Subdivision Approval Process

Timing	Process Flow	Procedures
	Pre-application Meeting	• Subdivision application requirements will be established through consultation with Parkland County.
Completeness Review 14 days per submission	Application Submission → Completeness Review; Revision; Deemed Complete	• Once submitted, the subdivision application will be reviewed for completeness. If the application is deemed incomplete the application and fees will be returned to the applicant for revisions.
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 application may be required should issues arise through the referral process.
Subdivision decision will be made 60 days after deemed complete	Subdivision Decision; Refusal; Conditional Approval	• The Subdivision Authority will decide whether to conditionally approve or refuse the subdivision application. • 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; Refusal; Conditional Approval	• Applicants and referral agencies have the right to appeal a Subdivision Authority 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.
Applicant has 1 year to complete conditions	Completion of Conditions; Endorsement	• The applicant is required to complete all conditions of approval prior to endorsement of the subdivision and the registration of the subdivision by the surveyor.

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