

What is a Draft Plan of Subdivision?

What is a Subdivision?

A subdivision is land that has been divided into multiple lots for the purpose of development. These lots may be developed individually, or as a group. They may be used for a range of uses such as residential, commercial or institutional depending on the designation of the land in the City of Ottawa's Official Plan and Zoning By-law.

What is a Draft Plan of Subdivision?

The purpose of a draft plan of subdivision is to develop land in an orderly manner by making sure that the proper infrastructure and municipal services will be in place, if they are not already.

The City of Ottawa reviews draft plan of subdivision applications that it receives from applicants.

A draft plan of subdivision must show:

- » property line boundaries and dimensions of each lot;
- » location of streets;
- » location of school and/or park sites.

A draft plan of subdivision does not show:

- » specific building locations;
- » architectural design or construction materials.

Understanding what a draft plan of subdivision is and how it affects you is the first step to getting involved.

What is the Process for a Draft Plan of Subdivision?

Pre-application consultation meeting

Those who apply for a draft plan of subdivision development application must meet with Development Review staff from the City of Ottawa for a pre-application consultation meeting. Development Review staff outline what studies and plans are required and provide an overview of the land use principles that must be addressed by the proposed draft plan of subdivision before it will be reviewed.

Public notification

The City installs a notification sign on the lands affected by the proposed draft plan of subdivision application and notifies nearby property owners and registered community groups once the application is submitted to the City. The notification signs also indicate when a public open house will occur. Residents are invited to attend the public open house and provide their comments.

Technical review

Reviewing a draft plan of subdivision application involves many individuals including Development Review Planners, Engineers, Architects, City Councillors, registered community groups, residents and other professionals. The Planning Act lays out the rules on when consultation takes place, with whom, and to what degree.



Decision making

Managers in Development Review Services are delegated the authority to decide if the draft plan of subdivision is approved or refused. Before a decision is made, staff prepare a delegated authority report which addresses comments received by members of the public and many technical issues such as stormwater management, environmental and transportation considerations as well as the arrangement of land use.

Once an application is approved, a list of conditions is provided to the applicant and may require that they:

- provide geotechnical studies;
- obtain proper zoning for lots;
- indicate that the proper utilities and infrastructure are in place;
- address environmental and transportation considerations;
- prepare detailed engineering plans and noise reports.

Afterwards, a notice of decision is sent out to individuals that provided comments to the Development Review Planner. The Ward Councillor and local registered community groups are also notified.



Appeal period

Once the draft plan of subdivision is approved, an appeal can be submitted to the Development Review Planner within 20 days of the approval of the draft plan of subdivision. The applicant, a public body and certain defined "persons", such as utility operators but not including a member of the general public, can submit an appeal to the Development Review Planner. The Manager's approval becomes in effect if an appeal is not received within 21 days of the approval.

All appeals are heard by the Local Planning Appeal Tribunal, the provincial tribunal that is the final arbiter of any planning decisions.

Following the approval of the draft plan of subdivision, the developer may decide to develop the subdivision in many phases during the course of multiple years. Minor reviews to the plan of subdivision may occur but all development will have to respect the original draft plan of subdivision.

How to get involved

- Submit written comments to the Development Review Planner.
- Attend the public open house and provide your comments.



For More Information:

For information regarding a specific application, please contact the Development Review Planner assigned to the application or visit:

ottawa.ca/devapps

For general information on draft plan of subdivision applications, please call 3-1-1 and ask to speak to a Development Information Officer or visit:

ottawa.ca/subdivision