

Q. What is a Subdivision?

Subdivision occurs when you divide a piece of land into two or more parcels or consolidate existing lots.

Q. Why is a Subdivision Approval Necessary?

In order to subdivide land within the City of Fredericton, one must receive approval from either City Council or (in certain instances) the Development Officer appointed by Council. The Development Officer will determine whether the proposal conforms with the *Community Planning Act, the Municipal Plan, Zoning By-law and Subdivision By-law*. These regulatory documents ensure that the subdivision proposal does not constrain the property for future subdivision or create a situation where the subdivision negatively impacts adjacent landowners.

Q. Who Can Apply For Subdivision?

Only the registered landowner, or an agent appointed by the owner can apply for subdivision approval. In more complex situations, this agent is often a specialist such as a surveyor, planning consultant or lawyer.

Q. Where Can You Apply To Subdivide Your Property?

Applications for subdivisions within the City of Fredericton can be obtained from the Development Services Department, located on the ground floor of City Hall, or on the City's website (www.fredericton.ca).

The application fee is:

- 2 lots or less	\$100.00
- More than 2 lots	\$250.00 plus \$5.00 per lot

Q. How Does the Subdivision Process Work?

Before you actually apply...

It is a good idea to discuss your subdivision proposal with Development Services staff, to make sure you are aware of all existing plans, policies, or other requirements, which may affect approval of your application. Initially, all you need to discuss the proposal is a rough sketch of the subdivision.

There are two types of subdivision applications:

(i) Simple Subdivision

A simple subdivision primarily consists of land assembly (lot consolidation) or the re-alignment of a property line which conforms to the zoning, servicing, and subdivision by-laws. There are limited instances when new building lots can be created by simple subdivision if there is no public land dedication requirement or the conveyance of land for future streets. A simple subdivision application does not require either approval by the Planning Advisory Committee (PAC) or City Council, but is approved by the Development Officer.

(ii) Subdivisions requiring PAC and Council approval

These subdivisions result in the creation of new building lots which are subject to the public land dedication and/or may require the laying out of streets or future streets.

1.0 The Application

After you have assembled all the necessary information required to complete your application, including a tentative plan (to scale), you should then proceed to make formal application to subdivide your property. A tentative plan indicates the layout of the lots, with proposed subdivision lines, lot areas, setback distances from proposed property lines to existing buildings, etc. The tentative plan, at this stage does not need to be prepared by a surveyor; however, the final plan of subdivision must be prepared by a registered land surveyor. The tentative plan shows the location and boundaries of the parcel to be subdivided, in relation to other features such as roads, existing buildings, reserve land and rights-of-way.

2.0 Considering the Application

All applications and tentative plans for subdivision are reviewed by the Development Officer and other City departments to determine whether the proposed subdivision complies with the intent of the Municipal Plan, Subdivision and Zoning By-laws, as well as to provincial legislation and policies. Also considered are such things as slope, soil conditions, public access, servicing, and the surrounding land uses. Planning staff will prepare a report with a recommendation to PAC.

3.0 Notification

Adjacent land owners will be notified of proposed subdivisions which require PAC (Planning Advisory Committee) and Council approval. Adjacent land owners are provided an opportunity to submit comments to

the Planning Advisory Committee prior to the meeting dealing with the subject subdivision.

4.0 The Decision

The Planning Advisory Committee will review your application which includes a staff recommendation, and based on the presented information, will recommend that your subdivision be approved, be approved with conditions, or refused. The owner, applicant and residents have the opportunity to make comments to PAC. In addition, the PAC will recommend to Council whether land or cash should be accepted to satisfy the 8% public land dedication. The applicant will be notified within 7 days of any decision regarding their application submitted to PAC. The decision of PAC is then forwarded to City Council for consideration and then the owner is notified of Council's final decision.

If a subdivision is refused, the applicant has the right to appeal to the New Brunswick Provincial Planning Appeal Board. The appeal must be initiated within 60 days of the date of refusal. If your request to subdivide is also refused by the Planning Appeal Board, you can appeal their decision to the New Brunswick Court of Queens Bench.

5.0 Endorsement

If approved, the applicant must meet all the conditions of the approval and have the plans stamped by the Development Officer. The City charges \$25.00 for stamping subdivision plans and \$25.00 for stamping deeds. *The subdivision plan must be stamped by the Development Officer within 1 year of the approval granted by Council.* Frontage fees and 8% land dedication fees are also due at this time.

