



Planning and Development Department

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## DEVELOPMENT INFORMATION BULLETIN

### SUBDIVISION DEVELOPMENT OF LAND

*This is one in a series of Development Information Bulletins prepared to assist Property Owners and Developers to undertake specific types of development in the City of Mount Pearl. For further information on other Bulletins available in the series please contact the Department of Community Development – Planning Division.*

#### INTRODUCTION

Subdivision is defined as “the dividing of any land, whether in single or joint ownership, into two (2) or more pieces for the purpose of development.” The Mount Pearl Development Regulations outline subdivision development standards (Part IV), and describe the uses permitted and the standards for development in each use zone.

#### THE APPROVAL PROCESS

There is a per lot Application Fee (see the City’s Schedule of Rates and Fees) that is to accompany an application for a Subdivision Development. This fee must be paid in full before the application can be accepted for processing. Please note that the application fee is non-refundable once the application has been accepted for processing and is also non-refundable regardless if the application is ultimately approved or rejected by Council.

Planning Division staff will advise the Applicant of the information required to be submitted with the application. At a minimum, the Applicant will be expected to provide information on the location and current use of the property, the lot area and frontage, access, existing and proposed zoning, and the proposed land use of the Subdivision. Where internal roads and/or municipal services are to be constructed, the Applicant is required to submit information on the proposed layout of internal Streets and Lots, the proposed municipal services, including the method of water supply and the generation of sanitary and storm sewer, and information on proposed public open spaces if applicable.

Many factors are considered in designing a Subdivision, including: topography, surrounding development, natural vegetation, natural drainage courses, legal surveys, and servicing systems. In order to ensure all aspects have been considered, it is recommended that the Applicant make use of design professionals such as Land Use Planners, Engineers, or Surveyors.

This is an office consolidation prepared for easy reference. The City’s Regulations are subject to periodic amendments. For the most recent and official version of the regulations pertaining to “Subdivision Development of Land”, please refer to the City of Mount Pearl Development Regulations.

After the application is officially accepted for processing, it will be reviewed by the Planning Division and other City staff where necessary. Once it has been determined that the application meets the City's technical requirements, the application will be referred to the Planning Committee and then to Council for consideration for approval.

If approved, Council will issue a conditional development permit to subdivide land that is valid for one year unless otherwise stated in the permit. Where public infrastructure or public purpose uses are involved in the subdivision, one of the conditions of the development permit will be the signing of a subdivision agreement.

This agreement must be signed by both the Applicant and the City before any site work can be carried out on the Subdivision. Once the subdivision agreement is signed, the Applicant will then be required to apply to the Engineering Services Division for the applicable permits to construct the infrastructure.

The time involved for processing a Subdivision Application, from receipt of the completed application form and required information, to a decision by Council, is approximately six weeks; however, depending on the nature of the application, this time frame may vary. The applicant will be advised by the Planning Division in writing of the progress of the application during the review process.

If an application for a subdivision development is not approved by Council, the Applicant has the right to appeal the decision to the Mount Pearl Local Board of Appeal.

## **APPEAL**

Once Council has made a decision on the subdivision development application, the applicant or any other interested persons have the right to appeal Council's decision to the Board of Appeal. Such appeals must be made within 14 days of the receipt of Council's written decision. Additional information on the appeal process may be obtained from the Mount Pearl Department of Community Development – Planning Division.

## **FOR FURTHER INFORMATION**

Any person who wishes to make an application pertaining to a Subdivision Development of Land should contact the Department of Community Development – Planning Division, Mount Pearl City Hall, 3 Centennial Street, Mount Pearl, NL, Telephone (709)748-1017/1022, Fax (709)748-1111, or Email at [planning@mountpearl.ca](mailto:planning@mountpearl.ca)

**Please note: When the applicant is not the property owner, the property owner's authorization signature must appear on the application form before an application pertaining to a Subdivision Development of Land may be officially accepted by the Department of Community Development – Planning Division for processing.**