

SUBDIVISION APPLICATION PROCESS

Pre-application consultation

Prior to submitting your application for subdivision, you are encouraged to consult with the Planning Department to ensure you are aware of all Town planning documents that may affect your proposal. The consultation is your opportunity to explore possible time saving strategies, and to ask any questions you may have regarding the subdivision process. Planning staff will also be able to determine what, if any, additional information will likely be required regarding your application.

To book a consultation meeting please contact the Town by phone at 780-723-4402 or by email at engineeringandplanning@edson.ca

Why is there a subdivision approving process?

Most people invest in property at some point in time. To ensure that your investment is protected, the Land Titles offices were set up in Alberta. At these offices, ownership of land, by way of title, is registered for each parcel in the province. The subdivision process ensures that the title is clear, and encumbrances are recorded on it. This protects the owner and subsequent buyers. It also ensures that the parcel is clearly described and can be located by an Alberta Land Surveyor. It allows the owner to sell and/or mortgage the property.



When subdivision occurs, the lots created are usually considered to be permanent, although on occasion some lots are re-combined into one parcel. The creation of a new lot, like most planning decisions, needs to be carefully examined to protect the long-term interests of the community. For this reason, the bylaws and policies of the municipality are carefully reviewed by the Subdivision Authority before a decision is made.

When you decide to subdivide your land, it is because you want to do something with it, either build on it, or perhaps sell it. It is important that the lot created is suitable for the proposed use and complies with the Land Use Bylaw. For example, if the lot is to be used for a residence, you would want to be sure that there is an adequate water supply, and that sewage can be disposed of.

The process may seem cumbersome and costly. However, it is worth the time and effort. You will end up with a parcel of land that has a clear title which you can build on, mortgage, or sell.

What is the application process?

The Subdivision Authority will receive your application and review it to ensure that all the necessary information has been provided. In the event of an incomplete application, the applicant will be provided with a letter stating why it is incomplete and what other information needs to be supplied.

If your application is complete, you will receive written acknowledgment from the Subdivision Authority. The application will be circulated to all required referral agencies and parties with an interest in the property such as utility companies and all adjacent landowners.

Sometimes a decision cannot be made within the time specified in the Municipal Government Act. In this case, you may be asked to sign a time extension form.



A written notice will be mailed to you when a decision has been reached by the Subdivision Authority.

If the Subdivision Authority approves your application, it must notify the relevant government departments, persons, and local authorities to which the application was referred.

How is an application evaluated?

When evaluating an application, the Subdivision Authority considers the following:

- Suitability of the land for the proposed use, and
- Impact of the proposal on adjacent landowners, the neighbourhood in general and the community as a whole based on specific site and application details, sound planning principles, input from applicant, circulated agencies, and affected landowners.
- The technical aspects of the application, such as road access and site drainage.
- The Municipal Government Act, and the Subdivision and Development Regulation; and
- The Municipal Development Plan, the Land Use Bylaw, other statutory plans, documents, and policies of Council.

Application for Subdivision

An existing parcel of land can only be subdivided by the registered owner(s), or a person appointed to act on their behalf. When applying for subdivision the following items are required:

1. **A completed and signed Subdivision Application Form** - this form is available at Planning Department or off the Town of Edson web page www.edson.ca, under Departments then Planning.
2. **A copy of the Land Title** - obtainable at Alberta Registry services. (Up-to-day and/or Must be 60 Days or Less)
 - Digital copy of non-financial instruments/ caveats registered on title.
3. **Appraisal Agreement** (if applicable): Completed and signed.
4. **A Proposed Plan of Subdivision** - plans showing the following information (it is recommended that you engage an Alberta Land Surveyor for a tentative plan of the proposed subdivision):
 - Location, dimensions, and boundaries for the land to be subdivided;
 - Clear outlining of the proposed land to be registered at the land titles office;
 - Location, dimensions, setbacks to building and boundaries of each new lot created, & reserve land; as well as existing rights of way of each public utility or other right of way;
 - Location, use and dimensions of existing buildings, and identification of those buildings that are proposed to be demolished or moved;
 - The approximate location and boundaries of the highway, bed and shore of any stream, watercourse, pond or other body of water;
 - Description of land use or uses proposed;
 - Location of any existing or proposed water wells; location and type of any private sewage disposal system, and the distance of these to existing or proposed buildings and property lines;
 - Location of any existing oil or gas wells; location of any abandoned oil or gas well or pipeline; and
 - All existing and proposed access to the proposed parcels and the remainder of the titled area.
4. **Other Information** - any additional information may required by the Subdivision Authority



- A Real Property Report (RPR) by an Alberta Land Surveyor will be required if there are existing buildings and or improvements on the property.
- Alberta Energy Regulator (AER) Information: Information provided by the AER as set out in Alberta Energy Regulator Directive 079, Surface Development in Proximity to Abandoned Wellbores, identifying the location or confirming the absence of any abandoned wells within the proposed subdivision.
- Servicing Requirements – Private Sewage Treatment System (PSTS) Variation Assessment or any other technical reports determine to be necessary in order to assess the suitability of land for subdivision.
- Further Technical Studies may required to the satisfaction of the Subdivision Authority. Further technical studies may include but are not limited to: Phase I Environmental Site Assessment, Biophysical Impact Assessment, Geotechnical Report, Traffic Impact Assessment, and Historical Clearance Report.

