

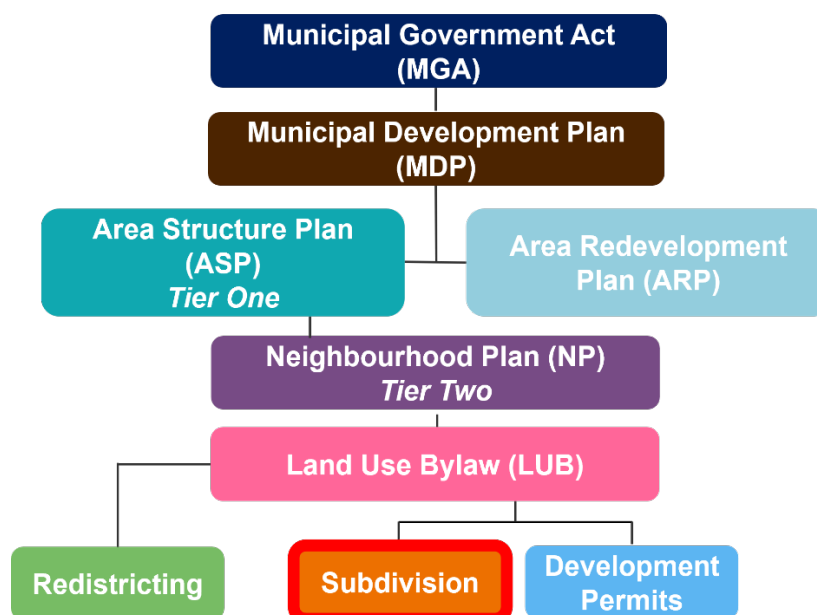
SUBDIVISIONS

Subdivision is the legal division of a single parcel of land into two or more smaller parcels. Subdivision is a two-part process: conditional approval and endorsement. A submitted subdivision application could be refused or given conditional approval. Refusal means the lot is not able to be subdivided. Conditional approval provides the conditions that must be met to subdivide the lot(s). Endorsement confirms the conditions of subdivision have been met.

Before a lot can be registered with Alberta Land Titles, each subdivision must receive subdivision conditional approval and endorsement from the City's Subdivision Authority. Once the subdivided parcels are registered with Alberta Land Titles Office, each parcel created is given a separate land title.

Strata Space subdivision: A strata space plan is a plan subdividing volumetric space, into strata spaces. The boundaries of a strata space may consist of vertical, horizontal, or inclined planes or cylindrical surfaces which has axis that are either vertical or horizontal. See Land Titles Act Section 86 for regulations. A condition of subdivision will be an Easements, Covenants, and Restrictions (ECR) Agreement that is prepared by the applicant's lawyer.

The hierarchy image below, outlined in red, is where 'subdivision' is located within the overall planning framework for land development.



Why is Subdivision Approval Necessary?

To subdivide land in Alberta, you need approval from your municipal Subdivision Authority. The Subdivision Authority makes sure the land to be subdivided is suitable for its proposed use, complies with the statutory plans, policy documents, and the Land Use Bylaw of the municipality, as well as all provincial legislation, including the Municipal Government Act (RSA 2000) and Matters Related to Subdivision and Development Regulation. This is to protect residents and the community from developments that might not be appropriate, reduce conflicts with other land uses and to guide the orderly development of land in the community.

When is Subdivision Approval Needed?

Approval of the Subdivision Authority is needed:

- If a parcel of land is to be split into two or more parcels.
- To register an interest, for example, a restrictive covenant, easement, utility right-of-way, a lease, or sales agreement.
- To sell or transfer one or more of a series of lots that are described on a Certificate of Title and are part of a subdivision plan registered at a Land Titles office prior to July 1, 1950.

