

## **SUBDIVISION APPLICATION CHECKLIST**

- 1/ Application may be received in mail or by hand.
- 2/ Ensure the required number of copies of the subdivision plan are received.
  - a. 5 copies of the plan – large scale;
  - b. 5 reduced copies of the plan – 8 ½ “x 14”;
  - c. 5 completed application forms – 1 original and 4 copies;
  - d. 2 copies of the deed/transfer and any easements affecting the property;
  - e. 5 copies of all reports;
  - f. 5 copies of the planning rationale; and
  - g. 15 CD’s containing a copy of the plan, application form, all relevant reports and the planning rationale. (Copy of deed/transfer and any easements not to be included on CD.)
- 3/ Ensure required fee has been submitted together with a deposit against which the County will charge any professional fees and expenses incurred in reviewing the application.