



# SUBDIVISION APPLICATION PROCESS INFORMATION

Subdivision is the process of dividing one parcel of land into two or more smaller parcels with separate titles, lot line adjustment, consolidating two or more parcels into one parcel, and condominiums. The Municipal Government Act regulates the subdivision process in Alberta. Subdivision applications must meet the City of Wetaskiwin's Land Use Bylaw. Subdivisions are approved and endorsed by the City. Once endorsed, subdivision plans can be registered at Alberta Land Titles.

## Why is a subdivision approval required?

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 2000) and the Subdivision and Development Regulation (43/2002). This is to protect residents and the community from developments that 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:

- 1) If a parcel of land is to be split into two or more parcels.
- 2) To register an interest, for example, a lease, mortgage or sales agreement for a portion of an existing parcel.
- 3) 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.

## Concurrent Rezoning 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 a decision on the subdivision, City Council must approve the redistricting application.

## 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 Development, Engineering, and other 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 successful.

## Public Consultation

For larger or potentially controversial projects, public consultation may be required and must follow the guidelines in the City of Wetaskiwin'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.

### Review Process

Applications for subdivision are submitted to the Planning and Development Department, Applications must be complete including all supporting documentation or they will not be entered into the system for review. Once an application is deemed complete, it will be circulated to other City departments and external agencies for review, this could take up to 45 days but is typically done in 2 to 3 weeks. As part of the deferral process all affected landowners will be notified. If your application is approved but a referring agency wants to appeal the decision, they will have 14 days to appeal to the Subdivision and Development Appeal Board. If no appeals are submitted, you will have 1 year to endorse your subdivision and this process will take the City 1 to 2 weeks to complete.

If you have any questions please contact the Engineering & Development department at 780-361-4432 or by email at [development@wetaskiwin.ca](mailto:development@wetaskiwin.ca)

Stakeholders have a time limit of 30 days to voice in writing any concerns or support for the project. The applicant may be provided a summary 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 City 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

Wetaskiwin's Subdivision Authority is the Director Municipal Services. This person has the authority to approve or refuse a plan of subdivision. Once the subdivision report is finalized it is forwarded to the Subdivision Authority for "Conditional Approval of Subdivision" or to "Refuse". 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 and Development.

### 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 Planning and Engineering Departments. 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:

- Municipal and School Reserves
- Engineering studies and reports
- Off-Site charges/Levies
- Transportation Levies
- Consultant Fees

- Surveying Fees
- Drainage drawings
- Other costs associated with meeting the conditions of subdivision approval
- Alberta Land Titles Registration
- Servicing the Lots
- Comprehensive site plan

## Other Documents to Consult

Additional information that may assist in preparing a Subdivision application:

- Intermunicipal Development Plan
- City of Wetaskiwin's Municipal Development Plan
- Area Structure Plan for the neighbourhood
- City of Wetaskiwin Land Use Bylaw
- Community Standards Bylaw
- Surface Drainage Bylaw
- Utilities Master Plan
- Transportation Master Plan
- City Council Policy: Public Consultation Requirements
- City of Wetaskiwin Municipal Engineering Standards
- Municipal Government Act RSA 2000 Ch. M-26
- Municipal Government Act Subdivision and Development Regulation 43/2002
- Alberta Energy Regulator (AER) Directive 079 Surface Development in Proximity to Abandoned Wells [www.aer.ca](http://www.aer.ca)

## Submitting an Application

### *Pre-Application Meeting*

A pre application meeting may be required. If your application may be complicated or controversial an application will not be accepted until this pre application meeting is held.

### *Application Checklist*

- 1) Subdivision application form with an owner authorized letter in the absence of the owner's signature on the application
- 2) Certificate of Title (1 copy)
- 3) Deferred Municipal Reserve Caveat
- 4) Letter of Request for Subdivision
- 5) Confirmation of Abandoned well Sites
  - a. Abandoned well declaration form signed
  - b. Abandoned wells map
- 6) Subdivision Plan

- a. Dimensions and locations of lot(s) and right of ways, new lots, and reserve lots
  - b. Natural features including wetlands, bodies of water, top of bank, and treed areas
  - c. Constructed features including highways, public roads, existing and proposed access locations
  - d. Existing buildings including location, dimensions, and setbacks on existing buildings
  - e. Wells and private sewage systems location and distance from property lines and buildings
- 7) Provide one copy of the subdivision plan drawn or digital, if digital it must be in AutoCad
  - 8) Location map showing the proposed subdivision area in context to the City of Wetaskiwin one copy.
  - 9) Fees as per fee bylaw attached
  - 10) Supporting documentation and reports – additional documents or studies may be required and include traffic impact analysis, boundary condition assessments, servicing reports etc.

