

Subdivision Process Steps



Brochures will be available to educate the public on what is required for LRA and MGA

Surveyor/Developer consults with the Municipal Unit during preliminary and tentative stages of subdivision as is done today.

At the final subdivision application stage, the MU or developer sends the proposed Subdivision Plan together with the Subdivision Application to the Land Registration Office.



Based on the information contained in the Application, the mapper:

- completes a pre-approval checklist.
- activates the new PIDs in the system as pending PIDs.
- ghosts the new property lines in the graphics file.
- returns the Application, Plan and the completed Checklist to the Municipal Unit.



Land Registration Plans

When the plan is received at the LRO and it's discovered that a parcel needs to be migrated, a Notice of Intention to Cancel Plan is sent to the MU. The MU then forwards it to the developer. The developer then has 30 days to meet the needed requirements. If the requirements are not met within the 30 days, The LRO notifies the DO who cancels the plan and notifies the developer.

When the plan is received at the LRO and it's discovered consolidation deeds are not present or a parcel created by the plan does not meet the PDCA standards. A Notice of Rejection to Register a Subdivision Plan is sent to the DO and Developer.

When all Provincial and Municipal requirements are met, the Development Officer approves the final Subdivision and forwards a copy of the plan and the appropriate forms to the Land Registration Office.

For Land Registration Plans the MU will complete and attach a plan cover (Form 28) page.	For Registry of Deeds Plans the MU will complete and attach a plan cover page (Form 44) as well as the Notice of Subdivision.
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The completed checklist will:

- advise if parcels require a conversion to the new Land Registration system.
- assist the Development Officer in determining what the requirements are and if they have been met so that the final subdivision application can be initiated.
- assign PIDs to all new parcels and remainder parcels.
- advise if multiple ownership exists and if deeds are required.
- advise of any anomalies that currently exist which may cause the plan to not be registered.

Land Registration Plans (Form 28)

- the plan is accepted for registration.
- PIDS are activated and attributes are completed.
- parcel descriptions are generated.
- the plan is registered.
- a statement of registered and recorded interests is generated and e-mailed to the submitter (MU)
- the graphics are activated.
- Assessment Accounts are created and/or adjusted.

Registry of Deeds Plans (Form 44)

- the plan and notice are registered.
- PIDS are activated and attributes are completed.
- the graphics are activated.
- Assessment Accounts are created and/or adjusted.