Subdividing in Established (Mature) Neighbourhoods

If you are considering subdividing an existing lot in one of St. Albert's Established Neighbourhoods, please consult Schedule C Established Neighbourhood Overlay of the Land Use Bylaw; discuss with the Planning Branch and to determine if there are potential servicing constraints; and review the Infill Subdivision and Infill Development with a Subdivision information package. Consider an infill review, which has a fee and is undertaken by the Development Branch.

Subdividing Land within the City's 2022 Annexation Area

If you are considering subdivision within the City's 2022 Annexation Area (formerly Sturgeon County), that is not within an Area Structure Plan, please refer to the Transitional (TRN) District subdivision regulations of Land Use Bylaw, section 5.25.

Concurrent Redistricting and Subdivision Applications

If you are planning on subdividing your land and are also required to redistrict your land, both applications can be submitted at the same time. However, prior to receiving a decision on the subdivision, City Council must approve the redistricting application. Site specific/spot districting is typically not supported. If unsuccessful with the redistricting,

no refunds are given on the application fees for the redistricting and subdivision. In addition, no new applications can be submitted within six (6) months with respect to the same land or part of the same land.

Approval Process Pre-Application Meeting

Before any application is submitted, Planning may require a meeting with the applicant and may include staff from the City's Planning, Development, Engineering, Utilities, and other departments. The meeting is to discuss the proposed development and helps both the applicant and staff to determine what would be required to make your application a reality.

Public Consultation

For larger or potentially controversial projects, public consultation *may* be required as per the guidelines in the City of St. Albert's Public Consultation Policy. Planning and Development will determine if public consultation will be required at your pre-application meeting. Public consultations are to be held in a public meeting format and are organized, advertised, and presented by the applicant, at the applicant's expense and is conducted before a formal application is submitted. The use of a court reporter is required and the transcripts from the meeting must be submitted at the time the application is made. Public consultation builds a transparent planning process and is required by the Municipal Government Act, as well, it provides the public an opportunity to learn about the plan, provide feedback and voice concerns that may be addressed by the applicant prior to an application being submitted.

Application Submission

Please see the Subdivision Application Checklist attached to this package for the specific requirements of application. A complete application is submitted to planapp_drawings@stalbert.ca and fees provided to the Planning Branch.

Application must include:

- Subdivision Application Form
- Fees, payable by cheque to the City of St. Albert
- Tentative Plan of Subdivision
 - proposed lot and block numbers
 - number of types of dwelling units
 - area of the types of uses
 - area of the subdivision
 - existing structures to be retained with setbacks
 - structures to be removed
 - proposed lot widths and lengths
 - key plan for location of the existing lot

- road name for reference
- Digital (AutoCAD) and PDF of Tentative Plan of Subdivision
- Abandoned Well Identification
- Certificate of Title(s) and copies of easements, caveats, other registered agreements
- Owner's Authorization
- Right of Entry

Circulation

The Planning Branch will review the subdivision application and if deemed complete, staff will prepare a series of notifications and maps that will be sent to stakeholders. Stakeholders may include:

- Other government agencies (federal, provincial, and municipal),
- Utility companies,
- School boards,
- Other city departments, and
- Neighbours.

Stakeholders have a time limit of 30 days to voice in writing any concerns or support for the subdivision. The applicant may be provided copies of the comments received or a summary, and will be expected to address and rectify any issues that arise. The circulation of all land use applications is required by law under the Municipal Government Act and contributes to a transparent planning process.

Director Report Preparation

Once all comments are received, the planner assigned to your application will prepare a report to the Subdivision Authority. This report outlines the specifics of the parcel, the proposal, and determines what conditions must be met before the subdivision can be endorsed for registration at Alberta Land Titles.

Subdivision Decision

St. Albert's Subdivision Authority is the Director of Planning and Development. This person has the authority to approve or refuse a plan of subdivision. Once the subdivision report is finalized it is forwarded to the Subdivision Authority for "Conditional Approval of Subdivision" or to "Refuse". The Subdivision Authority is typically required by the Municipal Government Act to render a decision on a Subdivision Application within 60 days of the application being deemed complete by the Planning Branch. Should additional time be needed for a decision, a time extension to make a decision will be requested by the Planning Branch to the applicant.

