

# Infill Subdivision and Infill Development with a Subdivision



JULY 2025



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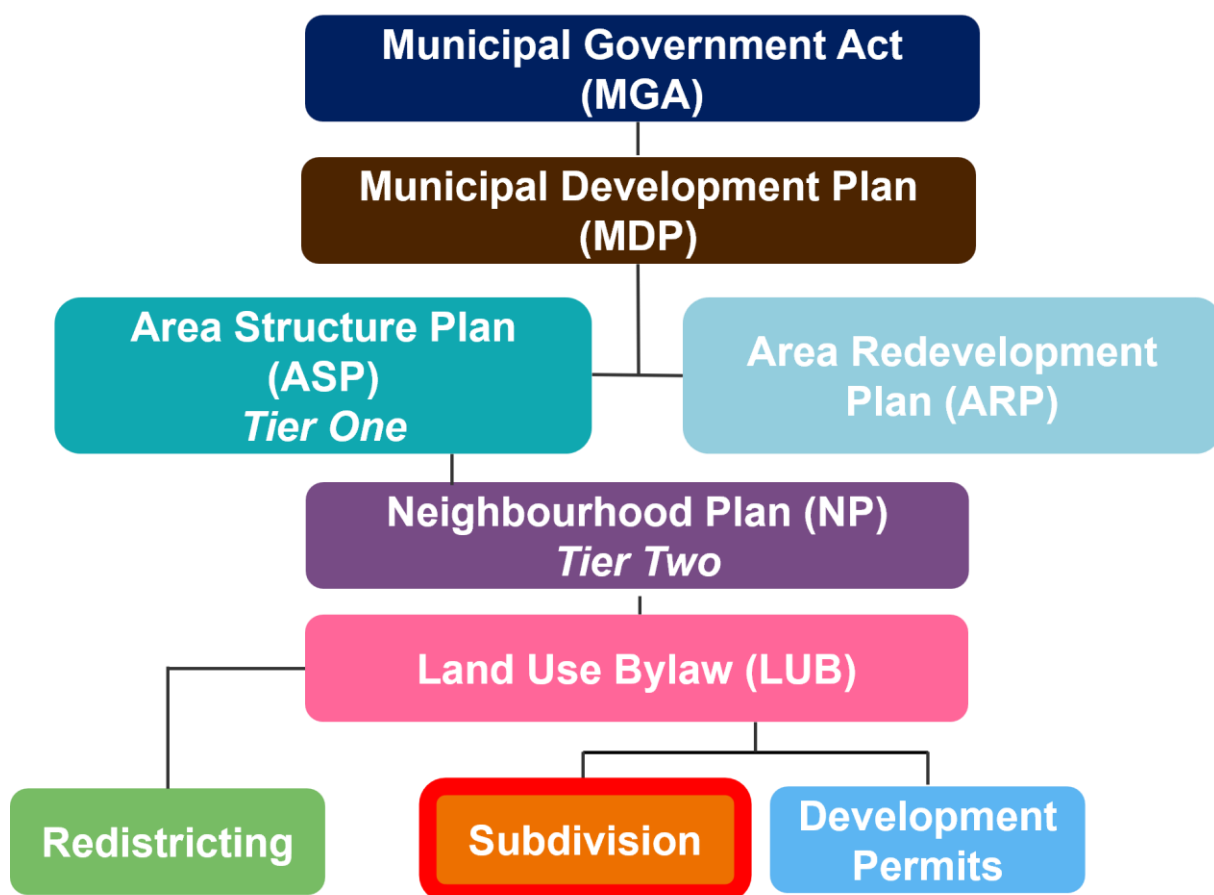
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## 1.0 INFILL SUBDIVISION AND INFILL DEVELOPMENT WITH A SUBDIVISION

Landowners looking to subdivide an existing residential lot in an Established Neighbourhood or in a newer developed neighbourhood, should read this information package and look at **Appendix 1: Subdivision Process Chart**.

This information package discusses infill subdivision and infill development with a subdivision for a residential lot to be redeveloped as single-detached house, semi-detached, or duplex.

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



## 1.1 What is Infill Subdivision?

Infill subdivision is taking an existing residential lot and further dividing the lot into smaller residential lot(s) for redevelopment of residential dwelling units, as permitted in the district the lot is districted.

