

SUBDIVISION PROCESS

Information required with your application:

- **Certificate of Title:** Copy of for all affected properties (available from Brandon Land Titles Office, 705 Princess Avenue, 726-6279);
- **Letter of Intent:** describing the application and any reasons supporting it, and any other information that may help explain the proposal;
- **Detailed site plan:** showing accurate dimensions of the existing and proposed parcel; location and dimensions of all existing and proposed buildings and structures including distances from property lines; location of septic fields or sewage ejectors; location of wells; fence lines; trees or shelter-belts; utility lines; and drainage patterns; (see example)
- **Letter of Authorization:** to apply if applicant is other than the property owner;
- **Copy of Offer to Purchase:** access agreements, easements or any other related or supporting documents if applicable; and
- **Application fee:** see fee schedule

NOTE: Applications will not be accepted for processing until Planning District staff are satisfied that all necessary and required information is provided.

What happens to your application after it is submitted?

- Application is reviewed for conformance to requirements of the Brandon & Area Planning District Development Plan, the relevant Municipal Zoning By-law, and the Subdivision Regulations under The Planning Act.
- Application is circulated to commenting agencies who have 27 days to reply.
- If the proposed subdivision includes the creation of a public road, a public hearing will be scheduled. At least 14 days prior to the hearing, notices will be sent to each assessed property owner within a 100m (328 foot) radius of the affected property. The applicant will be responsible for placing “Notice of Hearing” posters on the affected property at least 14 days prior to the hearing, and will be responsible for maintaining the poster during those 14 days.
- Once all comments are received, B.A.P.D. Development Officer prepares a Planning Report summarizing all comments, concerns, requirements and recommendations.
- Application and Planning Report submitted to Council for consideration and decision.
- If the proposed subdivision includes the creation of a public road, at the required hearing, the applicant and any other person(s) may make a presentation to Council.
- If Council rejects, then the B.A.P.D. Board **must also reject** the application.
- If Council approves the application (may be subject to conditions), it is then submitted to the B.A.P.D. Board (Approving Authority) for consideration.
- B.A.P.D. Board may deny the application, decision can be appealed to the Municipal Board (if the Municipal Board denies, then the B.A.P.D. Board must deny).
- B.A.P.D. Board may approve the application with or without conditions.
- Applicant receives letter of Conditional Approval, outlining all conditions and requirements for final approval (normally about 3-4 months after submitting application). Applicant has two years to meet all conditions and requirements. Conditions can be appealed to Municipal Board. Requirements cannot be appealed.
- B.A.P.D. Board gives Final Approval when all conditions and requirements have been met. Plan can then be registered with the Land Titles Office.

Questions regarding this process may be directed to: Brandon & Area Planning District 729-2110.