



Subdivision Endorsement Application Package

Applicants must complete the checklist below to accompany a subdivision endorsement application package for it to be complete for acceptance and processing by the Town of Stony Plain.

Please check each item included within your package.

CHECKLISTS

Required information for a complete subdivision endorsement application:

- Cover letter identifying all documents included within the package and how each subdivision condition has been met
- Conditional subdivision approval
- Current certificate(s) of title
- Existing relevant registered caveat(s)
- Subdivision Authority Approval
- Plan of survey prepared by an Alberta Land Surveyor
- Payment of application fees

Additional information that may be required depending on the nature of the application:

- Consent to register a plan
- Copies of Easement/Right of Way Agreements signed by the landowners for each party signing the agreement, plus one
- Restrictive Covenant
- Discharge of Caveats
- Other relevant documents
- Payment of development charges

APPLICANT INFORMATION

ADMINISTRATIVE INFORMATION (FOR OFFICE USE ONLY)

NAME:	SUBDIVISION #:	
PHONE:	APPLICATION FEE:	
EMAIL:	DATE PAID:	RECEIPT #:
SIGNATURE:	PAYMENT METHOD:	

Please note that the above items comprise the subdivision endorsement package, there is no separate application form to supplement the package

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Additional Information

Application Fees

2025 SUBDIVISION ENDORSEMENT FEES	
Subdivisions or bare land condominium (includes remnant parcel and common property excludes municipal reserve and public utility lot)	\$1000.00 plus \$300.00 per lot or unit
Endorsements of traditional condominium (condominium conversions)	\$500.00 plus \$40.00 per lot or unit
Subdivision endorsement extension request (includes remnant parcel and common property excludes municipal reserve and public utility lot)	\$1,000.00

Frequently Asked Questions:

What is subdivision endorsement?

Subdivision endorsement is the process of a municipality acknowledging that the conditions stated on a conditional subdivision approval are met in accordance with the decision from the subdivision authority and providing a final tentative plan of subdivision for registration at Land Titles.

The endorsement process occurs after a subdivision has been conditionally approved by the subdivision authority. The applicant has one year from the date of the conditional approval to meet the subdivision conditions and have the subdivision endorsed by the municipality. Subdivision registration cannot occur until the municipality endorses the subdivision, which grants an applicant one year to have the subdivision registered at Land Titles.

Do I need to apply to extend the endorsement period?

You need to apply to extend the endorsement period if you are unable to get the subdivision registered at Land Titles within the one year period from the date your application received conditional approval from the Town's subdivision authority, as mandated by the Municipal Government Act.

Definitions:

Certificate of title: a legal document that identifies the owner(s) of a property and any registered caveats pertaining to a property.

Relevant registered caveat: a notice that a party, such as a utility provider or government organization, have an interest on a parcel of land, involving access easements, development agreements, deferred reserve caveats, etc.

Tentative plan of subdivision: a preliminary plan showing the subdivision area and the proposed lots to be created, completed by an Alberta Land Surveyor.