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.

## 1.2 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 statutory plans, policy documents, and the Land Use Bylaw of the municipality, as well as all provincial legislation, including the Municipal Government Act and the 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.

## 1.3 When is Subdivision Approval Needed?

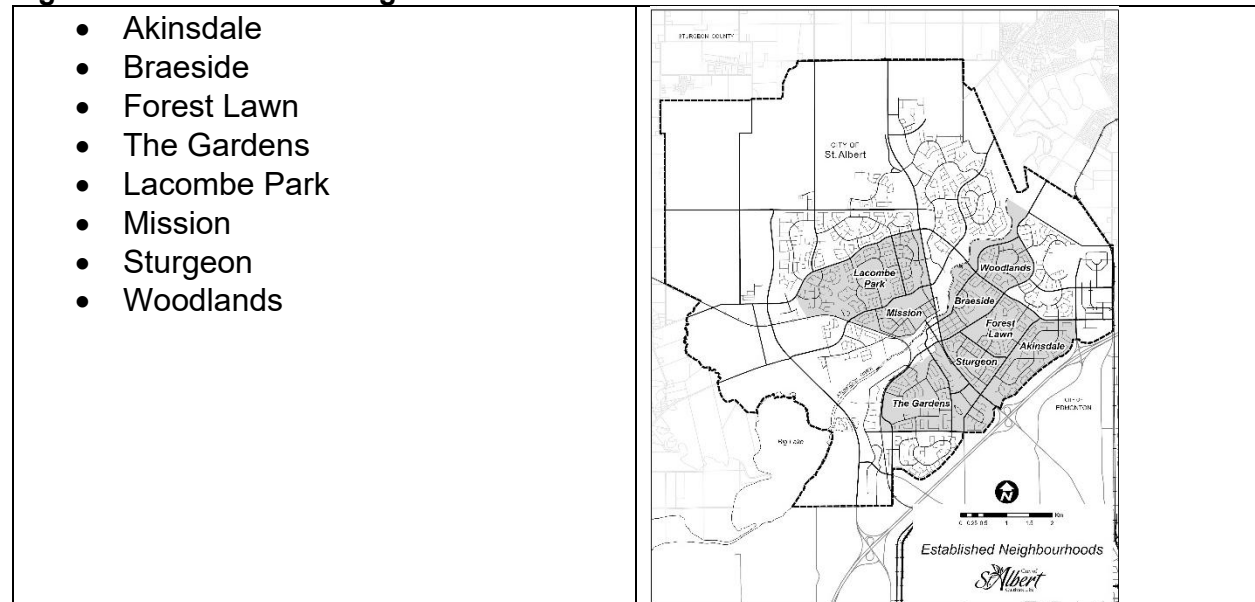
Approval of the Subdivision Authority is needed:

- If a parcel of land is to be split into two or more parcels.
- To register an interest, for example, a restrictive covenant, easement, or utility right-of-way.
- 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.

## 1.4 Subdividing in Established (Mature) Neighbourhoods

If you are considering subdividing and redeveloping an existing lot in one of St. Albert's Established Neighbourhoods, please consult Schedule C Established Neighbourhood Overlay of the Land Use Bylaw. This provides directions for developing an infill lot including dwelling unit size, setbacks, and massing. An infill review is recommended to determine the scale and form of development allowed on the site. This review has a fee and is undertaken by the Development Branch.

**Figure 1-1 Established Neighbourhoods in St. Albert**



## 1.5 Subdividing in Neighbourhoods Not Identified as Established

If you are considering subdividing an existing lot in a neighbourhood, which is not an Established Neighbourhood, the regulations of the land use district the lot is within, must be met.

## 1.6 Anticipated Cost

An applicant needs to be financially prepared for the potentially expensive costs of an infill subdivision. These are the anticipated costs to the applicant to subdividing and servicing lots.