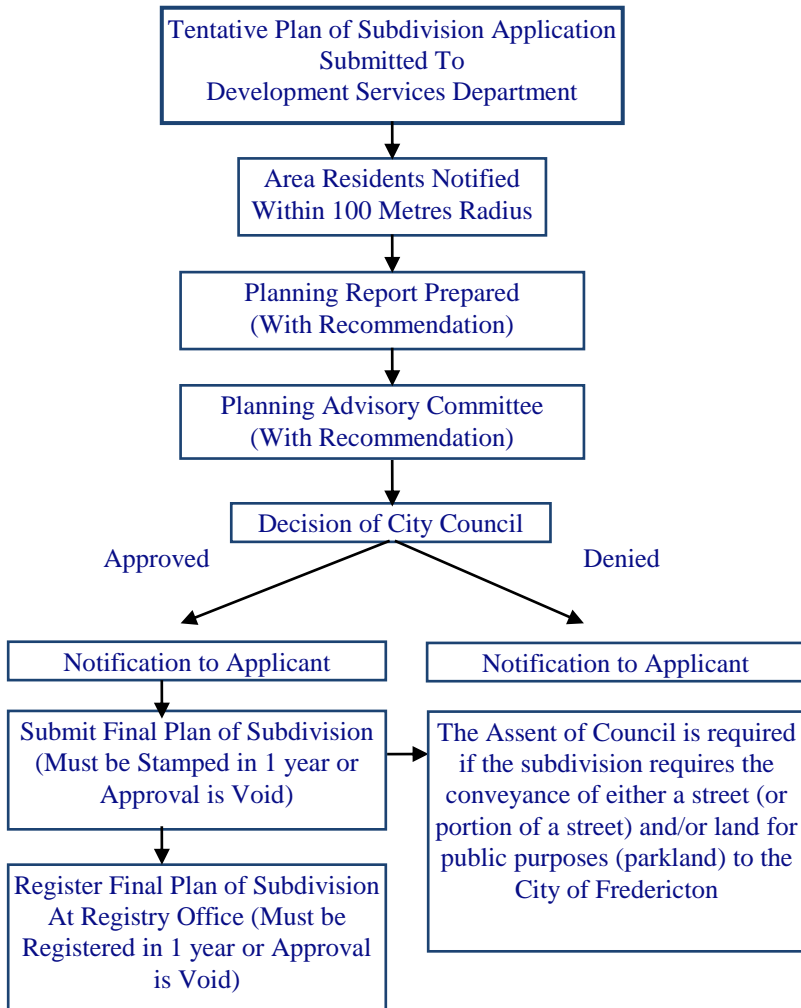
6.0 Assent of Council

After a tentative plan of subdivision has been approved by PAC and Council, the applicant must submit a final plan of subdivision for approval. If the proposed subdivision involves the conveyance of either a street (or a portion of a street) and/or lands for public purposes (parkland) to the City of Fredericton, the final plan of subdivision will require the Assent of Council. After the Assent of Council is granted, the Development Officer can stamp your subdivision plans for registration.

7.0 Registration

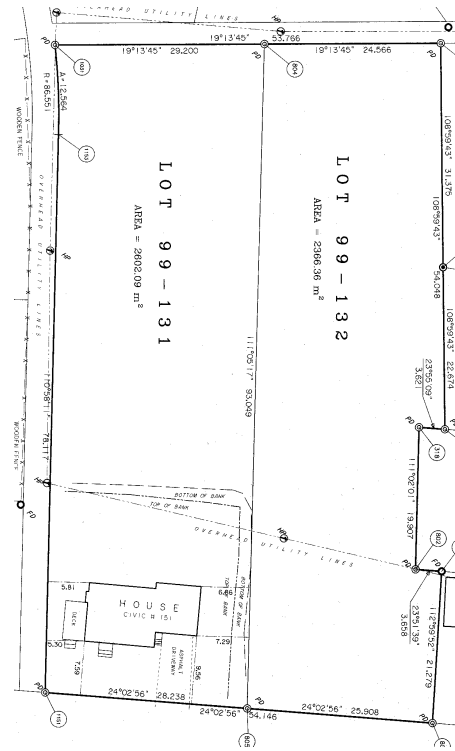
After the Development Officer has stamped the plans, the applicant must register the documents at the Registry Office within 1 year. A subdivision plan which involves the consolidation of lots must have an accompanying consolidating deed when registered.

Subdivision Process in the City of Fredericton



Other brochures are available detailing zoning, variances, and the building permit process.

Typical Subdivision Plan



For further information please contact:

Development Services Department
 Ground Floor, City Hall
 P.O. Box 130
 Fredericton, N.B. E3B 4Y7

Phone: (506) 460-2075
 Fax : (506) 460-2894
 Website: www.fredericton.ca

This pamphlet is for information purposes only. Zoning By-Law Z-2 should be referred to for all matters of official interpretation.

Form No.: COM-FRM-049E Service: Subdivision Approval
 Issue No.: 1.1 Issued Date: 09/03/25
 Printed On: February 8, 2011 © May 25, 2001

You Wanted to Know About...
SUBDIVISIONS

Answers
 to your
 Questions

Fredericton

City of Fredericton
 Development Services
 Department

