

Process Timeline

Subdivisions

1. Application Preparation and Submission

Potential Pre-Application Meeting

Complete application package and fee payment received by GMRSC

If No Variance/PRAC Approval is Required

1-5 Days

Development Officer Variance

Staff identify required variances

Staff prepare mail notification to neighbours within 100m

Development Officer Variance decision form is completed and sent to Applicant

If Variance is Required

10+ Days

If PRAC Approval is Required

4+ weeks

PRAC Approval

GMRSC prepares Staff Report with recommendation for PRAC

PRAC meeting is held; PRAC approves or denies request

Letter is sent to Applicant notifying them of PRAC decision/resolution

Application Review

Technical review of Application by GMRSC and other agencies

Staff review application against regulations

Application Approval

Approval is given in writing for tentative plan valid for 1 year; information emailed to surveyor

Final plan sent by surveyor when ready, or sometimes the land owner (stamped and signed by staff)

Responsibility of applicant (owner, surveyor or lawyer) to register documents at land registry office

Roles, Responsibilities, and Procedures

- Pre-application meetings are possible (over the phone, by email, or in person) but typically not needed
- The Applicant is almost always a surveyor that is familiar with the process
- Inquiries from the general public are answered but they usually get directed to consult with a licensed surveyor

Applicant is Responsible For:

- Typically the Applicant will schedule a meeting to drop off the application and required documents
- At minimum, a completed application form and tentative subdivision plan are required
- Refer to different approvals/documents needed on subdivision guide form
- From surveyor, could need subdivision assessment report (septic suitability for under 8050sq m), and/or sight distance report (vehicular safety), rarely contacts DOE about wetlands, wellfield, usually rely on layers of GIS info that we have access to, could contact city engineering and public works if it's in the City, NB 911 rarely for civic addressing , NB power consult to see if power lines run by frontage or anywhere on lot (to see if they want an easement)

Development Officer Variance

- Development Officer variance approval is required if the lot sizes and/or frontages don't meet requirements

PRAC Approval

- PRAC approvals are required only when a private or public access is proposed; but any other variances at the discretion of the development officer could go to the PRAC
- Applications are received up until 4 weeks prior to the scheduled meeting

-Possible documents/consultation required for complete application, depending on the file: subdivision assessment report (septic suitability for under 8050sq m), and/or sight distance report (vehicular safety), NB Department of Environment regarding wetlands, wellfield protection areas, City of Miramichi Engineering, NB 911 for civic addressing , NB power consult to see if power lines run by frontage or anywhere on lot (to see if they want an easement)
-type 1 subdivision is regular (\$200 + \$25 per parcel created), type 2 (\$50 per parcel create) is access that has to go to the PRAC

-review proposed subdivision against regulation 80-159 (either provincial reg, or zoning/subdivision by-law, for dimensional requirements and access)
-type 2 subdivision application is reviewed against different section of provincial regulation and potentially zoning by-law

-final plan sent by surveyor when ready, or sometimes the land owner; stamped and signed at that point; we keep one paper copy and send the rest back

-responsibility of applicant to register documents at land registry office; owner, surveyor or lawyer

-creation of a parcel to be added to a neighbouring property, creates the need for a document as well to accompany the final plan (similar subdivision review process, but document approval additionally, at the same time as the final subdivision plan; deed comes from lawyer)

-fees: -type 1 subdivision is regular (\$200 + \$25 per parcel created), type 2 (\$500 + \$50 per parcel create) is the creation of a new access that has to go to PRAC

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