

## PROCEDURE FOR THE APPROVAL OF A SUBDIVISION

1. Developer submits to the Subdivision Section, Ministry of Works & Utilities (MOW&U) the following:
  - (a) Eight copies of the completed signed and dated subdivision application form.
  - (b) Documentary proof of ownership of land;
  - (c) Eight copies of the proposed subdivision layout plan along with contours;
  - (d) Eight copies of the contour plans;
  - (e) Eight copies of the location plan for subdivision identifiable from a known fixed location;
  - (f) Alternatively, the layout, contours and location plan may be shown on one plan;
  - (g) If the application is submitted through a corporate entity, all particulars of that registered company is required.
  
2. Subdivision officer forwards one (1) copy of each application form, layout, contour and location plan to:
  - (a) The Bahamas Telecommunications Company to enquire of the availability of the telephone service;
  - (b) The Bahamas Electricity Corporation to enquire of the availability of the electricity supply;
  - (c) The Water & Sewerage Corporation to enquire of the availability of potable water supply and the requirements for a sewerage system (if applicable);
  - (d) The Department of Physical Planning who places the proposal before the Town Planning Committee to decide on the zoning regulations; density; building setbacks; minimum size of lots; public open space; other environmental issues;
  - (e) The Civil Design Section of this Ministry (MOW&U) to enquire of the Civil Design Roadway requirements.
  
3. The Subdivision Office awaits the comments of the Utility Corporations, and the Department of Physical Planning and Civil Designs.
  
4. If all replies are positive the Subdivision Officer then:
  - (a) Calculates the subdivision fees which is based on \$5.00 multiplied by the total area of saleable land divided by 1000;
  - (b) Prepares an Acceptance-in-Principle letter, the contents of which outlines the conditions for the provisions of utilities, Civil Design, The requirements of the Department of Physical Planning and the final conditions to be met before approval for sale of lots in the subdivision can be given.
  
5. On the other hand, the developer may wish to furnish the Minister with a bond executed by two or more sufficient sureties approved. by the Minister, and enter into a formal agreement with the Minister for the provision of the required utilities. The sum of the bond is the total of the various quotes obtained for utilities with ten (10) percent added to this total for inflation. The signed and executed bonds and agreements may be sent to the Office of the Attorney General for vetting. The Legal Department may request changes to the document. Once the Legal Department is satisfied that the bond documents meet all the requirements of the Subdivision Act, the Subdivision fees have been paid and eight (8) copies of the final registered drawings prepared in accordance with the land Surveyors Act (1975), signed by the Surveyor General have been submitted the letter of approval for sale of lots is prepared; the drawings stamped and the subsequent procedures outlined above are carried out.
  
6. Developers are not to sell property before they receive a signed letter of approval to sell lots and a signed copy of the layout signed "**APPROVED FOR SALE OF LOTS**".