

## Completing the Subdivision

### 5. Fulfilling the Subdivision Conditions

- Contact your chosen surveyor to complete a subdivision plan
- The subdivision will have conditional approval and the applicant has one year to complete these conditions
- If the applicant is unable to complete the conditions within one year, an extension may be considered by the Subdivision Authority and will cost **\$250** for the first extension and **\$300** for subsequent ones
- The applicant is responsible for WCPA receiving notice when each condition has been deemed complete

### 6. Endorsement and Registration

- An endorsement fee must be paid to WCPA once all conditions are completed
- The endorsement fee will depend on the number of lots you have created
- After endorsement, your surveyor will register the plan with the Land Titles Office.
- Upon receiving the new titles, this subdivision is deemed complete

#### Due at time of Plan Endorsement:

**3 lots or less** - \$100 Endorsement Fee Per Lot

**4 lots or more** - \$200 Endorsement Fee Per Lot

If you have any questions at any time, please contact us at WCPA.

## Who We Are

WCPA has extensive rural, urban and intermunicipal planning experience in the west central region of Alberta. WCPA exercises customized, practical planning practices to effectively address the objectives and issues involved in each planning project.

WCPA works closely with communities (Councils, municipal administrators, landowners, other government agencies and utility companies) to complete land use plans and policies that are supported by stakeholders and applicable to municipalities.

#### MEMBER MUNICIPALITIES

Owner Members: City of Wetaskiwin  
Town of Millet  
Ponoka County  
County of Wetaskiwin

Towns: Daysland  
Drayton Valley  
Killam  
Thorsby

Villages: Breton

Summer Villages: Argentia Beach    Crystal Springs  
Golden Days    Grandview  
Itaska Beach    Ma-Me-o Beach  
Norris Beach    Silver Beach  
Sundance Beach    Poplar Bay

#### West Central Planning Agency

Suite 101, 5111 - 50 Avenue

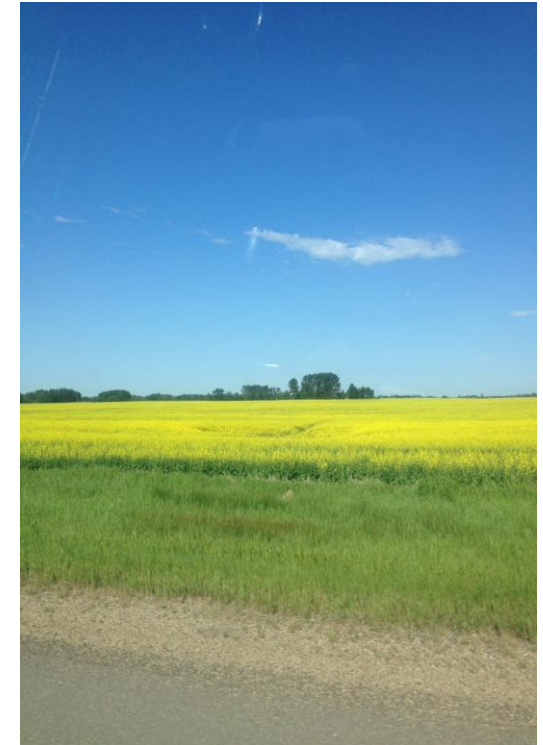
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# West Central Planning Agency

*A Guide to Subdivision*

## How Do I Start?

### 1: Preliminary Evaluation

Only the registered landowner of the land or an authorized person working on their behalf can apply for a subdivision. All owners registered on the Land Title must provide authorization. Landowners can contact the planner before submitting an application to discuss site suitability and potential issues that may come up throughout the subdivision process.

#### How much will it cost?

The cost of subdivision can vary greatly depending on the complexity of the subdivision you have proposed. Here are the basic costs of subdivision:

**Initial Subdivision Application Fee:** This fee is payable to West Central Planning Agency and is due at the time the application is submitted. Your application will not move forward until this has been paid.

**3 lots or less** - \$900 Application Fee  
\$100 Per Lot Created

**4 lots or more** - \$1000 Application Fee  
\$200 Per Lot Created

**Additional Costs:** You may incur additional costs from other professionals depending on the complexity of the subdivision. This would be for services that include:

- Surveying
- Area Structure Plan Preparation
- Municipal Reserve Payments
- Legal Fees
- Engineering Fees
- Installation of Municipal Services

#### Other Fee Applications

Lot Line Adjustment (no new parcel created) - \$1000  
Separation of title (flat fee) - \$800

## 2: Application Process

Subdivision applications will only be processed once considered complete by a planner. A complete application will include:

- Application form – available online at [www.westcentralplanning.ca](http://www.westcentralplanning.ca) or from WCPA office
- Applicable application fee depending on the type of subdivision – cash or cheque payable to West Central Planning Agency
- Sketch of proposed area to be subdivided clearly showing
  - any buildings
  - lot boundaries
  - location of any natural features (rivers, sloughs etc.)
  - oil/gas wells

## 3: Approval Process

- Once the subdivision application is complete, the Planner will assess the application and conduct a site visit. The application will be circulated to utilities, school boards, adjacent landowners and other agencies as part of the referral process.
- Once the 14 day referral period is over, the Planner will evaluate the application along with any recommendations and issues from the referral process
- The planner will present the application along with the responses, recommendations and any subdivision conditions to the Subdivision Authority for their consideration
- Your application could be approved one of two ways depending on the complexity and which municipality you are in. Simple subdivisions are approved by administration and more complex ones have WCPA go before council for approval.

- Some of the criteria used in evaluating the subdivision application include: recommendations from other agencies/utilities, conformity to all plans (land use bylaw, zoning, Municipal Development Plans etc.), overall site suitability and comments from adjacent landowners.
- The Subdivision Authority will either approve or refuse the subdivision and the applicant will be notified in writing.
- Under the Municipal Government Act Subdivision and Regulation section, a decision must be made within 60 days from the filing of the subdivision. If WCPA deems that more time is necessary, an extension form will be sent to the applicant.

Once a subdivision has been approved, it will have certain conditions on it that will need to be completed before it can become registered with Land titles. A subdivision may not be registered with Land Titles until the appeal period is over.

## 4. Appeal Period

- The appeal period is 19 days from the date of notice of the decision and must be received in writing with the reason for the appeal
- An appeal may be filed by a government agency or the applicant if they do not agree to the conditions. Adjacent landowners are unable to file appeals about subdivisions.
- If an application is refused, this can be appealed with the Subdivision and Development Appeal Board
- The Subdivision and Development Appeal Board has 30 days to conduct an appeal hearing from when they receive notice of the appeal