

Regional Final Plan Clearance Process

(minor changes to the process may be permitted to resolve issues upon implementation)

Step 1.

1. Receipt of Package by Regional Planning Department (5 required components):
 - Final Plan signed and dated by surveyor and owner, or unsigned final plan, finalized to the best ability of the applicant. An unsigned plan must be accompanied by items in bullet points 2, 3, 4, and 5. A final plan signed and dated by the surveyor and owner shall be submitted in Step 7.
 - Final draft local subdivision agreement (dated).
 - Surveyors certificate.
 - Servicing allocation by area municipality Council resolution and confirmation that resolution is still applicable.
 - Letter from consultant/owner briefly stating how each Regional condition is met.
2. Planning Department circulates request for clearance to internal Regional Departments.
 - Includes information: number and type of units.
 - Additional note indicating planning will advise and circulate executed local subdivision agreement when received.
3. T & W – review information
 - T & W prepare “Clearance Status” letter advising planning what additional information, is necessary, what conditions cannot be cleared and why, & which conditions have been cleared. Clearance Status letter copied to applicant/consultant.
4. Planning informs, or confirms, with applicant/consultant all outstanding requirements of T&W.
5. Finance Department
 - Calculate DC amount, provide explanation of calculation
 - Inform legal/planning
6. Legal Department
 - Forward e-mail to applicant/consultant advising preliminary amount of DC payment. Amount subject to change depending on timing of receipt of payment.
 - Advise applicant the Region will not accept DC payment until local subdivision agreement is executed.

Step 2:

7. Applicant/consultant provides final plan signed and dated by surveyor and owner, copy of executed local subdivision agreement, and letter identifying how any outstanding Regional requirement has been met.
 - Planning circulates executed agreement, (with changes from previous draft highlighted by applicant) to T & W and other departments, as required.
 - Planning e-mails finance and legal advising that local subdivision agreement has been executed.
8. Finance Department confirms if DC calculation still applicable (rates have not changed). The rates that are applicable are those that are in effect at the time the signed and dated final plan and executed local subdivision agreement are received by the planning department. Legal department forwards draft Regional Development Charge Agreement to applicant. Legal/Finance receive payment of DC's.
9. Planning receives clearances from internal departments that were awaiting confirmation of local subdivision agreement execution.
10. Regional Planning advises area municipality that all Regional conditions/requirements have been met.

Prepared: March 2006

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