

# SUBDIVISION

Subdivision is the legal division of a single parcel of land into two or more smaller parcels. By subdividing land, each parcel created is given a separate land title. Before being registered with Alberta Land Titles, each subdivision must receive subdivision approval and endorsement from the City's Subdivision Approval Authority.

## Why is Subdivision Approval Necessary?

To subdivide land in Alberta, you need approval from your municipal Subdivision Authority. The Subdivision Authority makes sure the land to be subdivided is suitable for its proposed use and that what is proposed complies with the statutory plans and the Land Use Bylaw of the municipality, as well as all provincial legislation, including the Municipal Government Act (RSA 2002) and the Subdivision and Development Regulation (44/2002). This is to protect residents and the community from developments which might not be appropriate, reduce conflicts with other land uses and to guide the orderly development of land in the community.

## When is Subdivision Approval Needed?

Approval of the Subdivision Authority is needed:

- If a parcel of land is to be split into two or more parcels.
- To register an interest, for example, a lease, mortgage or sales agreement for a portion of an existing parcel.
- To sell or transfer one or more of a series of lots that are described on a Certificate of Title and are part of a subdivision plan registered at a Land Titles office prior to July 1, 1950.

## Subdividing in Mature Neighbourhoods

If you are considering subdividing an existing lot in one of St. Albert's Established Neighbourhoods, please consult the *Design Guidelines for Compatible Development in Established Neighbourhoods: Low Density Residential*. This document provides directions for such development.

## Concurrent Redistricting and Subdivision Applications

If you are planning on subdividing your land and are required to redistrict your land, both applications can be submitted at the same time. However, prior to receiving subdivision approval, City Council must approve the redistricting application.

## Approval Process

### Pre-Application Meeting

Before any application is submitted, planning requires a meeting with the applicant and may include staff from



the City's Planning and Engineering departments. This is required to discuss the proposed development and helps both the applicant and staff to determine what would be required to make your application reality.

### Public Consultation

For larger or potentially controversial projects, public consultation *may* be required and *must* follow the guidelines in the City of St. Albert's Public Consultation Policy. Planning and Development will determine if public consultation will be required at your pre-application meeting. Public consultations are to be held in a public meeting format and are organized, advertised and presented by the applicant, at the applicant's expense and is conducted before a formal application is submitted. The use of a court reporter is required and the transcripts from the meeting must be submitted at the time the application is made. Public consultation builds a transparent planning process and is required by the Municipal Government Act, as well, it provides the public an opportunity to learn about the plan, provide feedback and voice concerns that may be addressed by the applicant prior to an application being submitted.

### Application Submission

Once your application is complete, it is submitted to the City for review and processing. Please see the Application Checklist attached to this package for the specific requirements of application.

### Circulation

Once the application is accepted as complete, planning staff will review the application and prepare a series of letters and maps that will be sent to stakeholders. Stakeholders include:

- Other government agencies (provincial & federal),
- Utility companies,
- Other city departments, and
- Neighbours.

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Stakeholders have a time limit of 30 days to voice in writing any concerns or support for the project. The applicant will be provided copies of the comments received, and will be expected to address and rectify any issues that arise. The circulation of all land use applications is required by law under the Municipal Government Act and contributes to a transparent planning process.

## Report Preparation

Once all comments are received, the planner assigned to your application will prepare a report to the Subdivision Authority. This report outlines the specifics of the parcel and the proposal, and determines what conditions must be met before the subdivision can be endorsed for registration at Alberta Land Titles.

## Subdivision Approval

St. Albert's Subdivision Authority is the Director of Planning and Development. This person has the authority to approve a plan of subdivision. Once the subdivision report is finalized it is forwarded to the Subdivision Authority for "Conditional Approval of Subdivision". The Subdivision Authority is required by the Municipal Government Act to render a decision on a Subdivision Application within 60 days of the application being deemed complete by Planning.

## The Subdivision Endorsement Process

When the City grants "Conditional Approval of Subdivision", the approval includes a list of conditions that must be met before the plans can be endorsed and registered at Alberta Land Titles. The conditions applied to a subdivision ensure that the interests of the City and other stakeholder groups, such as utility companies and neighbours, do not conflict with the proposed subdivision. In the case of larger parcels and multi lot subdivisions, conditions will usually include engineering plans and work to be completed prior to final endorsement. As a courtesy, the conditions of subdivision will be shared with the applicant, prior to conditional approval being granted.

