

# — What is a Plan of Subdivision/Condominium? —

A Plan of Subdivision/Plan of Condominium allows a piece of land to be divided into smaller lots or units in a comprehensive manner. In considering a proposed plan, applications are evaluated against criteria such as conformity with Middlesex Centre's Official Plan and Zoning By-law, Middlesex County's Official Plan, Provincial policies, the Planning Act, and engineering standards. Compatibility with adjacent properties and the suitability of the land for the proposed purpose are also taken into account, including the size and shape of the lots being created, adequacy of vehicular access, servicing, and environmental matters.

The Subdivision/Condominium process is typically a technical process and applicants will require professional planning, legal, engineering, and surveying assistance. Subdivision/Condominium applications are usually processed concurrently with other planning applications (such as Zoning By-law amendments) so that councils and the public have a comprehensive understanding of the proposal.

## What is the Plan of Subdivision Process?

1. Schedule a pre-consultation discussion with the Planner.

2. Submit a complete application with required documents and fees to the County (and to the Municipality if required).

3. A Notice of a Public Meeting is posted on the subject lands and circulated to the applicants, landowners within 120 metres, and relevant agencies 14 days before the meeting.

4. During a public meeting of Council, the application will be considered and public input will be gathered.

5. Staff evaluate the application and recommend changes. Once the application meets requirements, staff prepare a planning report with a recommendation.

6. During a meeting of Council, the application will be considered and a recommendation will be made to either locally approve (and forward to Middlesex County), deny, or defer.

7. During a meeting of County Council, a decision will be made to either approve the application with conditions, deny, or defer.

8. A Notice of Decision is mailed out by Middlesex County to the applicants, agencies, and by request within 15 days of the Decision.

9. A 20-day appeal period begins on the Notice of Decision date. Appeals are heard by the Ontario Land Tribunal for a final decision. If no appeals are received, the Draft Plan is approved. It is the applicant's responsibility to fulfill the conditions of the Draft Plan Approval and submit evidence to the County.

### Need More Information?

Find the Official Plan and Zoning By-Law at [middlesexcentre.on.ca/planning](http://middlesexcentre.on.ca/planning)

Contact a municipal planner at 519-666-0190 / 1-800-220-8968 or [planning@middlesexcentre.on.ca](mailto:planning@middlesexcentre.on.ca)

This document was prepared by County of Middlesex Planning, March 2021. Updated July 2021.