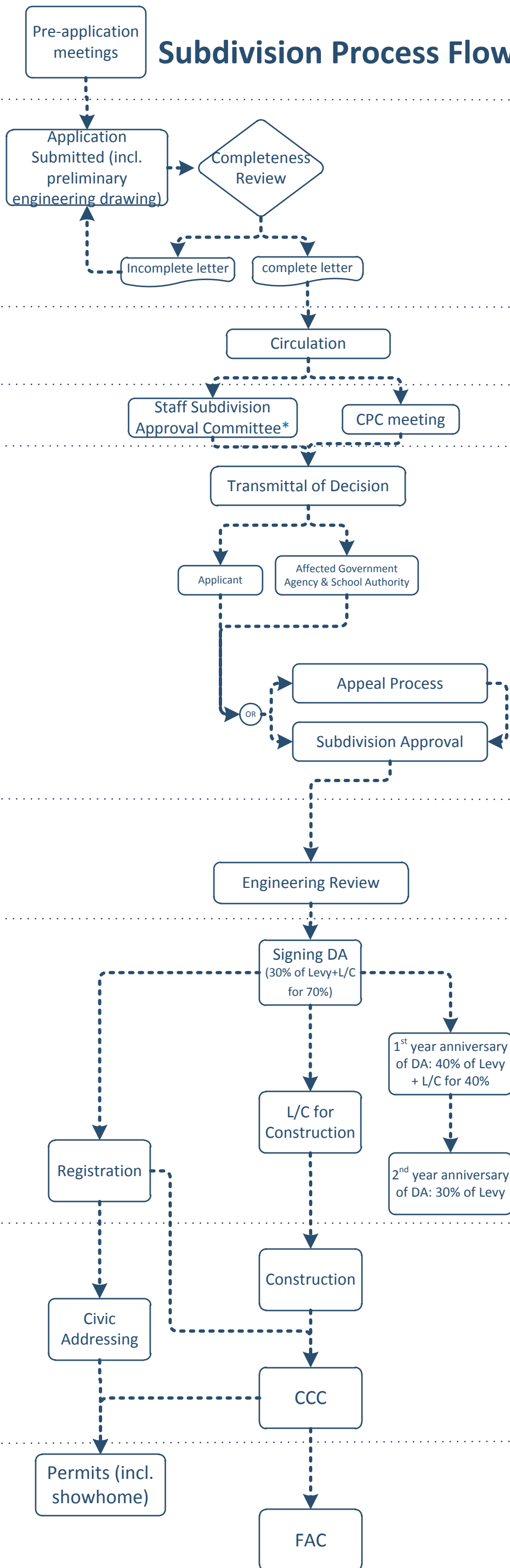


## Subdivision Process Flow



### Timeline Estimation

2 weeks for completeness review

30 days for circulation

2-3 weeks after circulation

2-3 weeks after issuing transmittal of decision

#### Subdivision Other Fees\* \*\*

Administration Fees (Town-led Studies & Staffing)	\$5,000 per acre
Public Facilities	
Commercial/Industrial lands	\$15,000 per acre
Residential lands***	\$4,000 per residential unit
Mixed-Use (Commercial & Residential)	\$15,000 per acre plus \$4,000 per residential unit
Others (e.g. roads, excluding MR/ER/PUL)	\$15,000 per acre

\* The fee shall be paid 50% prior to subdivision registration and 50% at the time of one year after subdivision.

\*\* if the land is rezoned after subdivision, the developer shall pay for the increased amount from the recalculation. However, the original fee will remain if the recalculation results in a reduction of the fees.

\*\*\* The Public Facility fee for multi-family lot shall be calculated and paid at the approval of Comprehensive Development Permit.

2-3 weeks for Engineering Review

1-2 weeks for DA signing

- Prior to the commencement of construction:
  - 1) Development Agreement shall be signed;
  - 2) Letter of Credit for construction shall be submitted as per Town's requirement; and
  - 3) the 30% of the off-site levy shall be paid plus a L/C for the rest 70%.
- The subdivision shall be registered prior to CCC being issued
- Prior to the release of DP & BP for individual house, the subdivision shall be registered and CCC for underground and surface shall be issued.
- 2 years warranty period between CCC and FAC
- 5 years extended warranty period for latent defects following FAC

### Fees, levies & securities

#### Application fee:

\$1500 for 2 lot subdivision  
\$1500+\$175/lot for 3 or more lots

**SDAB fee(if applicable):** \$350

**Letter of Credit(construction):**  
100% of construction cost estimation

**Off-site Levy: 1<sup>st</sup> payment** due upon execution of DA: 30% of levy and L/C securing 70%; **2<sup>nd</sup> payment** due on 1<sup>st</sup> anniversary of DA: 40% of levy and L/C reduced to 30%; **3<sup>rd</sup> payment** due at 2<sup>nd</sup> year anniversary of DA: 30% of levy and L/C will be returned.

**Letter of Credit(Construction)** reduced to 25% of cost estimation when issuing CCC.

DP for house:  
**Performance Deposit:** \$5000 (it can be exempted if 1)the permit is issued before FAC, and 2) the developer has guaranteed in writing that the deposit will be submitted to the Town at the stage of FAC;

**Landscaping Deposit:** \$2500

\* Any subdivision within a new development area, for which a detailed Outline Plan has been approved may be reviewed by the SSAC only . Please consultant Staff for specific process when applying.