If you are subdividing a large parcel or multi lot subdivision, the City may require the applicant to enter into a Development Agreement with the City. Development Agreements are coordinated through the Development Coordinator in the Engineering Department. The Development Agreement identifies issues that must be addressed before a plan of subdivision will be endorsed

The applicant must provide the City with a surveyed plan of what was approved. The plan must be

completed by an accredited Alberta Land Surveyor. Once all the conditions of subdivision have been met and the endorsement application submitted, the City will review and endorse the documents provided by the applicant that are required for land titles registration. The documents are then returned to the applicant's surveyor or agent.

## The Subdivision Registration Process

Once all the documents have been endorsed, the application is ready for registration with Alberta Land Titles. It is the responsibility of the surveyor to register the plan with Alberta Land Titles. The applicant has one year from the date of conditional approval to meet all conditions of subdivision and apply for endorsement. If additional time is required to meet these conditions, the applicant can apply for a time extension.

## Other Costs

An applicant needs to be financially prepared for the potentially expensive costs of subdivision. The applicant will be required at a minimum to supply a plan of subdivision prepared by a professional land surveyor. Some of the other costs that may or may not apply to your subdivision could include, but are not limited to:

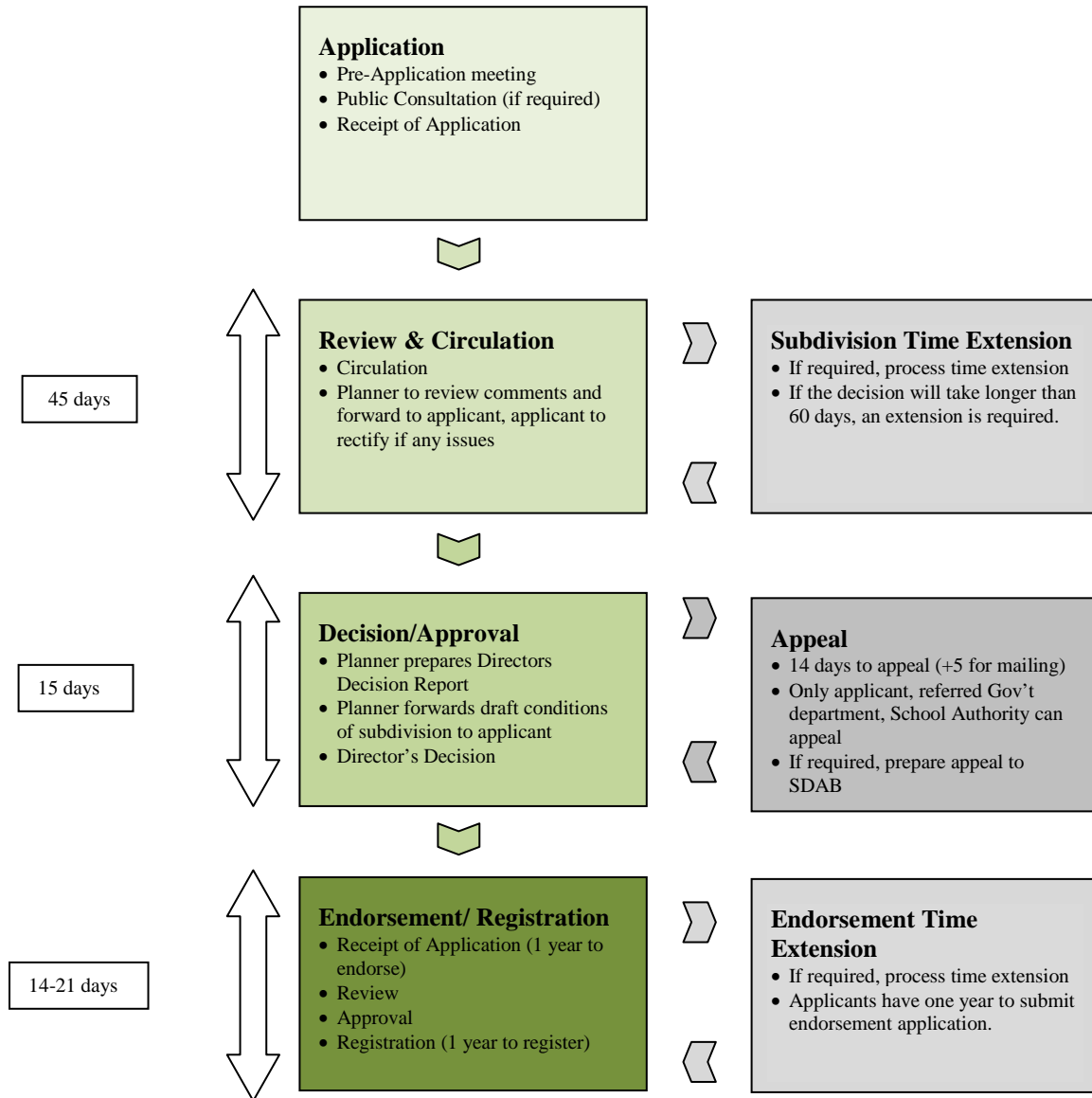
- Capital Recreation Contribution Fee
- Municipal and School Reserves
- Engineering studies and reports
- Off-Site Charges
- Transportation Levies
- Consultant Fees
- Surveying Fees
- Other costs associated with meeting the conditions of subdivision approval
- Alberta Land Titles Registration

