



1. *Subdivision Application* is received from Planning and Development Department.
2. Application processed by Planning and Development:
 - a) To determine if existing watermain facilities in area are sufficient to supply the application and any future extensions;
 - b) To determine if existing drainage facilities in the area are of sufficient size to handle the proposal and any future extensions;
 - c) To ensure that existing sanitary sewer facilities are capable of handling the extra density and any future extension, as well as to ensure that the adjacent lots will also be serviced by sanitary sewer;
 - d) Necessity for upgrading existing roads directly or indirectly associated with the development and to determine whether or not the access onto the existing road is in accordance with City policies and bylaws;
 - e) To ensure open space requirements are adhered to;
 - f) To determine road dedications and offsite works required; and
 - g) Calculate Development Cost Charges and drainage levies applicable.
3. When letter of approval has been received from Planning and Development Department, applicant may then proceed to the engineering design stage by his consultants.
4. Consultants and Planning and Development staff meet to discuss Engineering and Public Works Division requirements.
5. A key plan is prepared by the consultants to determine running lines.
6. Key plan is checked with the consultants and Planning and Development staff to ensure conformity to City Engineering standards.
7. When key plan is acceptable, two sets of total design plans for the subdivision are required by Engineering, and two sets are sent to Hydro and Telephone by the Consultant. A \$1,000.00 non-refundable processing fee is required to be paid (which may be credited toward the 4% inspection fee if the inspection fee exceeds \$2,000.00).
8. One set is passed on to Design Engineer to have the respective technicians review the design criteria for:
 - a) Grade;
 - b) Sizing;
 - c) Location;
 - d) Foreign Utilities;
 - e) Notes; and
 - f) Pass check set to Traffic section for Traffic implications and signs.
9. Once all technicians have made their comments, Planning and Development rechecks them to ensure that any special requirements are adhered to and that the technicians' comments are valid and understandable to the consultants.

10. The marked-up set is returned to the consultant for any revisions.
11. Consultants return the marked-up set along with two revised sets for final approvals.
12. If original comments from the technicians were minor, Planning and Development checks these drawings to ensure that all the Engineering technicians comments are addressed satisfactorily.
- 12a. If original comments from technicians were major, steps 8 and 9 are repeated.
13. If no further revisions are required, one set of plans with our 'reviewed' stamp is returned to the consultant along with a letter requesting an estimate of construction for bonding purposes and administration fees and the submission of 11 sets for distribution.
- 13a. Plans are then distributed to the Planning and Development Department (2 sets), Inspection Section (2 sets), Survey Section (1 set), Utilities Section (4 sets), Drafting Section (2 sets).
- 13b. The two sets for Planning and Development Department are the plans which form the Servicing Agreement. With these a "cost breakdown sheet" showing administration fee, bonding, development cost charge and drainage levy calculations is attached. Also, two sets of our specifications are included.
14. Planning and Development Department passes the drawings, specifications and the cost breakdown sheet to Law Department for preparation of the Servicing Agreement.
15. Law Department sends a completed Servicing Agreement to the Planning and Development Department for checking and comments.
16. Agreement is checked and passed on to the Managers of Engineering and Public Works Division and Planning and Development Department for their signatures, (if approved by Planning and Development), and returned to Law Department. Law Department forwards agreement to Council for approval of Development to connect to the City services.