



Why Subdivision Approval?

The subdivision of land is an important land use management and planning tool for the City. We need to approve the subdivision of land to make sure the new properties have the right infrastructure, and that the use is consistent with the context of the neighbourhood.

About the Service

Subdivision is governed by the Municipal Government Act (MGA) and the Subdivision and Development Regulation, which gives City Council the power to subdivide land. City Council delegates this power through a bylaw to the Subdivision Authority.

The Subdivision Authority is made up of three staff members from the Sustainable Development department. They review technical matters involved in subdivision proposals, including conformity with the City's development plans, and any infrastructure requirements that should be included in a servicing agreement. Their meetings are not open to the public.

The Sustainable Development department processes applications to:

- Subdivide land into two or more pieces
- Create bare land condominium units
- Convert existing buildings into condominiums

Definitions

Subdivision:

A subdivision is a large piece of property that is legally divided into smaller properties. These smaller pieces of land can then be sold separately.

TIP

You can apply for subdivision as a landowner, or you can hire a professional planning consultant or an Alberta Land Surveyor to make an application on your behalf.

Zoning Verification

Your property's specific zoning may affect your plans.

To verify the zoning of a property, visit our office or <http://maps.edmonton.ca>

- Click on 'Zoning' located on the right side of the photo
- Review the disclaimer and accept it by pressing 'OK'
- Click on 'Locate Title by Address' and enter the property's address
- Click on 'Search' to view its zoning and any overlay information

What You Need to Apply

The minimum requirements needed to apply for subdivision are:

- One application for subdivision. You can complete this online at www.edmonton.ca/subdivision using the Online Land Development Application form.
- A digital copy of the Certificate of Title (it has to be issued by a registry office less than 30 days before your application submission).
- One digital copy of all Certificate of Titles in PDF, TIFF, JPG or GIF format. You can get a copy from any Edmonton Registries office. You are responsible for the conversion of the certificate to a digital format. The copy must be validated within 30 days of the submission of the application.
- One digital copy of the tentative plan of subdivision in a DWG format. All submissions in AutoCAD must be set in AutoCAD 14. A copy of your plan must be included in your online application in PDF format and attached with the supporting documents.

The plan must include:

- The location, dimensions and boundaries of the land to be subdivided.
- The land you wish to register in a land titles office.
- The location, dimensions, and boundaries of each new lot to be created and any reserve land.
- The existing rights-of-way of each public utility, or other rights-of-way.
- The location, use and dimensions of all buildings on the land. Please specify if you plan to move or demolish any structures.
- The approximate location and boundaries of the bed and shore of any river, stream, watercourse, lake or other body of water that is within or bordering the land.
- A description of the use or uses proposed for the land.
- If the proposed lots will be served by individual wells and private sewage disposal systems, you must include the location of any existing or proposed wells, the location and type of any private sewage disposal systems, and the distance from these to existing or proposed buildings and property lines.
- The existing and proposed access to the subdivision(s) that shows the remainder of the titled area.
- The proposed roads identified with numbered or named streets and avenues.

What You Need to Apply

Additionally, the Subdivision Authority may require you to submit any or all of the following:

- A map of the land to be subdivided, showing topographic contours at intervals no greater than 1.5 metres (5 feet) apart and related to existing survey information where applicable.
- If a proposed subdivision doesn't have a water distribution system, information supported by the report of a qualified professional identifying the availability and suitability of potable water on or to the land to be subdivided.
- An assessment of the subsurface characteristics of the land. This can include susceptibility to slumping or sinking, the depth of the water table, and the suitability for any proposed on site sewage disposal system.
- If the land is located in a potential flood plain and flood plain mapping is available, a map showing the 1:100 year flood.
- If the land will not be served by a wastewater collection system, information supported by the report of a qualified professional identifying 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 kilometres of the land proposed to be subdivided.
- If any portion of land affected by the proposed subdivision is within 1.5 kilometres of a sour gas facility, a map showing the location of the sour gas facility.
- A conceptual scheme that relates the application to any future subdivision and development of surrounding areas.
- An appraisal report prepared by an Alberta Land Appraiser if reserves are owning and money-in-place of reserves is requested.
- A Subdivision Computation Sheet.
- An Environmental Site Assessment may be required.

✉ How to Apply

To apply, go to the City's webpage at www.edmonton.ca/subdivision and fill out the Online Land Development Application form. You will need to register for an account if you are a new applicant. If you need help, please read the Online Services Manual.

Please note, applications must be submitted online. The City no longer accepts this type of application in paper form.

