



Subdivision Application Checklist

Last updated February 15, 2024

Contact Name: Project Address(es):	Application type						
	Pre-application	Complex	Non-Complex	Change Major	Change Minor	Resubmission	Lot Split
<input type="checkbox"/> Cover Letter - Refer to Guiding Cover Letter Template	✓	✓	✓	✓	✓	✓	
<input type="checkbox"/> Engineer Letter <i>Engineering Letter should describe what construction or servicing has occurred in the subdivision boundary for Major and Minor change requests and Resubmissions only. The Engineering Letter can be combined with the Cover Letter.</i>				✓	✓	✓	
<input type="checkbox"/> Certificate(s) of Title (no more than 30 days old)	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/> Certificate of Title Encumbrance(s) (if applicable)		✓	✓	✓	✓	✓	✓
<input type="checkbox"/> Y <input type="checkbox"/> N/A Deferred reserve caveat (DRC)	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/> Y <input type="checkbox"/> N/A Access easements		✓	✓	✓	✓	✓	✓
<input type="checkbox"/> Y <input type="checkbox"/> N/A Unnamed restrictive covenants or easements		✓	✓	✓	✓	✓	✓
<input type="checkbox"/> Abandoned Wells Declaration Form and Map		✓	✓	✓	✓	✓	
<input type="checkbox"/> Tentative Plan of Subdivision (PDF and georeferenced DWG file) <i>The plan must include the following details: Existing legal description, lot type labels (Municipal Reserve - MR, Environmental Reserve - ER, Public Utility Lot - PUL), street widths, lot dimensions including the lot width at front setback, date, north arrow, and any additional details (i.e. oil well sites, natural features).</i>	✓	✓	✓	✓	✓	✓	✓ <i>DWG file not required</i>
<input type="checkbox"/> Marked up Tentative Plan of Subdivision (PDF) showing changes					✓		
<input type="checkbox"/> Shadow Plan (PDF) <i>The plan must include the following details: Zoning, general block layout, and general road network of the subdivision boundary and surrounding area</i>	✓	✓	✓	✓		✓	
<input type="checkbox"/> Subdivision Context Map (PDF) <i>The purpose of the Context Map will help inform reviewers of the location of proposed infrastructure to serve the development. The Context Map may include, but is not limited to, emergency access, roadways, walkways, stormwater management facilities, sanitary, sewer and watermain extensions, etc.</i>	✓	✓	✓			✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Centreline radius of the curve for collector roadways	✓	✓	✓			✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Proposed complete streets design and cross-sections (reference drawing number or provide new proposed cross section) - Note: cross-sections must be authenticated and validated by a Professional Engineer	✓	✓	✓			✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Proposed offsite construction of permanent infrastructure	✓	✓	✓			✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Proposed offsite construction of temporary infrastructure	✓	✓	✓			✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Existing and approved Infrastructure - if available	✓	✓	✓			✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Where proposed infrastructure may go through adjacent land	✓	✓	✓			✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Proposed pedestrian network and how it connects to the existing network	✓	✓	✓			✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Length of culs-de-sacs(s); if longer than 120 m identify a permanent secondary emergency access	✓	✓	✓			✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Length of alley(s); if longer than 120 m identify an additional alley connection	✓	✓	✓			✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Proposed road network outside of the subdivision boundary to ensure logical road connectivity	✓	✓	✓			✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Proposed private site access to arterial and collector roads (Access Management Plan)	✓	✓	✓			✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Registered Utility Rights of Way (URWs)	✓	✓	✓			✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Existing Oil Well Site	✓	✓	✓			✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Roadway details for collector and arterial intersections - if applicable based on recommendations of TIA	✓	✓	✓			✓	
<input type="checkbox"/> Technical Studies Confirmation <i>If the application does not conform to any of the applicable technical studies (plans/reports) listed below, the applicant shall submit justification for why and how the non-conformance is being addressed in the cover letter. These studies must be accepted by the City of Edmonton in order for the subdivision application to be deemed a complete application submission.</i>							
<input type="checkbox"/> Y <input type="checkbox"/> N/A Accepted Transportation Impact Assessment (TIA) and amendment		✓	✓	✓		✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Accepted Hydraulic Network Analysis (HNA) and interim HNA		✓	✓	✓		✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Accepted subdivision level Neighbourhood Design Report (NDR) and amendment		✓	✓	✓		✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Accepted Temporary Servicing Report		✓	✓	✓		✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Approved Parkland Impact Assessment (PIA) and amendment		✓	✓	✓		✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Approved Community Knowledge Campus Needs Assessment (CKCNA) and amendment		✓	✓	✓		✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Approved Ecological Network Report and amendment		✓	✓	✓		✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Approved Natural Area Management Plan and amendment - if site area is within 250 m of a natural area		✓	✓	✓		✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Approved Top of Bank Walk - if the subdivision is adjacent to or in the river valley and ravine system		✓	✓	✓		✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Approved Geotech Study and amendment		✓	✓	✓		✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Approved River Valley Area Redevelopment Plan (ARP) Study - if the subdivision includes development in the River Valley, such as outfalls and other utilities		✓	✓	✓		✓	
<input type="checkbox"/> Technical Studies to be submitted with the subdivision application		✓	✓	✓		✓	
<i>Transportation Review Documents (if applicable to proposed design)</i>							
<input type="checkbox"/> Y <input type="checkbox"/> N/A Plan showing overlay of the approved Concept Plan for arterial roadways onto tentative plan of subdivision - required if the application is adjacent to an arterial roadway		✓	✓			✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Noise Impact Assessment - required if proposing low density residential adjacent to arterial roadways and for properties adjacent to high volume arterials (Anthony Henday Drive, Yellowhead Trail, Whitemud Drive, etc)		✓	✓			✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Swept Path Analysis for permanent emergency access - Note: Swept Path Analysis must be authenticated and validated by a Professional Engineer		✓	✓	✓		✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Swept Path Analysis for road/alley intersections that are less than 90 degrees - Note: Swept Path Analysis must be authenticated and validated by a Professional Engineer		✓	✓	✓		✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Provide a roadway cross section adjacent to an oil well site; Swept Path Analysis to confirm accessibility - Note: cross-sections and Swept Path Analysis must be authenticated and validated by a Professional Engineer		✓	✓	✓		✓	
<input type="checkbox"/> Y <input type="checkbox"/> N/A Roadway details for collector and arterial intersections - if applicable based on recommendations of TIA		✓	✓	✓		✓	
<i>Open Space Documents (if applicable)</i>							
<input type="checkbox"/> Y <input type="checkbox"/> N/A Property Value Appraisal Report for a terminal subdivision when cash in lieu is owing		✓	✓	✓		✓	

Subdivision Application Types:

Pre-Application: This is a meeting to provide an opportunity to discuss commercial, industrial, and/or residential projects with the City of Edmonton. Pre-applications must be made online.

Complex: Division of undeveloped and unserviced land into two or more parcels that may have Municipal Reserve owing, a Servicing Agreement, and/or offsite conditions.

Non-Complex: Existing residential, industrial, or commercial land that may include a boundary adjustment or separation of title.

Change Major: Changes to a conditionally approved subdivision. Changes may include a rephrasing component, adding or removing lots, changing lot product, and/or physical infrastructure (i.e. roads or pipes).

Change Minor: Changes to a conditionally approved subdivision. Changes may include adding or removing lots, and changing lot product.

Resubmission: Renewal of an expired conditional approval, no design changes from the original approval.

Lot Split: Division of land into two or more parcels typically to construct Single Detached Housing or Semi-detached Housing

