



# Subdivision Application Package

Applicants must complete the checklist below to accompany the subdivision application package for it to be deemed 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 application:

- Land development inquiry
- Complete and signed application form
- Key location plan\*
- Tentative plans of subdivision\* including the following:
  - One copy showing proposed lot lines, lot dimensions and areas
  - One clean copy for addressing showing only existing and proposed lot lines
  - One copy showing proposed lot lines, lot dimensions and setbacks, and any existing or proposed building footprints and parking areas (if applicable)
- General servicing and access information showing the following:
  - Existing services around the subdivision area
  - How the proposed lot(s) will be connected to municipal servicing and the municipal road network
- Abandoned well search
- Current certificate(s) of title
- Relevant registered caveat(s)
- Corporate registry documentation (if a corporation, company or other firm is involved)
- Geotechnical report
- Payment of application fees


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

- Current Real Property Report
- Biophysical assessment
- Site servicing report
- Stormwater management plan
- Traffic impact assessment
- Access management plan
- Noise and vibration evaluation study
- Parking plan
- Grading plan
- Landscape plan
- Environmental site assessment
- Environmental impact assessment
- Flood plain impact study
- Agricultural impact assessment

APPLICANT INFORMATION	ADMINISTRATIVE INFORMATION (FOR OFFICE USE ONLY)
NAME:	SUBDIVISION #:
PHONE:	APPLICATION FEE:
EMAIL:	DATE PAID: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span> RECEIPT #:
SIGNATURE:	PAYMENT METHOD:
	NEW ADDRESSING REQUIRED: Yes <input type="checkbox"/> No <input type="checkbox"/>

*\*Please note that each plan (key plan, site plan, tentative plan of subdivision, etc.) included within this application package must be provided individually and not combined to show overlapping information on a single plan*

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 Updated: April 26, 2021

		SUBDIVISION APPLICATION FORM					
		LAND USE DISTRICT			TAX ROLL #		
<b>1. CONTACT INFORMATION</b>							
<b>OWNER(S) OF REGISTERED LAND TO BE SUBDIVIDED</b>				NAME:			
ADDRESS:							
CITY:			PROV:			P/C:	
EMAIL:				PHONE:			
<b>APPLICANT ACTING ON BEHALF OF THE REGISTERED LANDOWNER(S)</b>				NAME:			
COMPANY:				ADDRESS:			
CITY:			PROV:			P/C:	
EMAIL:				PHONE:			
<b>2. PROPERTY INFORMATION &amp; LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED</b>							
MUNICIPAL ADDRESS:							
Plan	Block	Lot	Quarter Section <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE	Section	Township	Range	Meridian <input type="checkbox"/> W4 <input type="checkbox"/> W5
<b>3. LOT INFORMATION</b>							
Number of lots being created:							
Area range of proposed lots in hectares: <i>*Exact areas to be shown on the tentative plan of subdivision</i>							
<b>4. LOCATION OF THE LAND TO BE SUBDIVIDED</b>							
Is the land immediately adjacent to the municipal boundary? Yes <input type="checkbox"/> No <input type="checkbox"/>							
If "yes", the adjacent municipality is:							
Is the land within 1600m of a highway right-of-way? Yes <input type="checkbox"/> No <input type="checkbox"/>							
If "yes", the highway is number:							
Is the land located within 400m of a permanent watercourse, canal or drainage ditch? Yes <input type="checkbox"/> No <input type="checkbox"/>							
If "yes", state name:							
<b>5. USE OF THE LAND TO BE SUBDIVIDED</b>							
Existing land use:							
Proposed land use:							
Current districting:							
Proposed districting (if applicable):							
Current buildings:							
Proposed buildings:							
<b>6. PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED</b>							
Describe the topography:							
Describe any vegetation and water on the land (brush, shrubs, trees, sloughs and creeks):							
Describe the soil type:							
<b>7. AUTHORIZATION</b>							
<b>initial</b>	I hereby certify that I am the registered owner/authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of facts relating to this application for subdivision approval.						
<b>initial</b>	I authorize the Town of Stony Plain to send all correspondence and notices required under the Municipal Government Act 2000 RSA and Land Use Bylaw to the email address provided above and that all notices will be deemed received by the applicant on the date they are emailed.						
<b>initial</b>	Pursuant to section 653 of the Municipal Government Act, I hereby authorize employees, representatives, and agencies acting on behalf of the Town of Stony Plain to enter the subject property, for the purpose of making a decision on this application and to conduct necessary inspections in connection with this application for subdivision approval.						
<b>DATE:</b>		<b>NAME:</b>			<b>SIGNATURE:</b>		



