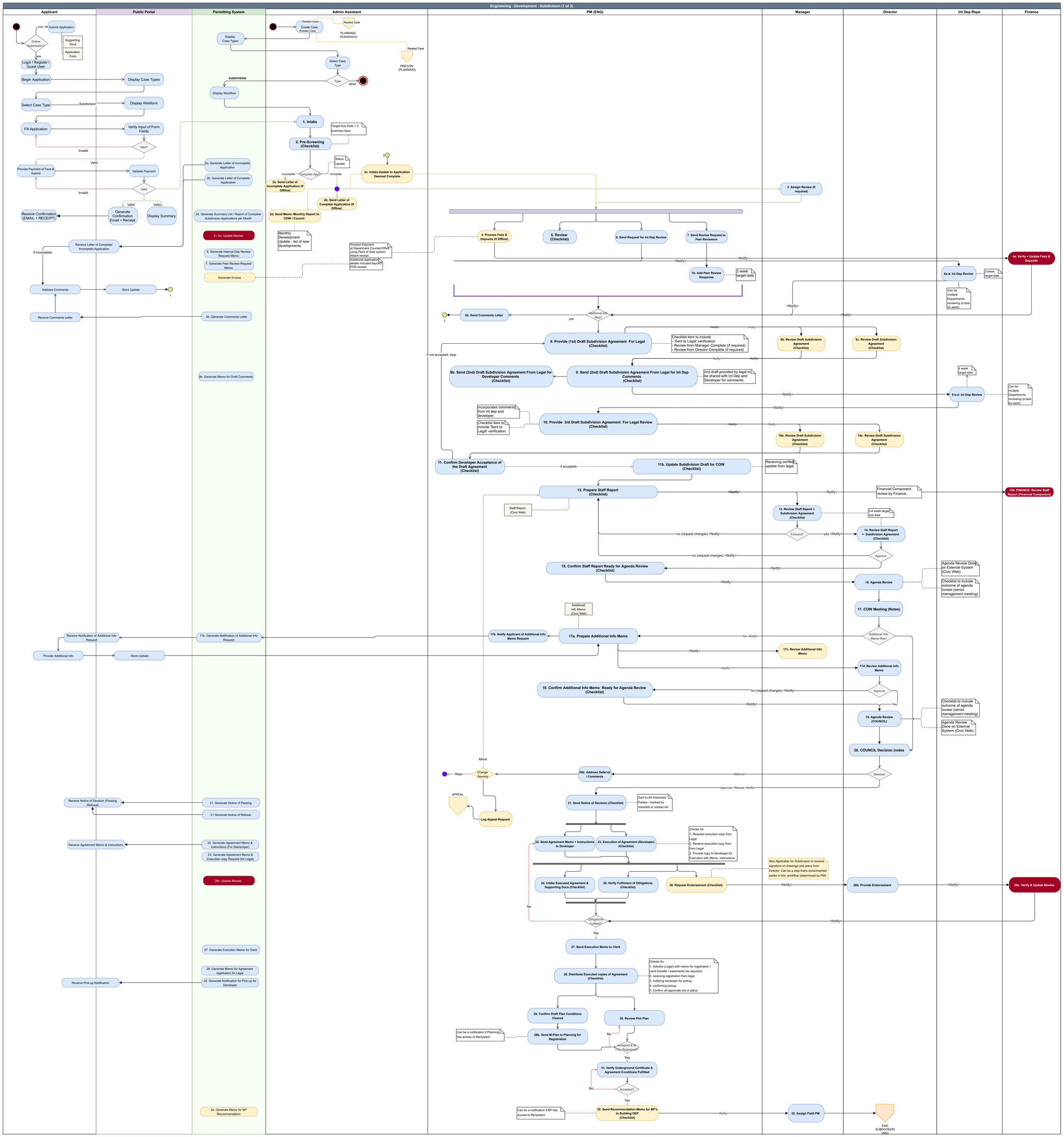
Engineering - Development - Subdivision (1 of 2)
Applicant
Public Portal
Permitting System
Admin Assistant
PM (ENG)
Manager
Director
Int Dep Reps
Finance
Legend
Start
End
Decision
Fork
Note
Activity / Task / Action
Object
message
on-page reference
Optional /Ad-hoc Tasks that can be added on a needs basis
Submit Application
Supporting Docs
Application Form
Online Submission?
no
yes
Login / Register / Guest User
Begin Application
Display Case Types
Select Case Type
Subdivision
Display Webform
Fill Application
Verify Input of Form Fields
Valid?
Invalid
Valid
Provide Payment of Fees & Submit
Validate Payment
Valid
Invalid
Generate Confirmation Email + Receipt
Display Summary
Receive Confirmation (EMAIL + RECEIPT)
Receive Letter of Complete/ Incomplete Application
if incomplete
Address Comments
Store Update
Receive Comments Letter
Display Case Types
SUBDIVISION
Display Workflow
2a. Generate Letter of Incomplete Application
2b. Generate Letter of Complete Application
2d. Generate Summary List / Report of Complete Subdivision Applications per Month
4 / 4a. Update Monies
6. Generate Internal Dep Review Request Memo
7. Generate Peer Review Request Memo
Generate Invoice
5b. Generate Comments Letter
9b. Generate Memo for Draft Comments
Related Case
Create Case
PLANNING (Subdivision)
PRECON (PLANNING)
Select Case Type
Type
other
1. Intake
Target Due Date = 5 business days
2. Pre-Screening (Checklist)
Complete App?