The Subdivision Endorsement Process

When the Subdivision Authority grants “Conditional Approval of Subdivision”, the approval includes a list of conditions that must be met before the plans can be endorsed and registered at Alberta Land Titles. The conditions applied to a subdivision ensure that the interests of the City and other stakeholder groups, such as utility companies and neighbours, do not conflict with the proposed subdivision. In the case of larger parcels and multi lot subdivisions, conditions will usually include engineering plans and work to be completed prior to final endorsement. As a courtesy, the conditions of subdivision will be shared with the applicant, prior to conditional approval being granted.

If you are subdividing a large parcel or multi lot subdivision, the City may require the applicant to enter into a Development Agreement with the City. Development Agreements are coordinated through the Off-Site Levy Specialist in the Engineering Department. The Development Agreement identifies issues that must be addressed before a plan of subdivision will be endorsed. The applicant must provide the City with a surveyed plan of what was conditionally approved. The plan must be completed by an accredited Alberta Land Surveyor. Once all the conditions of subdivision have been met and the endorsement application submitted, the City will review and endorse the documents provided by the applicant that are required for Land Titles registration. The documents are then returned to the applicant’s surveyor or agent.

The endorsement process, on completed applications, is typically 3 weeks. To ensure the subdivision does not expire, a complete endorsement application must be submitted not less than 15 business days prior to conditional subdivision approval expiring.

Time Extension to Endorse

The applicant has one year from the date of conditional approval to meet all conditions of subdivision and apply for endorsement. If additional time is required to meet these conditions or an endorsement application was submitted less than 15 business days prior to the subdivision expiring, the applicant applies for a time extension to endorse, which has a fee. If a request for a time extension to endorse is not submitted at the one year, then the subdivision is void, meaning the subdivision is no longer valid.

The Subdivision Registration Process

Once the Subdivision Authority has endorsed the subdivision, the documentations and plan of subdivision are ready for registration with Alberta Land Titles Office. It is the responsibility of the surveyor to register the documentations and plan of subdivision with Alberta Land Titles Office.

Other Costs

An applicant needs to be financially prepared for the potentially expensive costs of subdivision. The applicant will be required at a minimum to supply a plan of subdivision prepared by a professional land surveyor. Some of the other costs that may or may not apply to your subdivision could include, but are not limited to:

- Alberta Land Titles Registration
- Comprehensive site plan
- Consultant fees
- Development Agreement
- Drainage drawings
- Engineering studies and reports, such as, but not limited to, Transportation Impact Assessment (TIA), utility servicing of storm, water, and sanitary
- In a rural setting, the potential upgrade of a septic system
- Lawyers to prepare documentation such as agreements
- Off-Site Levies
- Other costs associated with meeting the conditions of subdivision approval
- Reserve dedication (Environmental Reserve, Municipal Reserve)
- Servicing the lots
- Surveying fees

Other Documents to Consult

Additional information that may assist in preparing a Subdivision application.

City of St. Albert Documents:

- Area Structure Plan or Area Redevelopment Plan for the neighbourhood
- City of St. Albert Land Use Bylaw
- City of St. Albert Municipal Development Plan
- City of St. Albert Municipal Engineering Standards
- Council Policy, C-P&E-03 Development Security
- Off-Site Levy Bylaw
- Public Participation Guidelines for Planning and Development Applications
- Surface Drainage Bylaw
- Traffic Bylaw
- Transportation Master Plan
- Utilities Master Plan

Provincial Legislation:

- Alberta Energy Regulator (AER) Directive 079 *Surface Development in Proximity to Abandoned Wells* www.aer.ca.
- Government of Alberta, Service Alberta

- Land Titles Act
- Matters Related to Subdivision and Development Regulation
- Municipal Government Act RSA 2000 Ch. M-26

Guidelines to consult, if applicable:

- Parks and Open Space Standards & Guidelines
- Traffic Impact Assessment Guidelines
- Complete Streets Guidelines and Implementation Strategy
- Timberlea (now Riverside) Natural Areas Protection Guidelines

Appeals

If your application for subdivision is refused, or you disagree with a condition, you can appeal to the Subdivision and Development Appeal Board (SDAB) within 14 days of receipt of the written decision of the Subdivision Authority. In certain situations, an appeal may be with the Land and Property Rights Tribunal as per MGA Section 678(2)(a).

