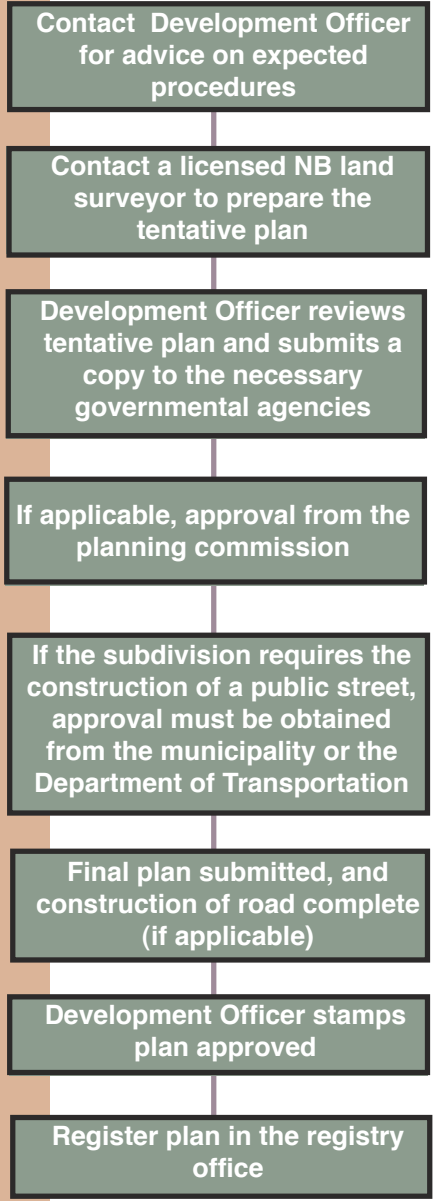


**General  
Subdivision procedure:**



**Application Requirements**

A complete application for the subdivision of a property consists of the following:

- ✓ a signed application (by the property owner or an agent authorized to do so)
- ✓ payment of application fee (if applicable)
- ✓ between 5-8 copies of the tentative plan (more if requested by the Development Officer).

**Contacts**

<i>Department of Transportation</i> (access/sight line permit)	856-2000
<i>Department of Health</i> (on-site septic systems)	856-2401
<i>Department of Environment</i> (watercourse alteration permit)	856-5374
<i>Town of Sackville</i> (Engineering & Public Works Dept.)	364-4960
<i>Village of Port Elgin</i>	538-2120
<i>Village of Dorchester</i>	379-3030

**Please also note:**

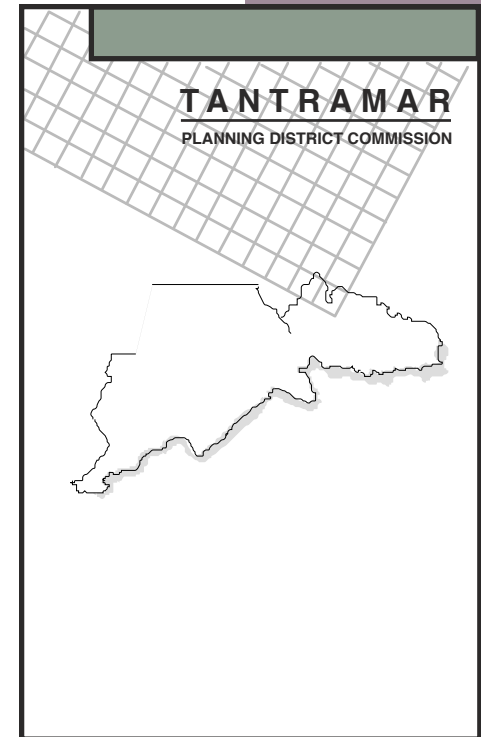
- ✓ Lot sizes vary depending on the location of the proposal, as well as with Department of Health regulations.
- ✓ The processing time of a subdivision varies depending on the complexity of the subdivision.
- ✓ All final plans must be registered within 6 months of approval, in the registry office, before lots are legally created and can be sold.

This brochure is designed to give the applicant an overview and basic information about subdivisions. Where this brochure conflicts with existing legislation, the latter prevails. For further information on detailed procedures or specific applications see the:

*Tantramar Planning District Commission.*

# Subdivisions

## Guide to Development Procedures



## Subdivisions

### **Definition of a Subdivision**

A subdivision is the division of a property into two or more parcels, or the consolidation of two or more properties into one.

All subdivisions must consist of a legal plan prepared by a licensed New Brunswick land surveyor, unless it is exempted under the New Brunswick Community Planning Act.

### **Types of Subdivisions**

There are five main types of subdivisions:

1. Consolidation,
2. Subdivision on a public road,
3. Subdivision on a private road,
4. Subdivision on a new road, and
5. An exemption.

Several factors determine the time it takes to have a subdivision approved, such as the type of subdivision, availability or requirement of services, and the location of the proposal (municipality or unincorporated area).

### **Subdivision Stages**

There are three stages to the subdivision process:

- 1.) pre-application
- 2.) tentative plan, and
- 3.) final plan

#### ***Pre-application Stage***

When an individual is considering subdividing a property, the first step should always be to contact the Development Officer. The Development Officer will be able to provide

any general information required and the approximate time frames involved in processing the application. As well, the Development Officer will be able to provide the individual with the minimum requirements and offer advice on the proposed subdivision. This initial stage can save time and money.

#### ***Tentative Plan Stage***

A tentative plan must be prepared by a licensed New Brunswick Land Surveyor. The Development Officer requires between 5-8 copies of the tentative plan. These copies are sent to several government departments, such as the Department of Transportation, Department of Health and Wellness, Department of Environment, utility companies and any other necessary department. The tentative plan must receive the approval of all necessary departments mentioned above before it can be approved.

The tentative plan is null and void at the expiration of six months from the date such approval or exemption was given. Note: The tentative plan is not eligible for registration in the registry office.

#### ***Final Plan Stage***

Once the tentative plan has been approved by all the necessary government departments, the Development Officer will request a final plan. This final plan must be approved by the Development Officer. This approval is indicated by the placement of the Development Officer's stamp on the face of the plan. Once final approval is given, the final plan may be registered in the Westmorland Registry Office.

For further information on  
**Development Procedures**  
Please contact:  
**Tantramar Planning District  
Commission**  
2 Bridge Street  
Sackville, NB  
E4L 3N5

Phone: (506)364-4701  
Fax: (506)364-4714