# LANDOWNER CONSENT FORM

If someone other than the registered landowner is applying for a subdivision on behalf of the registered landowner, the registered landowner must complete the following:

## I. APPLICANT'S AUTHORIZATION

I (we), \_\_\_\_\_, being the registered owner(s) of \_\_\_\_\_,  
(name of registered owner) (legal land description: plan, block, lot)

do hereby authorize \_\_\_\_\_ of \_\_\_\_\_ to apply for a subdivision affecting  
(print name of applicant) (applicant company)  
the above mentioned property.

Signature(s) of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Address(es) of Owner(s): \_\_\_\_\_

\_\_\_\_\_

\*If there are multiple properties with different registered owners, please attach separate applicant's authorization forms for each registered owner

## 2. RIGHT OF ENTRY

I hereby authorize the Town of Stony Plain to enter the subject land(s) for the purpose of conducting a site inspection in connection with this application for subdivision approval. The right is granted pursuant to Section 653 of the Municipal Government Act.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

# Additional Information

## Application Fees:

2021 SUBDIVISION FEES	
Traditional subdivision, bare land condominium, or strata subdivision	\$500.00 plus \$300.00 per lot or unit
Condominium conversion	\$500.00 plus \$40.00 per unit
Resubmission or revision fee	25% of original fee paid

## Frequently Asked Questions:

### What is subdivision?

Subdivision is when a single parcel of land is divided into two or more parcels with separate legal titles for each parcel.

### What are the different types of subdivisions?

Any one of the following constitutes a subdivision, and therefore requires approval:

**Traditional subdivision:** when you want to adjust a lot line or create multiple lots from one existing lot.

**Condominium conversion:** when you want to legally separate space in an existing building. Owners each own their individual condominium unit but have communal ownership of shared spaces outside of the units, or common property like hallways, stairwells, and entrances. Condominiums are governed by the Condominium Act.

**Bare land condominium:** when you want to legally separate space on a property. There are no buildings upon the land at the time of preparing the condominium plan, so subdividing creates “bare land units”. Owners each own their individual bare land unit. Bare land condominiums are governed by the Condominium Act.

**Strata subdivision:** when you want to legally separate volumetric space on a property. Subdividing creates “strata units” that may be independent of physical structures. Typically used for mixed-use developments that have multiple owners and require present and future flexibility.

### How does the subdivision application process work?

The subdivision application process begins at the Pre-Application stage. Once you complete a pre-application inquiry and receive feedback from Administration, you are able to compile necessary information to submit a complete subdivision application (requirements noted in the checklist above). Administration has 20 days from the date the subdivision application is received to determine if the application is complete. If it is deemed incomplete, an agreement is entered between you and the Town to extend this 20-day period to give you additional time to complete the application. When the application is deemed complete, Administration has 60-days from the deemed complete date to make a decision on the application. This 60-day period allows the proper time for Administration to circulate the application to referral agencies and adjacent landowners for comments to consider at the time of decision. Administration prepares a decision report for the Subdivision Approval Authority who makes a decision to either approve with conditions or refuse the application based on the background information and comments provided within the report. If you receive conditional approval, you have one year from the approval date to have the subdivision endorsed by the Town. Once endorsed, a subdivision may be registered at the Land Titles office within one year of the date the subdivision was endorsed.

### Why do I need to obtain subdivision approval?

The Municipal Government Act, 2000 RSA, the Subdivision & Development Regulations of Alberta, and the Town of Stony Plain Subdivision Authority Bylaw require that all subdivisions be approved by the Town’s Subdivision Authority.

The Planning and Development business unit is responsible for processing subdivision applications and for advising the Subdivision Authority on the suitability of the proposed subdivision. The intent of the review process is to ensure orderly, economical and beneficial development for the Town of Stony Plain and to ensure a fair process for all applicants.

Approval for subdivision is needed to ensure that community standards are met with regard to:

- suitability of the proposed site for the intended use;
- conformity of the proposal to local planning legislation, including the Municipal Development Plan (MDP), Area Structure Plans (ASP) and the Land Use Bylaw;
- adequacy of roads, lanes and emergency access;
- adequacy of open spaces and walkways;
- suitability of natural features like stream courses and trees;
- compatibility of overall subdivision pattern with the neighbourhood;
- adequacy of sewer, water and other services; and
- protection for future subdivision opportunities.