**Figure 1-2 Anticipated Subdivision Cost to Service Infill Lot**

<b>Subdivision</b>	<b>By Whom</b>	<b>When</b>	<b>Anticipated Costs (year 2025)</b>
Infill Review	Applicant submit to Development Branch	Prior to subdivision application	\$370
Pre-Application meeting (recommended)	Planning Branch will arrange	Prior to subdivision application	per meeting \$597
Capacity Assessment	Planning Branch inquires to Utilities	Prior to subdivision application	zero
Civil Consultant	Hired by applicant	Prior to subdivision application	\$5,000
Residential Development Permit (DP) Plan. Submit as part of subdivision application.	Surveyor hired by applicant	Prior to subdivision application	\$950 to \$1,200
Tentative Plan of Subdivision	Surveyor hired by applicant	Prior to subdivision application	\$500
Subdivision application package and fees	Surveyor hired by applicant	At time of subdivision application	Per lot impacted and created example \$732 x 2 lots = \$1,464
<b>Subdivision Application Costs for two lots</b>			<b>\$8,880 - \$9,130</b>

**Figure 1-3 Anticipated Pre-Construction Cost to Service Infill Lot**

Pre-Construction	By Whom	When	Anticipated Costs (year 2025)
Demolition Permit for house and garage	Applicant submit to <a href="mailto:bis@stalbert.ca">bis@stalbert.ca</a>	Prior to demolition	\$94
CCTV sanitary line	Applicant call Public Operations 780-459-1557 or email <a href="mailto:utilitiesadmin@stalbert.ca">utilitiesadmin@stalbert.ca</a>	Prior to demolition	\$400
Demolition of existing house and garage, condition of subdivision	Applicant requires demolition permit	Prior to subdivision endorsement.	\$20,000 Asbestos removal \$40,000
On-street Construction Permit (OSCP)	Applicant online application	Prior to demolition	Form and Free
Civil drawings. (See <a href="#">Appendix A</a> : City of St. Albert Engineering Standard Drawings)	Applicant hires civil engineer	Prior to Development Agreement	\$20,000 to \$30,000
Landscape drawings (See <a href="#">Appendix D</a> : City of St. Albert Engineering Standard Drawings)	Applicant hires landscape architect	Prior to Development Agreement	\$5,000
Moving of city street furniture, transit stops, removal of city trees, removal and relocation of streetlights, upgrades to city pipes to support development.	Applicant discusses with Engineering Services	Prior to Development Agreement	Additional costs
Development Agreement (DA) Application, is a condition of	Applicant	When Engineering Services accepts civil & landscape drawings; then, DA	\$4,285



Pre-Construction	By Whom	When	Anticipated Costs (year 2025)
subdivision. (See <a href="#">Appendix B</a> and <a href="#">B-1</a> : City of St. Albert Engineering Standard Drawings)		is signed, being prior to endorsement	
Letter of credit & certificate of insurance	Applicant	At time of signing Development Agreement	Determined at time acceptance of engineering drawings. Fixed cost for permits and as-build drawings, 20% of civil construction and engineering costs, and 100% landscaping costs. Refunded at various stages of the project completion. Security Permits (OSCP & SSP).
<b>Pre-construction for two lots</b>			<b>\$49,780 - \$79,780</b> <b>Not including letter of credit &amp; certificate of insurance</b>

**Figure 1-4 Anticipated Construction Cost to Service Infill Lot**

Construction	By Whom	When	Anticipated Costs (year 2025)
As per City's Pre-Qualified Contractor	Applicant hires contractor to install utility services	After signed Development Agreement, prior to subdivision endorsement	\$25,000 per set of services installed or abandoned and removed. Two lots \$50,000
Site Servicing Permit (SSP)	Applicant's contractor applies online, a minimum of 7 day business days prior to installing lines		Form and Fee

Infill Subdivision Development Inspection Fee	Applicant calls for inspection by City	Inspect utility lines installed. When inspection is approved, lines can be backfilled.	\$500 per inspection
<b>Construction for two lots</b>			<b>\$25,500 - \$50,500</b>

