

# Planning Application Checklists

## Pre-Consultation Application

1. ☐ **Obtain application from Planning Staff or Website**
2. ☐ **Complete application form**
3. ☐ **Review completed application** to ensure all information is filled out (Town website, private Planner can assist with this)
4. ☐ **Submit necessary fees/deposit and Application to Town Office**
5. ☐ **Once submitted, Staff and the Municipal Planning Consultants will arrange a meeting date/time or provide a Summary Report**
6. ☐ **Review pre-consultation summary report/meeting minutes**
7. ☐ **Complete the necessary steps as described in report (i.e. apply for consent, apply for ZBLA, etc.)**

## Severance & Consent Application

1. ☐ **Obtain application from municipal Staff/website**
2. ☐ **Review Application and complete** (assistance from the Town website documents or a private planner may help)
3. ☐ **Submit completed application** to the Municipality
4. ☐ **Submit fees/deposit**
5. ☐ **Municipal Staff will forward to the Planning Consultant**
6. ☐ **Submit SEPSDPB application to SEPSDPB** (if not previously submitted)
7. ☐ **The municipality will receive notice of application** from SEPSDPB & planning report from board
8. ☐ **The municipality will receive report from planning consultant**
9. ☐ **The municipality will present to Council for support** and note conditions in resolution
10. ☐ **The municipality will forward resolution to SEPSDPB**
11. ☐ **The municipality will determine conditions** such as agreements and enlist necessary counsel
12. ☐ **Receive notice of approval** from SEPSDPB which outlines necessary steps/conditions to be completed
13. ☐ **Complete conditions** which may include additional ZBLAs, Development Agreements, etc.
14. ☐ **Submit necessary fees/deposits** for additional agreements, ZBLAs, etc.
15. ☐ **Ensure agreements are completed and registered on title**
16. ☐ **Once all steps/conditions are completed**, the municipality will provide clearance letter regarding conditions to SEPSDPB
17. ☐ **Proceed with sale, etc. (your lots are now severed)**