

**Title: Subdivision Endorsement**

**Policy No: 6120**

**Approval: County Council**

**Effective Date: July 5, 2016**

**Amended:**



**Policy Statement:** Submission of a subdivision plan for endorsement will be by Plan of Survey, or Descriptive Plan and shall require that all conditions of subdivision have been completed to the satisfaction of the Subdivision Authority.

1. Endorsement may only be considered once all conditions of subdivision have been completed to the satisfaction of the Subdivision Authority.
2. All endorsement requests must be accompanied by the required fee(s), levies, survey and any required reports, drawings, studies or agreements.
3. Submission of a subdivision plan for endorsement, will be by Plan of Survey, although a Descriptive Plan may be considered for subdivision of a first parcel out where:
  - the parcel is square or rectangular in shape or has been accepted by Land Titles Office;
  - if road widening or reserve land is not required to be dedicated at the time of survey, and;
  - where a Real Property Report, building location plan or a detailed tentative plan has been submitted to the County.
4. Subject to the discretion of the Subdivision Authority, an approval, or endorsement, which has expired will result in the applicant being required to submit a new subdivision application. A new application will be subject to the regulations and policies in effect at the time of the new application, which may be different from when the original application was submitted or decided.
5. Notwithstanding Article 4 above, the Subdivision Authority may consider extending the approval, or endorsement, of an application which has expired if circumstances particular to that file are present, if there have been no changes to municipal or provincial policy or regulation which impact the subdivision, and if a written request and the required fee has been submitted.
6. Notwithstanding Article 1 and Section 2.3.12 Municipal Acceptance of the Design Guidelines and Construction Standards, the Subdivision Authority may consider endorsement of a subdivision once the subdivision has reached a construction stage that is safe for public access and use. This includes the installation of all appropriate offsite and on site traffic control signage and there remains only minor deficiencies on the following municipal services;

- i) All roadways must be constructed and tested with only minor deficiencies (ie: seeding, erosion control, ditch clean up etc) as permitted by the Manager of Infrastructure Services or designate;
  - a) In the event that a roadway requires or is contemplated for an asphalt surface, the County will allow endorsement subject to the developer obtaining approval of the base course and gravel and providing the necessary security for the incomplete work through a security agreement. The County shall apply a one (1) year deadline to complete the first lift of asphalt. The final lift of asphalt shall be placed by the Developer no more than 2 (two) years after approval by the Director of Infrastructure Services or designate.
- ii) All water and sanitary sewer systems must be installed, tested (ie: pressure tests, bacteriological tests), landscaped, valves marked, as-built drawings submitted and in working condition with only minor deficiencies as permitted (ie: caps and minor landscaping) by the Manager of Infrastructure Services, or designate;
- iii) Storm water management facilities and related improvements must be constructed and functioning and able to properly control a storm flow event with only minor deficiencies (ie seeding, minor erosion control) as permitted by the Manager of Infrastructure Services or designate;
- iv) Each lot must be pre-graded to a condition acceptable to the Director of Infrastructure Services or designate as outlined in engineered grading plans provided;
- v) Before endorsement the developer must enter into a letter agreement or be entered into a Development Agreement that outlines the Developer's maintenance responsibilities during the two year warranty period;
- vi) Security for the above minor deficiencies on essential services including water, sewer, road infrastructure and storm management must be deposited with the County in the amount of 120 percent of the estimated cost as determined by the Director of Infrastructure Services or designate. The Director of Infrastructure or his designate may or may not utilize construction costs provided by the developer to determine the amount to complete the conditions.
- vii) The Director of Infrastructure Services or designate will determine the amount of the security required based on the estimated remaining work required to complete the subdivision to substantial completion.

- viii) Pursuant to Section 2.4.1. of the Design Guidelines and Construction Standards security shall be by way of an irrevocable letter of credit or cash deposited with the County. Land is not considered an acceptable means of Security.
- ix) No interest shall be paid to the developer for any funds deposited with the County unless agreed upon and expressed within the Development Agreement.