The Subdivision Process

1. Pre-Application

- Pre-application meeting.
- Public consultation, if required.

2. Submit Application

- Receipt of application and fee.
- Review of application to deem complete (MGA Section 653.1). An application acceptance letter is sent to applicant once the application is deemed complete.

3. Circulation & Review (45 Days)

- Review and circulation of the application for a minimum of 30 days.
- The Planner reviews comments, and forwards them to the applicant. The applicant is to address concerns or rectify issues, if any.
- Processing time can be extended, if the decision will take longer than 60 days.

4. Decision (15 Days)

- The Planner prepares a Director's Report for a decision by the Subdivision Authority.
- Planner forwards draft conditions of subdivision to the applicant.
- Decision letter issued to applicant.

5. Appeal (14 Days)

- Only the applicant, referred government departments, and school authorities, can appeal.
- If required, prepare appeal to the Subdivision and Development Appeal Board or the Land and Property Rights Tribunal.

6. Endorsement / Registration (14-21 Days)

- Receipt of application (1 year to endorse).
- Review and approval.
- Registration (1 year to register).
- If required, process time extension for an additional year.

**This timeline is provided for illustrative purposes only, and is geared to a straightforward subdivision that is not part of any other development process.*



5 St. Anne Street
St. Albert, AB T8N 3Z9
Phone: 780-459-1642

	CITY USE ONLY
Land Use District:	_____
Date Received: <small>(MM/DD/YYYY)</small>	_____
Completion Date: <small>(MM/DD/YYYY)</small>	_____

APPLICATION FOR SUBDIVISION (including bare land, strata space)
PLEASE PRINT

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS THE SUBJECT OF THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNER'S BEHALF.

1. REGISTERED OWNER OF LAND TO BE SUBDIVIDED

Name	_____	Phone	_____
Address	_____	Email	_____

2. AGENT (person authorized to act on behalf of registered owner), IF ANY

Name	_____	Phone	_____
Address	_____	Email	_____

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All / part of the _____ ¼ sec. _____ twp. _____ range _____ west of _____ meridian

Reg. Plan No. _____ Block _____ Being all / parts of lot _____ C.O.T. No. _____

Area of the above parcel of land to be subdivided _____ hectares

Municipal Address (if applicable) _____

4. LOCATION OF LAND TO BE SUBDIVIDED

- a) The land is situated in the municipality of _____
- b) Is the land situated immediately adjacent to the municipal boundary? Yes ☐ No ☐
- If “yes”, the adjoining municipality is _____
- c) Is the land situated within 1.6 kilometers of the right of way of a highway? Yes ☐ No ☐
- If “yes”, the highway is No. _____
- d) Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal? Yes ☐ No ☐
- If “yes”, state its name _____
- e) Is the proposed parcel within 1.5 kilometers of a sour gas facility? Yes ☐ No ☐

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED: (Describe)

- a) Existing use of the land: _____
- b) Proposed use of the land: _____
- c) The designated use of the land as classified under a land use bylaw: _____

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED: (Where Appropriate)

- a) Describe the nature of the topography of the land (flat, rolling, steep, mixed) _____
- b) Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands woodlots, etc., - slough, creeks, etc.) _____
- c) Describe the kind of soil on the land (sandy, loam, clay, etc.) _____

7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

- a) Describe any building and any structures on the land and whether they are to be demolished or moved
- _____

8. WATER AND SEWER SERVICES

If the proposed subdivision is to be served by other than a water distribution system and wastewater collection system, describe the manner of providing water and sewage disposal.