For more information please consult:

- Intermunicipal Development Plan (If applicable)
- City of St. Albert Municipal Development Plan
- City of St. Albert Land Use Bylaw
- Council Policy: Public Consultation requirements for Planning & Development Processes
- City of St. Albert Engineering Standards
- Urban Village Planning and Design Guidelines (where applicable)
- Municipal Government Act RSA 2000 Ch. M-26
- Municipal Government Act Subdivision and Development Regulation 43/2002
- Government of Alberta, Service Alberta web site <http://www.servicealberta.ca/594.cfm>

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## The Subdivision Process\*



\*NB: this timeline is provided for illustrative purposes only, and is geared to individual landowners not developers. It outlines a redistricting that does not require second public consultations or referrals to third party such as the Capital Regional Board. Each application is unique and will be dealt with on a case by case basis.

**For Additional Information:**  
 Planning Branch, City of St. Albert  
 Second floor, 5 St. Anne Street  
 St. Albert, AB T8N 3Z9  
 Phone: 780-459-1642

CITY USE ONLY	
Land Use District:	_____
Date Received: (MM/DD/YYYY)	_____
Completion Date: (MM/DD/YYYY)	_____

## APPLICATION FOR SUBDIVISION

**PLEASE PRINT**

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS THE SUBJECT OF THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNER'S BEHALF.

**1. NAME OF REGISTERED OWNER OF LAND TO BE SUBDIVIDED** **Address and Phone Number**

\_\_\_\_\_

**2. NAME OF AGENT (person authorized to act on behalf of registered owner), IF ANY** **Address and Phone Number**

\_\_\_\_\_

**3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED**

All / part of the \_\_\_\_\_ ¼ sec. \_\_\_\_\_ twp. \_\_\_\_\_ range \_\_\_\_\_ west of \_\_\_\_\_ meridian  
 Being all / parts of lot \_\_\_\_\_ block \_\_\_\_\_ Reg. Plan No. \_\_\_\_\_ C.O.T. No. \_\_\_\_\_  
 Area of the above parcel of land to be subdivided \_\_\_\_\_ hectares  
 Municipal Address (if applicable) \_\_\_\_\_

**4. LOCATION OF LAND TO BE SUBDIVIDED**

- a) The land is situated in the municipality of \_\_\_\_\_
- b) Is the land situated immediately adjacent to the municipal boundary? Yes  No   
 If "yes", the adjoining municipality is \_\_\_\_\_
- c) Is the land situated within 0.8 kilometers of the right of way of a highway? Yes  No   
 If "yes", the highway is No. \_\_\_\_\_
- d) Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal? Yes  No   
 If "yes", state its name \_\_\_\_\_
- e) Is the proposed parcel within 1.5 kilometers of a sour gas facility? Yes  No