### ***Subdivision Application Form***

Complete the application form with the authorization letter if required.

### ***Certificate of Title***

Provide one copy of the current title and any deferred municipal reserve caveats if registered on the title for the lands being subdivided.

### ***Letter of Request for Subdivision***

Letter describing the purpose of the subdivision application including the following information

- 1) Purpose of the subdivision
- 2) Legal land description of the lands being subdivided
- 3) Municipal address if applicable
- 4) Area of land being subdivided in acres
- 5) Proposed timing for the development
- 6) An overview of notable items
- 7) Conformity with City of Wetaskiwin planning documents
- 8) Servicing arrangements

### ***Confirmation of Abandoned Well Sites***

The MGA's subdivision and development regulations requires applicants to provide documents either confirming the absence of an abandoned well or identifying the location(s) of well(s) within the proposed subdivision area. This document must comply with the Alberta Energy Regulator (AER) in Directive 079, Surface Development in Proximity to Abandoned Wells.

The applicant should search for abandoned wells in the proposed development area by using the Abandoned Well Viewer or requesting the information from the AER Customer Contact Centre.

The following items are to be submitted:

- 1) Abandoned well declaration form, complete and signed for the subdivision area
- 2) Abandoned wells map from the AER website, if wells are present it must include the surface coordinates. If wells are present a plan illustrating locations and setbacks will be required as per AER.
- 3) Site information can be obtained at:
  - a. AER Customer Service Centre by phone  
1-855-297-8311
  - b. Energy Regulator's OneStop application  
<https://extmapviewer.aer.ca/Onestop/Public/index.html>
  - c. Government of Alberta's GoeDiscover application  
<https://geodiscover.alberta.ca>

### *Subdivision Plan*

A dimensioned plan showing the proposed subdivision area prepared by an Alberta Land Surveyor with the following items is required:

- 1) Location and dimensions of the lot(s) and rights or ways including
  - a. The location, dimensions, and boundaries of the land to be subdivided
  - b. The dimensions of each new lot(s) to be created including the remnant parcel
  - c. The dimensions of the new reserve lot(s) if any
  - d. The location and dimensions or the right of way for public utilities and any other right of ways required
- 2) Natural features including
  - a. Wetlands and bodies of water
  - b. Rivers, creek's, ravine, drainage courses
  - c. Top of bank
  - d. Forest or treed areas
- 3) Constructed features including
  - a. Highways
  - b. Public roads
  - c. Existing and proposed access locations
  - d. Drainage ditches
- 4) Existing buildings
  - a. The location, dimensions and setbacks to existing and proposed property lines of buildings on the subject land
  - b. Specify any buildings that are proposed to be demolished or moved
- 5) Wells and private sewage
  - a. The location of any existing or proposed wells
  - b. The location of any exiting or proposed private sewage disposal systems
  - c. The distance to these from existing or proposed buildings and property lines

- 6) Location Map
  - a. Provide one hard copy of the location map showing the subdivision area in context to the City of Wetaskiwin.
- 7) Fees
  - a. See fee schedule
- 8) Supporting documents and reports
  - a. Supporting documents and reports may be required. This include but are not limited to:
    - i. Conceptual drawings of the proposed development including the site plan, and elevation drawing.
    - ii. Outline plan, neighbourhood design concept, and /or design forum
    - iii. Technical studies as may be required such as
      1. Environmental impact assessment
      2. Environmental Site assessment phase 1 or 2
      3. Floodplain study
      4. Geotechnical reports
      5. Noise attenuation study
      6. Parking study
      7. Reclamation plan for aggregate extraction
      8. Risk assessment
      9. Shadow report
      10. Traffic impact analysis
      11. Wind report
      12. Snow storage plan
      13. Utilities including refuse
      14. Historical Resources Act Approval if applicable
      15. Studies on the impact of the development on utilities, services, traffic circulation, tax base, community facilities, and employment.

## Submission

Complete applications can be sent to the following:

By Mail: City of Wetaskiwin  
Engineering & Development  
Box 6210 | 4705 – 50 Avenue  
Wetaskiwin, AB T9A 2E9

By Email: [development@wetaskiwin.ca](mailto:development@wetaskiwin.ca)