**Figure 1-5 Anticipated Post-Construction Cost to Service Infill Lot**

<b>Post-Construction &amp; Subdivision Endorsement</b>	<b>By Whom</b>	<b>When</b>	<b>Anticipated Costs (year 2025)</b>
Agreements, restrictive covenants, easements, rights-of-way, fill, or other encumbrances on the land, between the City and the parcel of land.	Applicant hires lawyer to prepare documents	Prior to subdivision endorsement	\$400 per hour \$10,000
Subdivision Endorsement application with Plan of Survey	Surveyor on behalf of Applicant	When all the subdivision conditions are met	Based on 2 lots x \$294 = \$588
Construction Completion Certificate	Inspected by Engineering Services	As per schedule in Development Agreement	Included in letter of credit
Subdivision Time Extension (for every year beyond the one year to meet conditions of subdivision)	Applicant to Planning Branch	A minimum of 15 days prior to the one year anniversary subdivision was conditionally approved	\$567
Final Plan of Survey Subdivision & Albert Land Titles	Surveyor on behalf of Applicant	Registration of subdivision, restrictive covenants, agreements, etc.	\$3,000 to \$4,000
Final Acceptance Certificate	Applicant	As per schedule in Development Agreement	Included in letter of credit

<b>Post-Construction &amp; Subdivision Endorsement</b>	<b>By Whom</b>	<b>When</b>	<b>Anticipated Costs (year 2025)</b>
Provide As-Built drawings	Applicant	As per schedule in Development Agreement	Included in letter of credit
<b>Post-Construction &amp; Subdivision Endorsement for two lots</b>			<b>Not included lawyer fees, subdivision time extension \$3,588 - \$4,588</b>

**Figure 1-6 Anticipated Development & Building Permits Cost to Service Infill Lot**

<b>Development Permit (DP) and Building Permit Application</b>	<b>By Whom</b>	<b>When</b>	<b>Anticipated Costs (year 2025)</b>
Infill Lot Grading Plan and Topographic Survey Plan	Applicant hires surveyor	Development Permit Application	\$950 to \$1,200
Development Permit Application	Applicant	Once Lots are registered at Alberta Land Titles Office and addresses issued by the City	Per residential unit \$458 x 2 houses = \$916
Development Permit issued	Development Branch	Application complies with the Land Use Bylaw and all fees paid	Securities for Development Permit (DP): \$5,000 lot servicing and repairs to City Property. \$15,000 Landscape & Infrastructure inspections to City Property. \$5,000 held for two years.
Building Permit Application for new single detached house	Development Branch advances Building Permit	Development Permit is issued.	\$219
<b>DP &amp; Building Application for two lots</b>			<b>\$2,085 - \$2,335 Plus \$25,000 securities for DP</b>

The anticipated cost to subdivide and service two infill lots is **\$89,833 to \$146,333**, which does not include letter of credit & certificate of insurance, lawyer fees for agreements, or time extension to endorse a subdivision. The applicant must do their research to determine actual costs to subdivide and service infill lots.

## 1.7 Other Costs

Some of the other costs that may or may not apply to your subdivision could include, but are not limited to:

- Community Revitalization Levy (MGA 381)
- Comprehensive site plan
- Consultant fees
- Engineering studies and reports, such as, but not limited to, Transportation Impact Assessment (TIA), utility servicing of storm, water, and sanitary.
- Local Improvement Tax (MGA 391)
- Reserve dedication (Environmental Reserve, Municipal Reserve)
- Off-Site Levies (MGA 648)
- Other costs associated with meeting the conditions of subdivision approval
- Redevelopment Levy (MGA 649)
- Special Tax Bylaw (MGA 382)

## 1.8 Hire Professionals

Hiring professionals will be necessary. These are some professionals that could be involved in subdividing, servicing the land, and infill development.

- A registered Alberta Land Surveyor will prepare the tentative plan of subdivision needed for the application, the plan of survey needed for endorsement of the subdivision, and registration of subdivision and supporting documents with Land Titles Office.
- Engineering consultants to prepare information on servicing capacity for sanitary, storm, and water.
- Engineering consultants to install the service lines to service the parcels of land being created.
- Environmental consultants to do an assessment and abatement if necessary for demolition of structures with asbestos.
- Demolition team to have services disconnected and removal of structures.
- Planning consultant for the subdivision process.
- Project manager for demolition, site servicing, and construction.
- Lawyer to prepare agreements, restrictive covenants, easements, rights-of-way, and other encumbrances on the land, between the City and the parcel of land.

## 1.9 Lot Size Requirement?

Some lots in Established Neighbourhoods and non-established neighbourhoods may be large enough to subdivide and split into two new lots or may accommodate semi-detached or duplex development. It may be possible for multiple lots to be consolidated and re-subdivided for new development.

