The City of Chestermere
SUBDIVISION PROCESS FOR VACANT LAND

PROCESS STEPS	APPLICANT	ADMINISTRATION
PHASE 1 - PLANNING		
Pre-Application	Pre-Application meeting	
20 DAYS **Application**	Applicant submits application	Administration reviews the application for completeness Notifcation of incomplete application Notifcation of complete application
60 DAYS **Review & Circulation**	At this stage, the applicant may address comments, as applicable. *Comments*	• Circulation to internal city departments • Circulation to external agencies • Administration reviews comments
Decision/Approval/Refuse		Administration prepares Subdivision Authority Report and makes decision of either: **Approved / Approved with conditions / Refused** ***Please note:*** *a notice of appeal may filled within 14 days after receipt of the written decision of the subdivision authority or deemed refusal of the subdivision authority pursuant to Section 678 (2) of the Act (MGA).*
PHASE 2 - ENGINEERING		
14 DAYS **Engineering Drawings Submission**	Applicant submits Preminary Engineering Plan submission	Completeness Review Incomplete Letter Complete Letter
30 DAYS **Engineering Drawings Review** *Resubmissions require additional 14 Days*	Applicant Revisions and Resubmissions	Preliminary Engineering & Landscape Plan Review Engineering IFC & Landscape Plan Review
14 DAYS **Development Agreement**	Applicant submits supporting documents & requests for Development Agreement prep	Administration prepares Draft Development Agreement to be reviewed by Developer
30 DAYS **Execution of the Development Agreement**	Applicant submits fee payment: OSL, Securities, Administration Fees	Administration prepares Development Agreement to be signed by Developer & Administration
Endorsement / Registration	Applicant has 1 year to submit Endorsement Package to City Administration Applicant submits subdivision registration to Land Titles Office with City's endorsement	Administration reviews Endorsement Package to ensure completeness and that approval conditions are met If so the City signs-off (endorses) the final plan and consents to registration Notication of registration & address map sent to City Building & Development Permits
PHASE 3 - CONSTRUCTION & COMPLETION		
30 DAYS **Shallow Utility Line Assignment (ULA)** *14 Days package completeness Review* *14 Days Package Submissions review*	Applicant prepares and submit Shallow Utility Line Assignment (ULA) package	Completeness Review Preliminary ULA Plan Review
44 DAYS **Construction, CCC, FAC, and Security Reduction** *14 Days Package completeness Review* *30 Days Package Submissions review*	Applicant prepares a Construction StartUp Meeting and request development inspections The applicant is required to submit the City of Chestermere CCC Inspection Request form along with the documents package. The applicant is required to submit the City of Chestermere FAC Inspection Request form along with the documents package.	Administration will conduct inspection and review of document submissions. Administration will conduct CCC inspection and review of document submissions. Administration will issue the CCC and Security Reduction Administration will conduct FAC inspection and review of document submissions. Administration will issue the FAC and Security Reduction
Subdivision Development Completion	The applicant is required to confirm that Endorsements/Registration, FAC, and Security have been completed and are satisfactory.	Administration take Ownership and Operations of the completed infrastructures