9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

I (full name) _____ hereby certify that

☐ I am the registered owner, or

☐ I am the agent authorized to act on behalf of the registered owner

And that the information given on this is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Signature _____ Date _____

Date: _____

SUBDIVISION APPLICATION CHECKLIST

REQUIRED INFORMATION

(As per Section 4 of the Subdivision and Development Regulations)

		SUBMITTED
1.	Application Form (1 original copy)	<input type="checkbox"/>
2.	Certified copy of Title and copies of any easements, caveats or other registered agreements that affect the use of the subject lands (1 copy)	<input type="checkbox"/>
3.	Proposed Plan of Subdivision (1 copy)	<input type="checkbox"/>
4.	Application Fees (As Per the Master Rates Bylaw in Effect at Time of Application)	<input type="checkbox"/>
5.	Abandoned well identification documentation and map (as per AER formerly ERCB Directive 079) (1 copy)	<input type="checkbox"/>
6.	Right of Entry Form	<input type="checkbox"/>
7.	Owner's Authorization Form	<input type="checkbox"/>
8.	Digital copy (in AutoCAD format) of Proposed Plan of Subdivision	<input type="checkbox"/>
9.	Building plans or elevations if proposal is for infill development in an established neighbourhood	<input type="checkbox"/>

SUBDIVISION PLAN REQUIRED COMPONENTS

		YES	NO	N/A
1.	Shows location, dimensions and boundaries of the land to be subdivided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Clearly outlines the land that the applicant wishes to register in a land titles office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Shows the location, dimensions and boundaries of <ol style="list-style-type: none">each new lot to be created, and any reserve land, andexisting rights of way of each public utility, or other rights of way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Shows location, use and dimensions of buildings on the land that is the subject of the application and specifying those buildings that are proposed to be demolished or moved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Shows the approximate location and boundaries of the bed and shore of any river, stream, watercourse, lake or other body of water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Describes the use or uses proposed for the land that is the subject of the application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Shows 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, and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Shows the existing and proposed access to the proposed parcels and the remainder of the titled area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL INFORMATION REQUESTS

1.	Subdivision Plan shows topographic contours at not greater than 1.5 metre intervals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Information supported by the report of a person qualified to make it, respecting the provision, availability and suitability of potable water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Assessment of subsurface characteristics of the land including susceptibility to slumping or subsidence, depth to water table and suitability for any proposed on site sewage disposal system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	A map showing the 1:100 Designated Flood Line as per the Land Use Bylaw regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Information respecting the intended method of providing sewage disposal facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Information respecting the land use and land surface characteristics of land within 0.8 kilometers of the land proposed to be subdivided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	A map showing the location of the sour gas facility (if within 1.5 km of a sour gas facility)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	A conceptual scheme that relates the application of future subdivision and development of adjacent areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	A map showing the location of a landfill (if within 450 m of a landfill)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Additional information submitted, as required by Planner during pre-application consultation (please list)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This personal information is being collected under the authority of Section 4(c) of the Protection of Privacy Act, SA 2024, c P-28.5, as amended, and will be used for the purposes of assessing planning and development applications. The information collected will be treated in accordance with the privacy protection provisions of Part 1 of The Protection of Privacy Act. If you have any questions about the collection and the use of your personal information, please the Planning Branch or the City's Assessment and Privacy Coordinator at foip@stalbert.ca or 780-418-6663.



