



## POSSE Sub Approval Process Handout for SA-SWMR

### Terminology

Term	Definition
Sub-Approval (SA) Job	Sub-Approval Jobs are a category referring to various types of electronic submissions made to support an associated parent application.
Associations	A connection in the relationship between and amongst review and approval processes. Also known as the “parent-child” relationship.
Primary Number / ID Number	The primary number is always the year followed by a dash, with the additional tracking number SA2025-0123 2025 = year of initial submission 0123 = tracking number
New Report	This is used the first time a new Sub-Approval report is submitted and is to be used only once.
Iteration	This is used for all subsequent Sub-Approval submissions after the detailed review of the initial submission are known by the applicant. The report would be assigned Iteration 2, Iteration 3, etc. extension representative of the iteration being submitted for approval.
Final	This is the submission by the applicant after a No Objections Letter has been received. This process can only be used only once.  Any revisions required to Accepted Final submissions will be required to be submitted as New Reports. The Primary Number of the revised report is to be provided at the time of application and noted within the report body.
Detailed Review	Contains detailed comments as the outcome of a review.
Amendment Required	Used when a submitted New Report, Iteration or Final requires changes based on directions provided in the Detailed Review.

### Completeness Review

Submissions must contain all required information and attachments be accepted for review:

- If any information or required attachments are missing, the submission will be rejected.
- No partial applications will be accepted.
- All information must be in good quality in order for the approval process to commence.
- All reports for any submission type must be a full report

For Stormwater Management Report Sub-Approvals, please refer to [Stormwater Management Reports Guidelines](#) and the 2011 Stormwater Management Design Manual.

### Approvals Process

Review outcomes will be issued in the form of a Detailed Review:

- *Required Information:* Comments that must be addressed in a re-submission of the report.
- *Advisory Comments:* Comments not required for acceptance are recommended/advisory only.

Once all comments have been addressed, clean copies of the Final are required to be provided within 15 business days of receiving the No Objections Letter:

- *Conditions of Approval:* Submission of the Final is required to demonstrate these conditions have been met. Append Page 1 of No Objections letter to Final report.
- *Permanent Conditions:* These conditions are expected to be resolved outside of the report review process. Submission of the Append Page 1 of No Objections letter to Final report.

## **Associations**

The development review and approvals processes have many interdependencies. By identifying the association between and amongst the processes, Applicants, Reviewers and Approvers will have the necessary information to complete the review in the most informative way possible.

Through the Sub-Approval job process, associations are done through IDs generated by POSSE. Therefore, applicants are requested to have familiarity with the ID numbers of parent / related applications.

For example:

- For Subdivision (SB) Applications:
  - A Stormwater Management Report is required to be approved before approvals on the Construction Drawing can be granted.
- For Private Site Applications:
  - Stormwater Management Report Sub-Approvals:
    - Not all private sites require stormwater management reports. Direction will be given with the associated Development Permit (DP) application.
    - DP approval is required *prior* to submission of a Private Site Stormwater Management Report.
    - When applicable, Private Site Stormwater Management Report approval is required prior to Development Site Servicing Plan (DSSP) submission.

## **Contact Information**

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