

Overview of development process steps:

Steps	Who can help?	What is the timeframe?	Helpful notes
Purchase land	<ul style="list-style-type: none"> • Realtor • Development consultant • Environmental engineer 	<ul style="list-style-type: none"> • Start as soon as possible 	<ul style="list-style-type: none"> • Price must be reasonable • Property must be suitable for your needs • Seller must be willing to accept long conditions • Do a preliminary environmental assessment • Check planning designation and zoning
Draft preliminary building design	<ul style="list-style-type: none"> • Architect 	<ul style="list-style-type: none"> • Start as soon as land is secured 	<ul style="list-style-type: none"> • The amount of work will depend on type of approval needed (re-zoning, official plan amendment, committee of adjustment, etc.) • Prepare sketch plans • Next priority is obtaining planning approvals if necessary
Secure funding/ financing	<ul style="list-style-type: none"> • Your own organization and/or donors • Development consultant • Mortgage broker 	<ul style="list-style-type: none"> • Start as soon as you have your design concept (may be before land is secured) 	<ul style="list-style-type: none"> • All finances must be in place before you start
Obtain municipal planning approval	<ul style="list-style-type: none"> • Architect • Planner • Development consultant • Neighbourhood supporters 	<ul style="list-style-type: none"> • Can take one year depending on complexity 	<ul style="list-style-type: none"> • Not In My Backyard (NIMBY) could be an issue; prepare your strategy • Support of local councilor is usually crucial • Municipal staff can help • Complex or controversial applications will be expensive (legal fees, work by your planner, the architect's time, etc.)
Draft construction drawings	<ul style="list-style-type: none"> • Architect • Engineers • Quantity surveyor 	<ul style="list-style-type: none"> • Can take several months depending on complexity, shorter time for smaller projects 	<ul style="list-style-type: none"> • Drawings are needed to obtain building permit and for pricing/bidding by builders
Obtain building permit	<ul style="list-style-type: none"> • Architect • Development consultant 	<ul style="list-style-type: none"> • Complexity of proposal will determine length of time 	<ul style="list-style-type: none"> • Municipal staff can help
Obtain construction contract	<ul style="list-style-type: none"> • Architect • Development consultant • Lawyer 	<ul style="list-style-type: none"> • Start as soon as your construction drawings are ready 	<ul style="list-style-type: none"> • Price must be reasonable • Use industry-standard contract • Bidding process (from announcement to receiving bids) can take several weeks
Start construction	<ul style="list-style-type: none"> • Architect (review progress) • Development consultant (process draws) • Lawyer • Builder 	<ul style="list-style-type: none"> • Can take two months to over one year 	<ul style="list-style-type: none"> • All finances must be in place before you start