Multiparcel Subdivision Approval Process

Timing	Process Flow	Procedures
Formal Requirement Letter sent within 14 days of the pre-application meeting	Pre-application Meeting Formal Requirement Letter	• Subdivision application requirements will be established through consultation with Parkland County.
Completeness Review 30 days per Submission	Application Submission Completeness Review Deficiency List Deemed Complete	• Once submitted, the Subdivision application will be reviewed for completeness. If the document is deemed incomplete the application and fees will be returned to the applicant with a deficiency list. • Any resubmissions received by Parkland County with substantial remaining deficiencies will be subject to a review fee.
Referral Period 21 days	Referral Revision	• Once deemed complete the Subdivision Application will be circulated to internal departments and affected external agencies. • Revisions to the subdivision may be required should issues arise through the referral process.
Subdivision decision will be made 60 days from the acceptance date	Subdivision Decision Refusal Conditional Approval	• The Subdivision Authority will decide whether to conditionally approve or refuse the subdivision. • The applicant and effected external agencies are able to appeal the Subdivision Authority Decision.
Appeal will be heard within 30 days of request for SDAB and 60 days for MGB	Appeal Appeal Decision	• If an appeal is submitted it will be heard by the Subdivision and Development Appeal Board (SDAB) or the Municipal Government Board (MGB). • The appeal board may choose to uphold, modify or overturn the decision of the Subdivision Authority.

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