Incomplete
Complete
Status Update
2a. Send Letter of Incomplete Application (If Offline)
2b. Send Letter of Complete Application (If Offline)
2c. Intake Update to Application Deemed Complete
2d. Send Memo /Monthly Report to COW / Council
Monthly Development Update - list of new developments
Process Payment at Department Counter/Office using Point of Sale system. Attach receipt. Additional application details included beyond POS receipt.
3. Assign Review (If required)
4. Process Fees & Deposits (If Offline)
5. Review (Checklist)
6. Send Request for Int Dep Review
7. Send Review Request to Peer Reviewers
7b. Add Peer Review Response
2 week target date
6a-d. Int Dep Review
Can be multiple Departments reviewing (a task for each)
4a. Verify + Update Fees & Deposits
5b. Send Comments Letter
Additional Info Req?
yes
8. Provide (1st) Draft Subdivision Agreement For Legal (Checklist)
Checklist item to include - 'Sent to Legal' verification. - Review from Manager Complete (if required) - Review from Director Complete (if required)
8b. Review Draft Subdivision Agreement (Checklist)
8c. Review Draft Subdivision Agreement (Checklist)
If not accepted, loop
9b. Send (2nd) Draft Subdivision Agreement From Legal for Developer Comments (Checklist)
9. Send (2nd) Draft Subdivision Agreement From Legal for Int Dep Comments (Checklist)
2nd draft provided by legal to be shared with Int Dep and Developer for comments
4 week target date
9 b-d. Int Dep Review
Can be multiple Departments reviewing (a task for each)
incorporates comments from int dep and developer.
Checklist item to include 'Sent to Legal' verification.
10. Provide 3rd Draft Subdivision Agreement For Legal Review (Checklist)
10b. Review Draft Subdivision Agreement (Checklist)
10c. Review Draft Subdivision Agreement (Checklist)
11. Confirm Developer Acceptance of the Draft Agreement (Checklist)
if accepted.
11b. Update Subdivision Draft for COW (Checklist)
Receiving verified update from legal.
12. Prepare Staff Report (Checklist)
Staff Report (Civic Web)
Financial Component review by Finance.
12b. FINANCE: Review Staff Report (Financial Component)
13. Review Staff Report + Subdivision Agreement (Checklist)
3-4 week target due date
Forward?
no (request changes) <Notify>
yes <Notify>
14. Review Staff Report + Subdivision Agreement (Checklist)
Approve
15. Confirm Staff Report Ready for Agenda Review (Checklist)
16. Agenda Review
Agenda Review Done on External System (Civic Web)
Checklist to include outcome of agenda review (senior management meeting)
17. COW Meeting (Notes)
Additional Info Memo Req?
Yes <Notify>
Additional Info Memo (Civic Web)
17a. Prepare Additional Info Memo
17b. Notify Applicant of Additional Info Memo Request
17c. Review Additional Info Memo
17d. Review Additional Info Memo
Approve
Yes
18. Confirm Additional Info Memo Ready for Agenda Review (Checklist)
19. Agenda Review (COUNCIL)
Checklist to include outcome of agenda review (senior management meeting)
Agenda Review Done on External System (Civic Web)
20. COUNCIL Decision (notes
Decision
Deferred
Approved / Refused <Notify>
20b. Address Deferral / Comments
Change Severity
Minor
Major
APPEAL
Log Appeal Request
21. Send Notice of Decision (Checklist)
Sent to All Interested Parties - tracked by checklist or contact list
22. Send Agreement Memo + Instructions to Developer
23. Execution of Agreement (Developer) (Checklist)
Checks for 1. Request execution copy from Legal 2. Receive execution copy from from Legal 2. Provide copy to Developer for Execution with Memo, instructions
24. Intake Executed Agreement & Supporting Docs (Checklist)
25. Verify Fulfilment of Obligations (Checklist)
26. Request Endorsement (Checklist)
Also Applicable for Subdivision to receive signature on drawings and plans from Director. Can be a step that's done/inserted earlier in the workflow (determined by PM)
26b. Provide Endorsement
26c. Verify & Update Monies
Obligations Fulfilled?
No
Yes
27. Send Execution Memo to Clerk
28. Distribute Executed copies of Agreement (Checklist)
Checks for 1. Solicitor (Legal) with memo for registration / Land transfer / easements (as required) 2. receiving registration from legal 3. notifying developer for pickup 4. confirming pickup. 5. Confirm all approvals are in place.
29. Confirm Draft Plan Conditions Cleared
30. Review Plot Plan
29b. Send M-Plan to Planning for Registration
Can be a notification if Planning has access to file/system
Accepted & M-Plan Registered?
31. Verify Underground Certificate & Agreement Conditions Fulfilled
Accepted?
32. Send Recommendation Memo for BP's to Building DEP (Checklist)
Can be a notification if BP has access to file/system
33. Assign Field PM
ENG SUBDIVISION (Site)
Receive Notification of Additional Info Request
17b. Generate Notification of Additional Info Request
Provide Additional Info
Store Update
Receive Notice of Decision (Passing /Refusal)
21. Generate Notice of Passing
21 Generate Notice of Refusal
Receive Agreement Memo & Instructions
22. Generate Agreement Memo & Instructions (For Delveroper)
23. Generate Agreement Memo & Execution copy Request (for Legal)
26c. Update Monies
27. Generate Execution Memo for Clerk
28. Generate Memo for Agreement registration for Legal
Receive Pick-up Notification
28. Generate Notification for Pick-up for Developer
34. Generate Memo for BP Recommendation