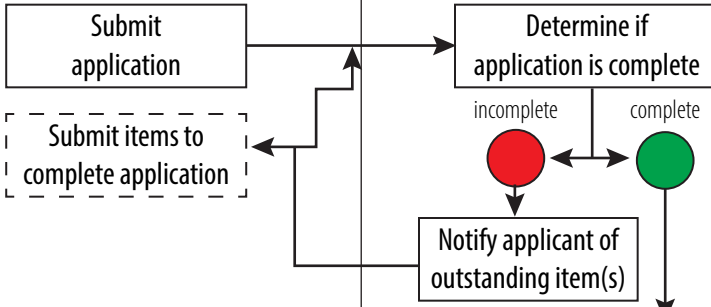
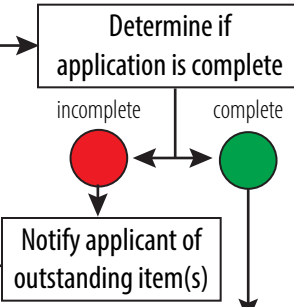
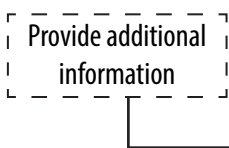
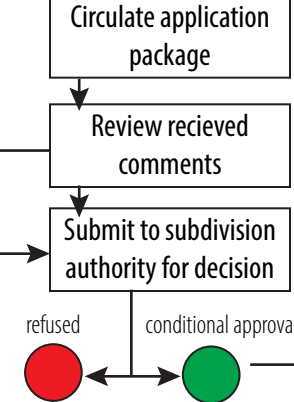
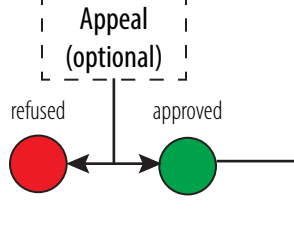
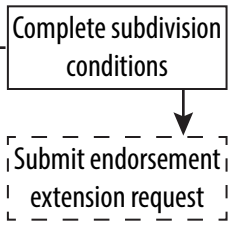
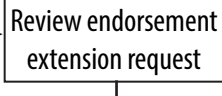
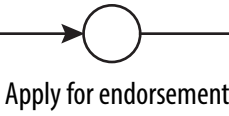
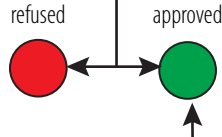


Step (Timing)	Process		Procedure
	Applicant	Municipality	
Completeness Review (20 days)			<ol style="list-style-type: none"> <li>1. Applicant submits a complete application based on required information determined through the pre-application review</li> <li>2. For incomplete applications, the applicant will provide outstanding items by the date specified in the notice. The applicant may submit a time extension agreement to extend the deemed complete timeline.</li> </ol>
Circulation and Decision (60 days)			<ol style="list-style-type: none"> <li>3. The complete application is circulated to internal departments and external agencies who may be affected by the application</li> <li>4. Administration may request additional information from the applicant based on comments received</li> <li>5. The subdivision authority decides to either conditionally approve or refuse the application</li> </ol>
Appeal (14 days)			<ol style="list-style-type: none"> <li>6. The applicant and affected external agencies may appeal the subdivision authority decision</li> <li>7. Appeals are heard by the Subdivision and Development Appeal Board (SDAB) or the Municipal Government Board (MGB)</li> <li>8. The appeal board may uphold, modify, or overturn the subdivision authority; this decision is final</li> </ol>
Subdivisions Conditions (One year from date of conditional approval)			<ol style="list-style-type: none"> <li>9. The applicant must complete all conditions of subdivision approval within one year, prior to subdivision endorsement and registration</li> <li>10. If the applicant cannot complete subdivision conditions within one year of the conditional approval, they must apply for an endorsement extension</li> </ol>
Endorsement			<ol style="list-style-type: none"> <li>11. Applicant submits endorsement application package</li> </ol>