

PLEASE PRINT



MONCTON

Subdivision and Street Construction APPLICATION FORM

This form is required to be submitted with all new applications.

SUBDIVISION NAME

Unit _____ Phase _____

CONTACT INFORMATION

OWNER
Name _____

Mailing address _____

Tel _____ Cell _____

Fax _____ Email _____

APPLICANT
Name _____

Mailing address _____

Tel _____ Cell _____

Fax _____ Email _____

LAND SURVEYOR NAME

I hereby apply for a permit for the work described in this application and plans submitted herewith, and agree to comply with the specifications stated thereon and all relevant City of Moncton By-Laws.

Applicant signature _____ Date _____

BUILDING INSPECTION
655 Main Street
Moncton, NB E1C 1E8

tel: 506 856-4375
fax: 506 856-4348
email: info.inspection@moncton.ca

OFFICE USE ONLY

Date received _____

Hansen no. _____

WHAT IS A SUBDIVISION?
The term *Subdivision* means the division or separation of a parcel of land into two or more parcels or lots. To achieve this, land owners must follow a process that will result in a subdivision plan approved by the Development Officer and filed with Service NB.

WHEN IS A SUBDIVISION REQUIRED?
A subdivision is required when you would like to create a new building lot for yourself or to sell, or to transfer a parcel of land to an adjacent landowner.

WHAT ARE THE DIFFERENT TYPES OF SUBDIVISIONS?
Type 1 - Subdivision Plan that does not create a public street
Type 2 - Subdivision Plan that creates or extends a public street

HOW LONG DOES THE APPROVAL PROCESS TAKE?
Generally a Type 1 Subdivision can take 2-3 weeks, whereas a Type 2 subdivision can take 3-4 months.

WHERE DO I START?
For a Type 1 subdivision, you will need to contact a NB Land Surveyor, who will prepare a tentative plan for submission to the City for review and approval.

For a Type 2 subdivision, we suggest that you contact the City's Urban Planning Department to speak to a Development Officer prior to contacting a NB Land Surveyor and submitting any plans.

ZONING, DOES IT MATTER?
Yes, the Zoning bylaw determines the minimum lot sizes that can be approved and what it can be used for.

ARE THERE ANY APPLICATION FEES?
Yes, the fees vary with the different types of subdivisions and need to be paid at the time of application. For a detailed fee schedule, please visit moncton.ca.

STREETS, SERVICES, ENGINEERING AND DESIGN, WHAT IS IT AND WHO PAYS?
In a Type 2 Subdivision, your engineer will design your streets and services (water, sewer, etc.) and submit those plans to the City for review and approval. The costs associated with these plans and the construction of the streets and services is your responsibility. During this process, you will need to enter into a subdivision agreement with the City that outlines the details and obligations for the construction and timelines associated with building the subdivision.

WILL I BE REQUIRED TO TRANSFER ANY LAND TO THE CITY?
In addition to transferring the streets to the City, some subdivisions may require that you transfer land to the City for public use (parks, trails, etc.). In other cases you may be required to pay money instead of transferring land to the City, this will be determined during the review process.