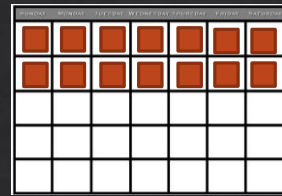


MINOR SUBDIVISION APPLICATION PROCESS

(Where the subdivision creates only one (1) additional lot, or for a property line adjustment)

Application
Submittal

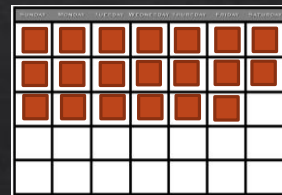
- Community Planner reviews application to ensure it is complete.
- If complete, Planning Technician creates a file and prepares documents for circulation.



2 weeks

Commenting
Period

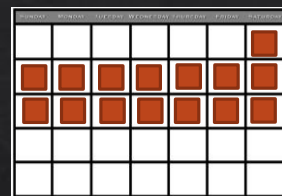
- Planning Technician circulates the application and supporting documents to commenting agencies and documents all replies.



3 weeks

BAPD
Approval

- If there are no concerns that need to be addressed, the Community Planner prepares a report to the Brandon & Area Planning District Board (BAPD) requesting approval of the subdivision.



2 weeks

Total time = 7 weeks

****The timeline indicated above is a best-case scenario. If the application package submitted is incomplete or if concerns are raised by commenting agencies, additional time will be required in order to address those issues.**

****The timeline is also dependent on the BAPD board meeting schedule.**