**5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED: (Describe)**

- a) Existing use of the land: \_\_\_\_\_
- b) Proposed use of the land: \_\_\_\_\_
- c) The designated use of the land as classified under a land use bylaw: \_\_\_\_\_

**6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (where appropriate)**

- a) Describe the nature of the topography of the land (flat, rolling, steep, mixed) \_\_\_\_\_
- b) Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands woodlots, etc., - slough, creeks, etc.) \_\_\_\_\_
- c) Describe the kind of soil on the land (sandy, loam, clay, etc.) \_\_\_\_\_

**7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED**

- a) Describe any building and any structures on the land and whether they are to be demolished or moved \_\_\_\_\_

**8. WATER AND SEWER SERVICES**

If the proposed subdivision is to be served by other than a water distribution system and wastewater collection system, describe the manner of providing water and sewage disposal.

\_\_\_\_\_

**9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF**

I (full name) \_\_\_\_\_ hereby certify that

- I am the registered owner, or
- I am the agent authorized to act on behalf of the registered owner

And that the information given on this is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Address \_\_\_\_\_ (signed) \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Date (MM/DD/YYYY) \_\_\_\_\_

**FURTHER INFORMATION MAY BE PROVIDED BY THE APPLICANT ON THE REVERSE OF THIS FORM.**

## SUBDIVISION APPLICATION CHECKLIST

### Required Information

(as per section 4 of the Subdivision and Development Regulations)

		SUBMITTED
1.	Application Form (2 originals)	<input type="checkbox"/>
2.	Certified copy of Title and copies of any easements, caveats or other registered agreements that affect the use of the subject lands (2 copies)	<input type="checkbox"/>
3.	Proposed Plan of Subdivision (30 copies)	<input type="checkbox"/>
4.	Application Fees (see Council approved fee schedule)	<input type="checkbox"/>
5.	Right of Entry Form	<input type="checkbox"/>
6.	Owner Consent Form (if needed)	<input type="checkbox"/>
7.	Digital copy (in AutoCAD format) of Proposed Plan of Subdivision	<input type="checkbox"/>
8.	Building plans or elevations if proposal is for infill development in an established neighbourhood	<input type="checkbox"/>

### SUBDIVISION PLAN REQUIRED COMPONENTS

		YES	NO	N / A
1.	Shows location, dimensions and boundaries of the land to be subdivided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Clearly outlines the land that the applicant wishes to register in a land titles office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Shows the location, dimensions and boundaries of <ul style="list-style-type: none"> <li>i) each new lot to be created, and any reserve land, and</li> <li>ii) existing rights of way of each public utility, or other rights of way</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Shows 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 moved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Shows the approximate location and boundaries of the bed and shore of any river, stream, watercourse, lake or other body of water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Describes the use or uses proposed for the land that is the subject of the application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Shows 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, and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Shows the existing and proposed access to the proposed parcels and the remainder of the titled area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Additional Information Requests

1.	Subdivision Plan shows topographic contours at not greater than 1.5 meter intervals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Information supported by the report of a person qualified to make it, respecting the provision, availability and suitability of potable water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Assessment of subsurface characteristics of the land including susceptibility to slumping or subsidence, depth to water table and suitability for any proposed on site sewage disposal system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	A map showing the 1:100 flood (fringe, flooding)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Information respecting the intended method of providing sewage disposal facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Information respecting the land use and land surface characteristics of land within 0.8 kilometers of the land proposed to be subdivided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	A map showing the location of the sour gas facility (if within 1.5 km of a sour gas facility)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	A conceptual scheme that relates the application of future subdivision and development of adjacent areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	A map showing the location of a landfill (if within 450 m of a landfill)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Additional information submitted, as required by Planner during pre-application consultation (please list)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