5. Application Fee - \$450 plus \$100 per lot being created including the residual lot (there is also an endorsement fee of \$100 per lot at time of endorsement).

In addition, you may be asked to supply more information such as:

- A map of the land that is to be subdivided and show topographic contours at not greater than 1.5 m intervals and related to the geodetic datum, where applicable;
- If a proposed subdivision is not to be served by a water distribution system, information supported by the report of a person qualified to make it, respecting the provision, availability, and suitability of potable water on or to the land to be subdivided;
- An assessment of subsurface characteristics of the land that is to be subdivided including but not limited to susceptibility to slumping or subsidence, depth to water table and suitability for any proposed onsite sewage disposal system;
- If the land that is the subject of the application is located within a potential flood plain and flood plain mapping is available, a map showing the 1:100 flood;
- If a proposed subdivision is not to be served by a water collection system, information supported by the report of a person qualified to make it, respecting the intended method of providing sewage disposal facilities to each lot in the proposed subdivision;
- Information respecting the land use and land surface characteristics of land within 0.8 km of the land proposed to be subdivided;
- If any portion of the parcel of land affected by the proposed subdivision is situated within 1.5 km of a sour gas facility, a map showing the location of the sour gas facility;
- A conceptual scheme that relates the application to the future subdivision and development of adjacent areas; and
- Additional technical reports may be required based upon the ongoing assessment of the application.

Recommendation & Decision

Following a review, the Planning Department will prepare a recommendation in making a decision on the proposed subdivision.

The Town has 20 days to determine application completeness: under the MGA ss. 653.1(1), 683.1(1).



The Town has 60 days to decide on a complete subdivision application under the Subdivision and Development Regulation s. 6(b).

Subdivision Approval Extension

If the Subdivision Authority fails to render a decision on an application for subdivision the applicant may deem the application to be refused and file an appeal with the Subdivision and Development Appeal Board or Land and Property Rights Tribunal (formerly the Municipal Government Board), or enter into an agreement with the Town to extend the decision period.

Plan Endorsement & Registration

If your subdivision proposal is approved, you will have one year to meet the conditions of the approval and submit a plan of the subdivision to the Subdivision Authority for endorsement. The plan of subdivision will be reviewed to ensure compliance with the subdivision approval, and that all conditions of the approval have been satisfied. If all conditions are met, the plan will be endorsed for registration.

There is a \$100 Endorsement fee per lot being created (including the residual lot) required once the plan is ready to be registered at land titles.

After endorsement, you will have one year to register your final plan of the subdivision with the Northern Alberta Land Titles Office.

Appeals

The decision of a Subdivision Authority may be appealed. An Appeal can be made by the applicant, a Government department that the application was referred to, or by a school authority, in certain cases.

A notice of appeal must be made to the Town of Edson Subdivision and Development Appeal Board or Land and Property Rights Tribunal (formerly the Municipal Government Board) within 14 days after receipt of the written decision. The notice of appeal must contain the legal description and municipal address for the subject property, and the reasons for the appeal. The reason for the appeal must include the issues in the decision, or the approval conditions, that are the subject of the appeal.

Subdivision Application forms are available at the Town of Edson office and on the Town of Edson website at www.edson.ca under Departments then Planning.

If you have any questions, please contact the Planning Department for the Town of Edson. They will be able to help you with your Subdivision Application and be able to answer any questions that you may have.

Subdivision Authority at Subdivision Stage

The following terms, conditions, and additional notes are not limiting on the Subdivision Authority or the Town in the requirement of supporting information for an application or the imposition of conditions on a subdivision approval.

- a) May include any condition necessary to satisfy the Land Use Bylaw provision or Municipal Development Plan, an area structure plan, a conceptual scheme or master site development plan, or a Town servicing standard.
- b) By condition, require provision of a Construction Management Plan where on-site works are proposed.
- c) May impose any condition to meet a requirement of the Municipal Government Act (MGA) or Subdivision and Development Regulation.
- d) As a condition of approval, may include requirement to update technical reports submitted with the application.



- e) Will impose relevant requirements for the payment of levies associated with bylaws for transportation, wastewater, water supply and stormwater:
 - i. Off-site Levy Bylaw; and
 - ii. Other such bylaws as may be in force or come into force and be applicable to development of, or activities on, or services provided to, the subject land.
- f) Will determine any oversizing requirements for services and infrastructure required to be constructed as part of the proposed subdivision. The Town will determine cost recovery arrangements through preparation and execution of documents prior to endorsement of a plan or survey for registration.
- g) Will determine any outstanding municipal reserve dedications, cash-in- lieu payments or deferrals where applicable.

