



SUBDIVISION APPLICATION CHECKLIST

Check	Required Information	Details
<input type="checkbox"/>	Application Form	An application form must be completed and signed by the registered owner or owner's agent.
<input type="checkbox"/>	Application	Application fees are based on the Town of Millet Development, Safety Code and Subdivision Fee Bylaw. The fee will be confirmed upon receipt of the application.
<input type="checkbox"/>	Certificate of Title	A copy of the current Certificate of Title for each parcel included as part of the subdivision application including of any right of way, restrictive covenants, easements etc registered against title.
<input type="checkbox"/>	Drawing of Proposed Subdivision	<p>A copy of the proposed plan drawn at scale that can be used as part of the circulation of your application. The drawing must show:</p> <ul style="list-style-type: none"> • Legal description, dimensions and boundaries of the parcel to be subdivided. • The proposed lots to be registered • The use, location, dimensions, boundaries and area of each new lot to be created including reserve lots and public utility lots • The location, use and dimensions of buildings on the land that are on the subject lands and identify any that are proposed to be demolished or removed. <p>Location and boundaries of features such as creeks, drainage ditches, landfills, sewage treatment areas (lagoons).</p> <p>Existing and proposed access to the subdivision and any remaining part of the existing property, the dimensions of the access and location, number name of highways, secondary roads and any other public roads.</p> <p>Location, dimensions and boundaries of any right-of way for a public utility lot or any other right of ways.</p>
<input type="checkbox"/>	Digital Drawings	1 image copy of the plan and 1 pdf