

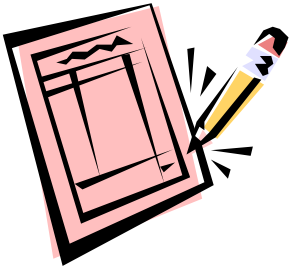
## YOUR APPLICATION FOR SUBDIVISION

These background notes will assist you in preparing your application for subdivision. If you have any questions about our requirements, please call us for assistance.

Your application for subdivision must contain the following in order to be accepted for review:

### 1. APPLICATION FOR SUBDIVISION FORM (AR 44/2002 Schedule Form 1)

*An application for subdivision approval may be made only by the registered owner of the land that is the subject of the application or a person authorized to apply on the owner's behalf (Section 4(3) of the Subdivision and Development Regulation).*



Parts 1 to 13 of the form must be completed. If a part does not seem to apply to your land or the proposed subdivision, please write "not applicable".

If you are submitting the application on behalf of the registered owner, it is essential that one of the following be submitted:

- (a) a completed part 13 of the form, or
- (b) a note, signed by the registered owner and specifically authorizing you to act on their behalf regarding the proposed subdivision.

### 2. APPLICATION FEE: (Effective April 1, 2010)

There is a flat subdivision fee:

- (a) \$1000.00 for 1-2 lots
- (b) \$1200.00 for 3-5 lots
- (c) 6 or more lots is \$1200.00 for the first five lots and \$200.00 per lot thereafter

except for public utility lots and reserve lots (municipal, school, environmental, municipal and school reserves) for which there are no lot fees. Any remaining part of the existing property is considered a lot.

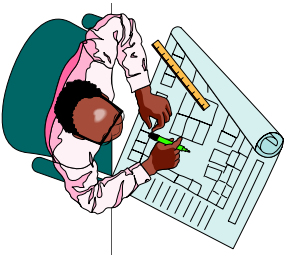
There is a flat fee of \$500.00 for applications to separate titles to lots shown on a plan of subdivision registered before July 1, 1950.

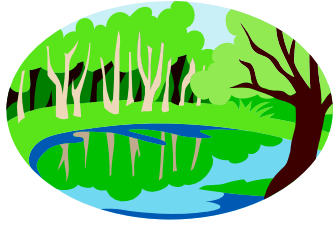
Once an application has been accepted for review and a file has been opened, no refund of fees will be granted.

### 3. DRAWING OF PROPOSED SUBDIVISION

We require the following drawings as part of your application:

- (i) A copy of the proposed plan drawn at a scale of not less than 1:2000 and a copy in accordance with (iii) below, if applicable.
- (ii) if the copy of the plan required is larger than 11x17 inches, an additional copy of the plan to fit that size is required plus a digital copy of the plan.
- (iii) If the drawing is unclear or otherwise unsuitable for circulation and review, we will advise you and the application will either be returned as incomplete. If you wish, PCPS may prepare an adequate drawing at additional cost to you. The drawing must show:





- (a) the location, dimensions and boundaries of the land to be subdivided,
- (b) the lots proposed to be registered at the land titles office,
- (c) the use, location, dimensions, boundaries and area of each new lot to be created, including reserve lots and public utility lots.
- (d) the location, use and dimensions of buildings on the land that is the subject of the application and specifying those buildings that are proposed to be demolished or removed, if any,
- (e) the location and boundaries of natural features such as:
  - sloughs and/or other bodies of water,
  - rivers, creeks and intermittent water courses,
  - wooded, muskeg, or swamp areas,
  - crest and toe of slopes of banks to water bodies, gullies, draws and valleys,
- (f) other features such as:
  - constructed water bodies and ditches,
  - oil and gas wells/pipelines,
  - gravel workings,
  - landfills,
  - agricultural land (land under cultivation).
- (g) the existing and proposed access to the subdivision and any remaining part of the existing property, the dimensions of that access and the location, numbers, names and other designations of:
  - highways and secondary roads,
  - other public roads,
- (h) the location, dimensions and boundaries of any right-of-way of a public utility and other rights-of way,
- (i) if the proposed lots are to be served by individual wells and private sewage disposal systems, the location of any existing or proposed wells, the location and type of any private sewage disposal systems and the distance from these to existing or proposed buildings and property lines.

In some circumstances, we may require you to provide additional information following an initial examination of your application.

#### **4. CERTIFICATE OF TITLE**

A copy of the Certificate of Title as it exists at Land Titles Office at the time of your application must accompany your application form and drawing.

#### **5. SUBMISSION OF YOUR COMPLETE APPLICATION**

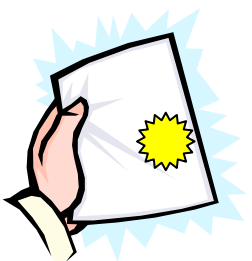
Your application should be submitted to Parkland Community Planning Services. The application must consist of the following, in accordance with 1 to 4 above:

- Application form
- Application fee
- Building location plan (if applicable)
- Drawings of proposed subdivision
- Copy of current title

#### **6. DECISIONS & REGISTRATION OF APPROVED SUBDIVISIONS**

Once the subdivision application has been processed, a decision in writing will be issued by this office to the applicant and/or person authorized to act on the owner's behalf.

Prior to submitting an approved subdivision to Land Titles for registration, our endorsement of the survey plan or other document to be registered is required. Our fees for endorsements are as follows:



- (a) any subdivision for which an application was submitted on or before April 1, 2010 will be subject to the endorsement fee given in the decision letter;
- (b) subject to (c) below, any subdivisions for which an application was submitted after April 1, 2010 will be subject to an endorsement fee of \$95.00 per lot (excluding reserve and public utility lots);
- (c) There is no endorsement fee for title separations.
- (d) If a subdivision application is appealed, a non-refundable appeal fee of \$250.00 will be required.