



# SUBDIVISION APPROVAL PROCESS CHECKLIST

## Do I need a Permit?

Are you dividing an area of land into two (2) or more parcels, moving a property line, or re-subdividing or consolidating two or more parcels?

- Yes
- No

## How do I apply for the subdivision approval process?

- Submit an Application Form**  
*Application forms are accepted at Town Hall*
- Provide 8 Copies of Tentative Plan of Subdivision**  
*The Town requires 8 copies of the tentative plan of the proposed subdivision in accordance with the Town's Subdivision By-Law*
- Development Officer**  
*Reviews subdivision application and forwards to various departments and / or agencies for comment*
- Provide 12 Copies of Final Plan of Subdivision**  
*Following approval of the tentative plan of subdivision, the Town requires 12 copies of the final plan of the proposed subdivision in accordance with*
- Development Officer**  
*Reviews subdivision application and forwards to various departments and / or agencies for comment*

## Who Should I Talk To?

- Development Officer**  
*Reviews subdivision and forwards to developments and / or agencies for comment*

## Where Can I Find an Application?

Review the application form and associated information. Most applications require location, application type, type of approval required, type of development, and access to services.

- Online**  
*www.westville.ca*
- Town of Westville Administration Building**  
*Administration Office*

## Permit Application Process

