

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 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:

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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.