Processing Your Application

Your application will be reviewed to determine:

- Compliance with any related plans including neighbourhood area redevelopment plans, neighbourhood area structure plans and neighbourhood structure plans
- Compliance with the City of Edmonton Zoning Bylaw
- Compliance with the Subdivision Design Guidelines
- If the proposed subdivision has access to a road or other lawful means of access satisfactory to the Subdivision Authority
- If the proposed subdivision is suitable for its intended use, including environmental considerations
- If the land is serviceable
- If the land is in character with surrounding properties and the neighbourhood

First, the Sustainable Development department reviews all subdivision applications to make sure they comply with area and neighbourhood structure plans, servicing and staging requirements and the Zoning Bylaw. If you want to discuss or negotiate anything, this must be done before a decision is made by the Subdivision Authority.

Please note that only complete applications are accepted for processing. Your application will be circulated to City departments, other affected agencies, and in some cases, your neighbours for their comments and recommendations. The responses will be reviewed and your application will be approved or refused by the Subdivision Authority within 60 days. This deadline can be extended with your agreement.

Conditional Approval

If your application is approved, it may still be subject to conditions. These conditions can include the request for an easement to protect a utility service, or access to a property. Another common condition of subdivision is that you may need a servicing agreement with the City to make improvements such as sewers, water, and roads so that properties within the subdivision are properly serviced to our standards. There may also be a requirement to pay extra fees, like sewer or roadway assessment fees that are used to help pay for larger shared infrastructure.

Appeal

If your application for subdivision is not approved, or you disagree with a condition, you can appeal to the Subdivision and Development Appeal Board within 14 days of receipt of the written decision of the Subdivision Authority.

Only you, the municipality, school boards or the provincial government can appeal a subdivision. Your neighbours are notified of applications and are invited to comment, but cannot appeal decisions.

Subdivisions can also be appealed to the provincially appointed Municipal Government Board on if it's a matter of provincial concern, or if there is an inter-municipal dispute.

Survey Plan

Next, a survey plan is prepared by an Alberta Land Surveyor for registration at the Land Titles Office. Under certain circumstances, a separation of title document is substituted for a survey plan.

Endorsement

The survey plan or separation of title document is then sent to the Subdivision Authority for endorsement. An endorsement fee is also paid at this time. You have one year from the date of the decision to have the survey plan endorsed by the Subdivision Authority. If you can't meet this timeline, please contact the Subdivision Officer for an extension. The survey plan is endorsed after the 14-day appeal period.

Registration

Following the endorsement of the survey plan, you have one year to register the survey plan at the Land Titles Office. Once registered, Certificates of Title are created for each new lot.

Contact

For assistance with your online application or additional general information:

Phone

For 24-hour information and access to City of Edmonton programs and services: **311**

If outside of Edmonton: **780-442-5311**

In Person

Current Planning Branch
5th Floor, 10250 - 101 Street NW
Edmonton, Alberta T5J 3P4
Office Hours: Monday to Friday,
8:00 a.m. - 4:30 p.m.

Web

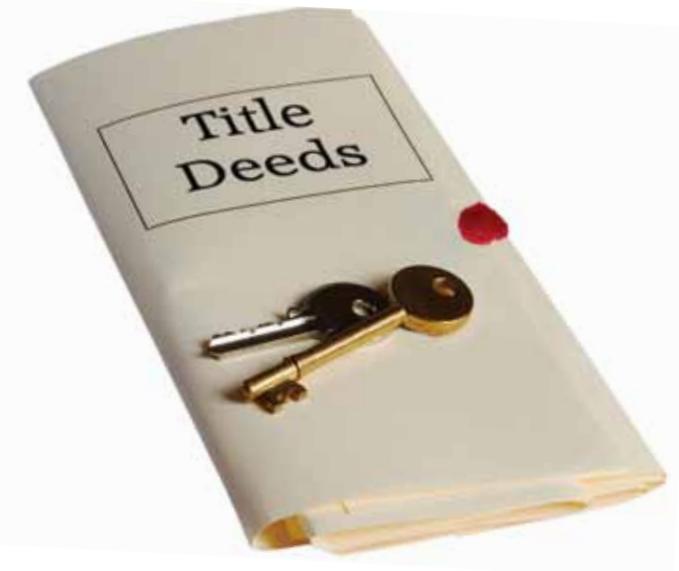
www.edmonton.ca/subdivision

Note: This is a general guide. Additional information may be required.

When you apply, personal information may be collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s) and your name and address may be included on reports that are available to the public. If you have any questions, please contact our office.

April 2012

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branch



Guide to land subdivision

THE CITY OF
Edmonton