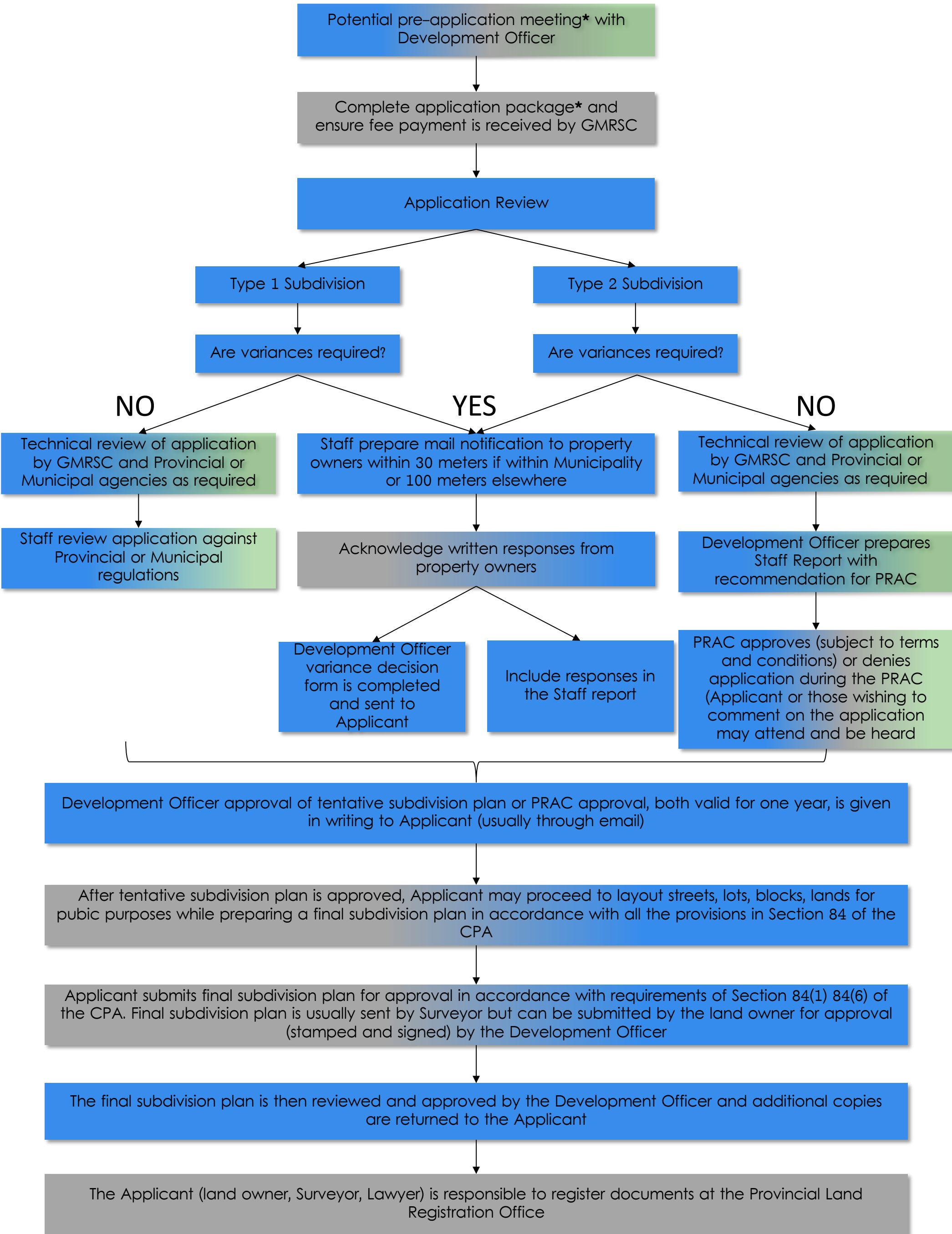
# Subdivisions Approval Process (For Tentative and Final Plan)

*Timelines vary widely – see page 2*

## Process Timeline

**LEGEND (Action by)**

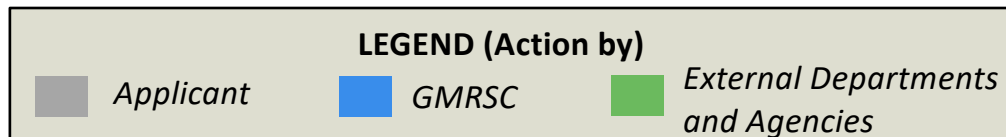
- Applicant
- GMRSC
- External Departments and Agencies



# Subdivisions

## Process Timeline

### Roles, Responsibilities, and Procedures



#### 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.*