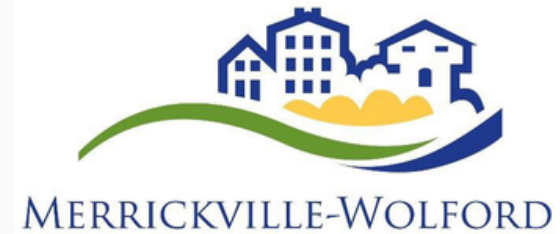


Plan of Subdivision- Approval Process



Step 01

Pre-consultation with Village & Counties Staff

- Applicant is required to meet with both staff from the United Counties of Leeds and Grenville & Village of Merrickville Wolford to discuss the details of the proposed plan of subdivision.
- Staff will identify the studies/supporting documentation that will be required.
- **Note** that certain studies may be required to be peer reviewed.
- Early consultation with local departments and external agencies is strongly recommended.

Step 02

Application Submission with United Counties Staff

- Following pre-consultation with all parties, the applicant will submit the complete application to the Counties Include fees, application, draft plan and any required reports.

Step 03

Application Notice & Circulation

- Should the application be deemed complete, United Counties staff will review and circulate the Complete Application to all properties within **120 m** of the subject lands, in addition to applicable internal departments and external agencies, including the Village.

Step 04

Review & Decision

- Complete applications are scheduled for review and a decision by the Approval Authority, being the The Corporation of the United Counties of Leeds and Grenville, is made within **120 days** once all agency comments have been received.
- Decisions are subject to a **20-day** appeal period.

Step 05

Appeal Rights

- The **20-day** appeal period begins once "Notice of Decision" is mailed out to prescribed parties.
- **Note** that only the applicant, local municipality, a public body, or specified person under the Planning Act may appeal the decision.
- The Applicant may also appeal to the OLT if the approval authority fails to make a decision within **120 days** of receipt of a complete application.

Step 06

Final Approval (Conditions Met)

- Applicant enters into a 'Subdivision Agreement' with the Village which is intended to satisfy the majority of approval conditions, including financial securities.
- Final approval is granted when all conditions of draft approval have been met before the **3-year** lapsing date. The plan may then be registered in the Counties Registry Office.

Timeline: 12-24 months