5 St. Anne Street
St. Albert, AB T8N 3Z9
Phone: 780-459-1642

CITY OF ST. ALBERT OWNER'S AUTHORIZATION

PLEASE PRINT

Date: _____

File No.: _____

MUNICIPAL GOVERNMENT ACT, RSA, 2000, CHAPTER M-26

I, _____
(owner's name)

of _____
(company, if applicable)

being the registered owner of _____
(legal description)

_____ (legal description)

do hereby allow _____
(applicant)

to make an application for (check applicable boxes):

- | | |
|---|---|
| <input type="checkbox"/> Area Structure Plan (ASP) New or Amended | <input type="checkbox"/> Road Closure
(Attach request letter and map of area) |
| <input type="checkbox"/> Neighbourhood Plan (NP) New or Amended | <input type="checkbox"/> Municipal Development Plan (MDP) |
| <input type="checkbox"/> Area Redevelopment Plan (ARP) | <input type="checkbox"/> Municipal Reserve (MR) Disposal
(Attach request letter and map of area) |
| <input type="checkbox"/> Redistricting | <input type="checkbox"/> Intermunicipal Development Plan (IDP) |
| <input type="checkbox"/> Subdivision | |

Name of Owner (Printed): 	Owner's Signature:
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CITY OF ST. ALBERT RIGHT OF ENTRY

MUNICIPAL GOVERNMENT AMENDMENT ACT, RSA 2000 CHAPTER M-26, SECTION 653(2)

Right of entry is the owner's consent to an inspection by an authorized person for the purpose of a land site inspection relative to a proposed subdivision application. Section 653(2) of the Municipal Government Act, RSA 2000, Chapter M-26 stipulates that:

"If a subdivision application includes a form on which the applicant for subdivision approval may or may not consent to the municipality or its delegate carrying out an inspection, at a reasonable time, of the land that is the subject of the application and if the applicant signs a consent to the inspection, a notice of inspection is not required to be given under Section 542(1)."

This form is to be completed in accordance with Section 653(2) and the subdivision application requirements, and returned with the application submission.

I, ☐ do
☐ do not

grant consent for an authorized person of the City of St. Albert to enter upon the subject land for a site inspection.

Address of Subject Lands: _____

Legal Land Description: _____

Print Name: _____

Email: _____
Address
(Street, City, Postal
Code): _____

Signature: _____

Date: _____

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DIGITAL PLAN SUBMISSIONS

Subdivisions & Redistrictings



The City of St. Albert regularly updates its municipal land base by referencing legal plans registered with Alberta Land Titles and the AltaLIS parcel fabric. As part of the application process, we require the submission of AutoCAD drawings to perform functions such as lot checks, area calculations, figure creation, and to ensure a proposal's conformance with our statutory plans.

Submissions

- Email all tentative Subdivision and Redistricting Plans to planapp_drawings@stalbert.ca, where they will be received by the Planning Manager, Senior Planner, and the Planning Technicians.
- In addition to the AutoCAD dwg file, please provide a reference pdf, jpg, or tiff of the plan.
- A USB device (memory stick) with the above files may be provided as an alternative to an emailed submission.

Digital Plan Standards

- All plans submitted must be spatially referenced in 3TM NAD83 CM114 degrees West longitude, bearings grid.
- All digital drawings must be in AutoCAD dwg format, in their true scale.
- AutoCAD linework must be delineated by layers to clearly define proposed lot lines, block lines, outlines, and other required data.
- AutoCAD layers must be logically named (i.e., Proposed lot lines) or as per the LTO layer standards (see Land Titles at <http://www.servicealberta.ca/>).
- Dimensions must match linework.
- Linework must be clean (GIS ready) using Drawing Clean Up tools or equivalent within AutoCAD (no duplicates, gaps, overshoots or undershoots).

Additional Requirements

- Lots and blocks must be numbered (where applicable).
- If streets are to be named on the Plan of Subdivision, they must be names approved by the City of St. Albert.

Contacts for Digital Plan Submission Information

Planning Technician: Craig Holland
780-418-6616
cholland@stalbert.ca

NOTE: The City of St. Albert Planning Technicians will determine if submitted digital plans meet the above requirements. If they do not, they will be returned to the applicant for adjustment and resubmission. If this is required, it may affect processing times of applications.