

# Subdivision/Condominium Process Guide

## What is a Plan of Subdivision/Condominium?

A Plan of Subdivision/Plan of Condominium allows a piece of land to be divided into smaller lots or units in a comprehensive manner. In considering a proposed plan, applications are evaluated against criteria such as conformity with the Municipality's Official Plan, Middlesex County's Official Plan, the Zoning By-law, Provincial policies, the Planning Act, and engineering standards. Compatibility with adjacent properties and the suitability of the land for the proposed purpose are also taken into account, including the size and shape of the lots being created, adequacy of vehicular access, servicing, and environmental matters. The Subdivision/Condominium process is typically a technical process and applicants will require professional planning, engineering, legal, and surveying assistance. Subdivision/Condominium applications are usually processed concurrently with other planning applications (such as Zoning By-law amendments) so that councils and the public have a comprehensive understanding of the proposal.

## What is the Plan of Subdivision Process?

1. Schedule a **pre-consultation** discussion with the Planner.

2. Submit a **complete application**, any required documents and applicable fees **to the County**, and to the Municipality if required.

3. A **Notice of a Public Meeting** is posted on the subject lands and circulated to the applicants, landowners within 120 meters, and relevant agencies at least 14 days before the meeting.

4. During a **public meeting** of North Middlesex Council, the application will be considered and public input will be gathered.

5. Staff evaluate the application and may recommend changes. Once the application meets requirements, staff prepare a **planning report** with a recommendation to local Council.

6. During a **meeting of North Middlesex Council**, the application will be considered and a recommendation will be made to either locally endorse and forward to Middlesex County, deny, or defer.

7. The application will be considered by **County Council**, or where appropriate the County's Director of Planning and Development and a decision will then be made to either approve the application with conditions, deny, or defer.

8. A **Notice of Decision** is mailed out by Middlesex County to the applicants, agencies, and by request within 15 days of the Decision.

9. A 20-day **appeal period** begins on the Notice of Decision date. Appeals are heard by the Ontario Land Tribunal for a final decision. If no appeals are received, the Draft Plan is approved. It is the applicant's responsibility to fulfill the conditions of the Draft Plan Approval and submit evidence of this to the County.

### Need More Information?

Contact a municipal planner at (519) 294-6244

Find the Zoning By-Law at [www.northmiddlesex.on.ca](http://www.northmiddlesex.on.ca)

Visit the Municipal Office at 229 Parkhill Main Street, Parkhill