### What are subdivision conditions?

The Subdivision Authority may approve, vary or refuse an application. In the case of approval, the Subdivision Authority may impose conditions that must be fulfilled before the subdivision can be endorsed to allow for registration at the Land Titles Office. These conditions may include, but are not limited to:

- requirements to ensure that the subdivision complies with all Town standards;
- requirements to enter an agreement with the Town for the construction of roads, sewers and other such infrastructure, or the payment of off-site levies;
- payment of any outstanding taxes;
- dedication of reserve land, or other arrangements in-lieu-of land; and
- Requirements to ensure sufficient access and servicing provisions are established.

### Do I need to apply to extend the deemed complete time limit?

You need to apply to extend the deemed complete time period if the Subdivision Authority is unable to make a decision on your application within the 20-day period mandated by the Municipal Government Act.

### Definitions:

**Abandoned well search:** the process of locating abandoned wells that may impact a development to appropriately address them during the planning stage of a proposed development. Please visit the Alberta Energy Regulator to obtain an abandoned well search for the property referenced in your application: <https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>.

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

**Corporate registry documentation:** a document that provides an official link between a landowner and an applicant acting on their behalf, identifying that both parties are in support of an application. This document is only necessary if the applicant is different than the registered landowner stated on the certificate of title.

**General servicing and access information:** a written description, usually including a map, identifying where existing underground servicing is located around the development site, and how servicing will be provided to the development site (if required), and to each individual lot or unit.

**Key location plan:** an illustration of the location of a proposed development within the Town and its surrounding context for the purpose of easily identifying the location of the proposal.

**Landowner consent:** notification from a registered landowner that they consent to someone acting on their behalf in relation to a land development application.

**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.



# Subdivision Application Process

Step (Timing)	Process		Procedure
	Applicant	Municipality	
<b>Pre-Application (20 days)</b>	Pre-application review		1. Applicant applies for pre-application review to determine requirements for a complete subdivision application
<b>Completeness Review (20 days)</b>	<pre> graph TD     A(( )) --&gt; B[Submit application]     B --&gt; C[Determine if application is complete]     C -- Incomplete --&gt; D(( ))     D --&gt; E[Submit items to complete application]     E --&gt; B     C -- Complete --&gt; F(( ))     F --&gt; G[Notify applicant of outstanding items]     G --&gt; H(( ))           </pre>	2. Applicant submits a complete application based on required information determined through the pre-application review 3. For incomplete applications, the applicant will provide outstanding items by the date specified in the notice. The applicant may submit a time extension agreement to extend the deem complete timeline.	
<b>Circulation and Decision (60 days)</b>	<pre> graph TD     I[Circulate application package] --&gt; J[Review received comments]     J --&gt; K[Submit to subdivision authority for decision]     L[Provide additional information] --&gt; K     K -- Refused --&gt; M(( ))     K -- Conditional approval --&gt; N(( ))           </pre>	4. The complete application is circulated to internal departments and external agencies who may be affected by the application 5. Administration may request additional information from the applicant based on comments received 6. The subdivision authority decides to either conditionally approve or refuse the application	
<b>Appeal (14 days)</b>	<pre> graph TD     O[Appeal optional] --&gt; P(( ))     P -- Refused --&gt; Q(( ))     P -- Approved --&gt; R(( ))           </pre>	7. The applicant and affected external agencies may appeal the subdivision authority decision 8. Appeals are heard by the Subdivision and Development Appeal Board (SDAB) or the Municipal Government Board (MGB) 9. The appeal board may uphold, modify, or overturn the subdivision authority decision; this decision is final	
<b>Subdivision Conditions (One year from date of conditional approval)</b>	<pre> graph TD     S[Complete subdivision conditions] --&gt; T[Submit endorsement extension request]     T --&gt; U[Review endorsement extension request]           </pre>	10. The applicant must complete all conditions of subdivision approval within one year, prior to subdivision endorsement and registration 11. If the applicant cannot complete subdivision conditions within one year of the conditional approval, they must apply for an endorsement extension	
<b>Endorsement</b>	<pre> graph TD     V[Apply for endorsement] --&gt; W(( ))     W --&gt; X[Review endorsement application package]     X -- Refused --&gt; Y(( ))     X -- Approved --&gt; Z(( ))           </pre>	12. Applicant submits endorsement application package	