



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.

Why is there a Subdivision Approving Process?

Most people invest in property at some point in time. To insure 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 to 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 and 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. An incomplete application will be returned to you 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 land owners, the neighbourhood in general and the community as a whole.
- the Municipal Development Plan, the Land Use Bylaw and other policies of Council.
- the Municipal Government Act, Subdivision and Development Regulation and the Provincial Land Use Policies.

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 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 Certified Copy of the Land Title** - obtainable at Alberta Registry services.
3. **A Proposed Plan of Subdivision** - plans showing the following information:
 - 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, 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 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;

- all existing and proposed access to the proposed parcels and the remainder of the titled area;
- 4. **Other Information** - any additional information required by the Subdivision Authority
- 5. **Application Fee** - \$450 plus \$100 per lot being created including 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 1.5m 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 on site sewage disposal system,
- if the land that is the subject of the application is located in 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.

Recommendation & Decision

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

The Subdivision Authority has 60 days from receipt of the completed application to make a decision.

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 Municipal Government Board, or enter into an agreement with the Town to extend the decision period. An appeal or agreement for extension must be made within 21 days of expiration of the original decision period.

Plan Endorsement & Registration

If your subdivision proposal is approved, you will have one (1) 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 (1) 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 Municipal Government Board within 21 days of receipt of the 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.

NOTE: Under the Municipal Government Act, the 21 day appeal period is subject to legal interpretation.

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.

Where to Apply

Town of Edson
Engineering & Planning
Box 6300 (605 – 50th Street)
Edson, Alberta, T7E 1T7
www.edson.ca

Office Hours 8 am- 4 pm
Inquires & Fee Information 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 Engineering & Planning Department for more information. The Town of Edson accepts no responsibility for persons relying solely on this information.