Where to Apply

Town of Edson
Planning Department
Box 6300 (605 – 50th Street)
Edson, Alberta, T7E 1T7

www.edson.ca

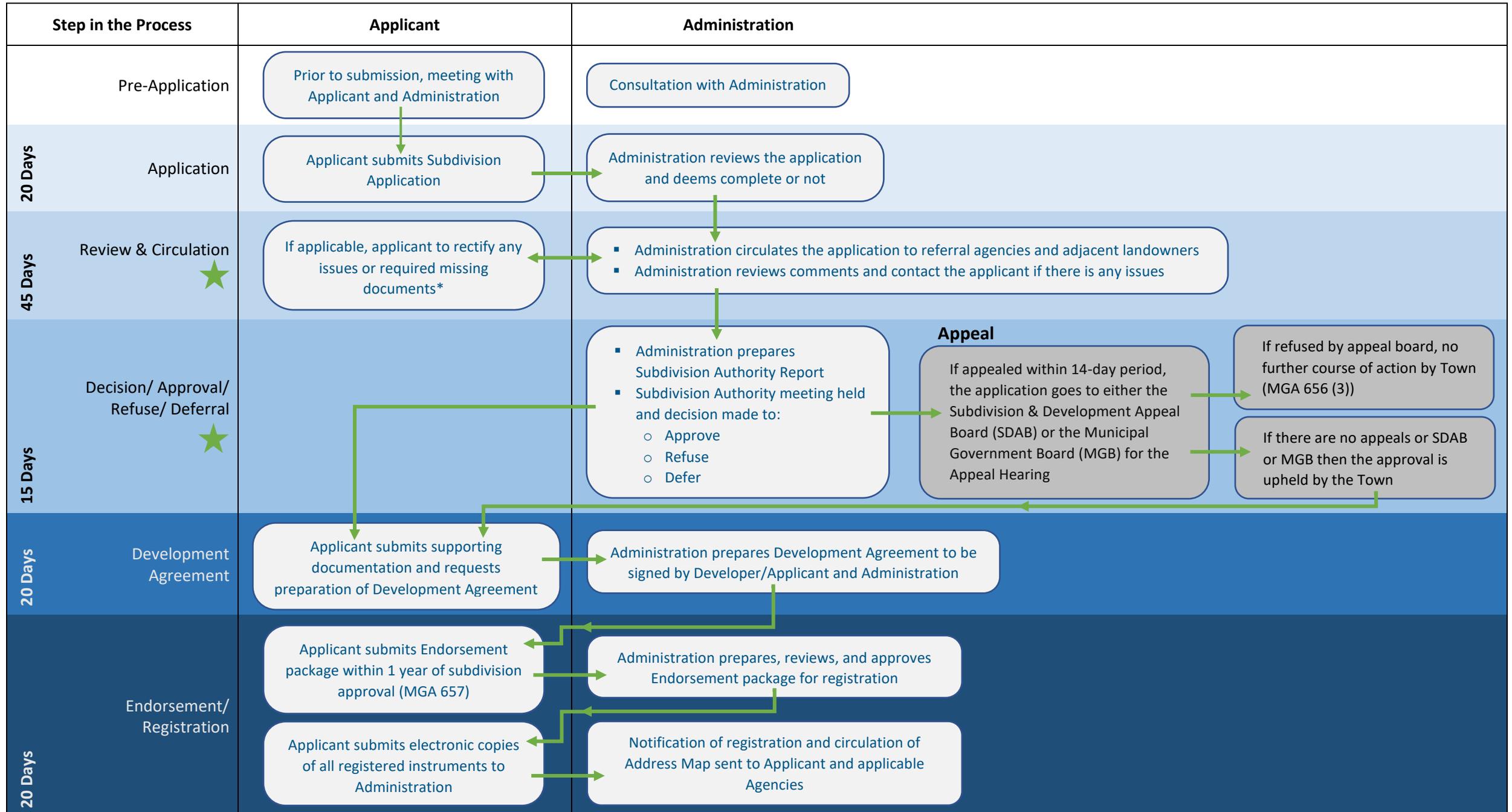
engineeringandplanning@edson.ca

Office Hours: 8 am - 4 pm

Inquires & Fee Information: 780-723-4402

This pamphlet has no legal status and cannot be used as an official interpretation of the various regulations currently in effect. Users are advised to contact the Infrastructure & Planning Department for more information. The Town of Edson accepts no responsibility for persons relying solely on this information. The application fees are subject to annual review, please review Fees, Rates & Charges Bylaw – Appendix "D" Planning & Engineering.

Last updated: May 19, 2021



NOTES: This chart describes a General Subdivision Process with each application being unique.

Legally, there is a 60 day timeline for processing time under the the Subdivision and Development Regulation (referring only to the above ★ steps, not including Appeal)

However the overall process timeframe: 4 + months (processing timeframe depends on Applicant submissions and possible revisions required)

* Concerns addressed and application finalized. Public meeting may be held. Additional reports/studies may be required. Repeat technical review may be necessary.