5 St. Anne Street  
St. Albert, AB T8N 3Z9  
Phone: 780-459-1642  
Fax: 780-458-1974

### CITY OF ST. ALBERT OWNER'S AUTHORIZATION

PLEASE PRINT

Date (MM/DD/YYYY): \_\_\_\_\_

File No.: \_\_\_\_\_

MUNICIPAL GOVERNMENT ACT, RSA, 2000, CHAPTER M-26

I, \_\_\_\_\_  
*(owner's name)*

of \_\_\_\_\_  
*(company, if applicable)*

being the registered owner of \_\_\_\_\_  
*(legal description)*

\_\_\_\_\_ *(legal description)*

do hereby allow \_\_\_\_\_  
*(applicant)*

To make application for:

- Redistricting
- Subdivision
- New or Amended Area Structure Plan or Area  
Redevelopment Plan
- Development Permit

\_\_\_\_\_ *(owner's name)*

\_\_\_\_\_ *(owner's signature)*

\_\_\_\_\_ *(date—MM/DD/YYYY)*



5 St. Anne Street  
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### CITY OF ST. ALBERT RIGHT OF ENTRY

#### MUNICIPAL GOVERNMENT AMENDMENT ACT, RSA 2000 CHAPTER M-26, SECTION 653(2)

*Owner's consent to an inspection by an authorized person for the purpose of a land site inspection relative to a proposed subdivision application.*

Section 653(2) of the Municipal Government Act, RSA 2000, Chapter M-26 stipulates that:

**“If a subdivision application includes a form on which the applicant for subdivision approval may or may not consent to the municipality or its delegate carrying out an inspection, at a reasonable time, of the land that is the subject of the application and if the applicant signs a consent to the inspection, a notice of inspection is not required to be given under Section 542(1).”**

This form is to be completed in accordance with Section 653(2) and the subdivision application requirements, and returned with the application submission.

(Please check appropriate box)

- I  do
- do not

***grant consent for an authorized person of the City of St. Albert to enter upon the subject land for a site inspection***

Address of Subject Lands: \_\_\_\_\_

Legal Land Description: \_\_\_\_\_

Name (IN BLOCK CAPITALS): \_\_\_\_\_

Address: *(street)* \_\_\_\_\_

*(city, postal code)* \_\_\_\_\_

Date (MM/DD/YYYY): \_\_\_\_\_

Signature: \_\_\_\_\_

# DIGITAL PLAN SUBMISSIONS

## Subdivisions & Redistrictings



The City of St. Albert regularly updates its municipal land base by referencing legal plans registered with Alberta Land Titles and the AltaLIS parcel fabric. As part of the application process, we require the submission of AutoCAD drawings to perform functions such as lot checks, area calculations, figure creation, and to ensure a proposal's conformance with our statutory plans.

## Submissions

- E-mail all tentative Subdivision and Redistricting Plans to [planapp\\_drawings@st-albert.net](mailto:planapp_drawings@st-albert.net) where they will be received by the Planning Manager and the Planning Technicians
- In addition to the AutoCAD dwg file, please provide a reference pdf, jpg or tiff of the plan
- A disc (CD or DVD) with the above files may be provided as an alternative to an e-mailed submission

## Digital Plan Standards

- All plans submitted must be spatially referenced in 3TM NAD83 CM114 degrees West longitude, bearings grid
- All digital drawings must be in AutoCAD dwg format, in their true scale
- AutoCAD linework must be delineated by layers to clearly define proposed lotlines, block lines, outlines and other required data
- AutoCAD layers must be logically named (ie. Proposed lotlines) or be to 2010 LTO layer standards (see Land Titles link <http://www.servicealberta.com/1075.cfm>)
- Dimensions must match linework
- Linework must be clean (GIS ready) using Drawing Clean Up tools or equivalent within AutoCAD (no duplicates, gaps, overshoots or undershoots)

## Additional Requirements

- Lots and blocks must be numbered (where applicable)
- If streets are to be named on the Plan of Subdivision, they must be names approved by the City

### Contacts for Digital Plan Submission Information

Planning Technicians:

Kim Hamson  
780-459-1635  
[khamson@st-albert.net](mailto:khamson@st-albert.net)

Mike Mitchell  
780-418-6616  
[memitchell@st-albert.net](mailto:memitchell@st-albert.net)

NOTE: The City of St. Albert Planning Technicians will determine if submitted digital plans meet the above requirements. If they do not, they will be returned to the applicant for adjustment and resubmission. If this is required, it may affect processing times of applications.