



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Subdivision Process	PD-003	155/22	April 27, 2022	1	

**Policy Objective:**

To set a process and standard for subdivision applications and to set the cost recovery to the Town for applications

**Background:**

1. The Municipality is required through the **Planning and Development Act** to review subdivision applications and report to Community Planning how the subdivision may or may not comply with the Municipality Bylaws and Plans

2. **Policy:**

1. **Process**

- a. Subdivision application is received by the Municipality
    - b. Application is reviewed by the CAO
    - c. CAO has the authorization to contact a Community Planner to assist with the subdivision application on behalf of the Municipality
    - d. Upon consultation with the Community Planner, the CAO will then bring the application forward to the Council to make the final decision on the application
    - e. All subdivisions must comply with the Bylaws and Policies of the Municipality.
    - f. If a subdivision requires a bylaw amendment, then the amendment will be brought to the Council for review and amending.

2. **Costs**

- a. All costs associated with the individual subdivision applications will be borne by the applicant.
    - b. These costs include, but are not limited to:
      - i. Advertising
      - ii. Changing/Amending Zoning Bylaw or Official Community Plan
      - iii. Community Planner cost
      - iv. Municipal Reserve requirements
      - v. Servicing Agreements
        1. Costs to establish a servicing agreement and register at ISC
        2. Costs to comply with servicing agreement

PD-003

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Date Issued: April 27, 2022

Res #155/22

Replaced – Res #

Mayor