A building cannot be on or over a property line. A building must meet the required setbacks of the Land Use Bylaw based on the district of the parcel.

Each lot created must have legal and physical access to a public roadway.

Each lot created must meet the minimum lot width and lot depth. Lot less than 11.50 m in width shall not be located on a bulb or partial bulb of a non-through street. Lot width measurements vary depending on the lot shape. Must consult the Land Use Bylaw on how to measure Lot Width, Minimum Lot Depth, and definition of Non-through roadway.

## 1.10 Does My Proposal Fit in the Neighbourhood?

The Established Neighbourhood Overlay are regulations for lots districted Low-Density Residential (LDR). The regulations aim to create compatibility with the neighbourhood character and streetscape. Considered these questions for infill development:

- Does the lot layout and size fit with the rest of the neighbourhood?
- Is the house size, height and depth consistent with surrounding properties?
- Is the garage placement and size a fit with adjacent properties?
- Is the lot access complementary to the neighbourhood?
- Will neighbouring landowners support your proposal?
- What is your maximum lot coverage?
- Are there any negative impacts of your development on your neighbours?

## 1.11 Can the Driveway Fit?

A driveway will be a hard dust free surface constructed of concrete or asphalt that meets the requirements of the City of St. Albert Municipal Engineering Standards:

- Driveways shall not be permitted to connect to an abutting road through a curb return area, as per Engineering Standard 3.3.1.7.5.
- The edge of driveway shall be 9.00 m away from the face of curb of adjacent roadway.
- The edge of driveway shall not be within the curb return, which is the horizontal curve adjoining two intersecting roadways.
- The driveway cannot extend into the corner cut.
- The driveway width at back of sidewalk is a minimum of 3.00 m to a maximum of 7.50 m.

- There must be a minimum clearance of 1.50 m between the edge of driveway and a boulevard tree.
- There must be a minimum clearance of 1.25 m between the edge of the driveway and the outside edge of adjacent street furniture on both sides of the driveway.
- The driveway must not interfere with transit stops.

For additional information on driveway and apron widths, see Municipal Engineering Standards, [Appendix A](#) – Engineering Standard Drawings. Additional regulations on driveways are in the Land Use Bylaw, and the Surface Drainage Bylaw. **Appendix 4: Corner Cuts for Driveways** is a Corner Cuts Illustration for a driveway, which show minimum setback from trees and street furniture.

Removal of boulevard tree is not recommended. Boulevard trees are there for all citizens. Trees are a public investment, which take decades to grow and mature. Trees provide habitat for wildlife, reduce heat sink, provide shade and cooling, help absorb rainwater, improve air quality, are a source for carbon capture, and are part of making St. Albert a botanical city. If a tree removal is necessary and approved by the City, you will be responsible for paying compensation to the City for the value of the tree.

## 1.12 Concurrent Redistricting and Infill Subdivision Applications

If you are planning on redistricting and subdividing your land, both applications can be submitted at the same time. However, City Council must approve the redistricting application, before a decision is made on the subdivision. 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.

## 1.13 Pre-Application Meeting

Before an application is submitted, Planning recommends a pre-application meeting with the applicant and may include staff from the City's Planning, Development, Engineering, Utilities, and other departments. At the meeting, you will learn about the planning and engineering process and your roles and responsibilities in the neighbourhood during the subdivision and construction processes. The meeting can be used to flag issues to address, the requirement of additional reports or information, or if the subdivision is even possible.

A pre-application meeting can be arranged by the Planning Branch. Please allow a minimum of 10 business days for the meeting to be arranged.

Prior to the pre-application meeting, provide a tentative plan of subdivision and a Residential Development Permit Plan that shows existing and proposed driveways,

existing light poles, City street trees, transit/bus stops, fire hydrants, and other utility infrastructure that may be impacted by the subdivision. Confirm the site conforms to all statutory plans, policy documents, and the Land Use Bylaw.

There is a fee for every pre-application meeting, payable by the applicant prior to the meeting. The pre-application meeting fee is not refundable and does not reduce your applications fees.

Disclaimer: None of the comments provided through the pre-application meeting are to be taken to imply or suggest a commitment or decision by City administration to either approve or refuse your proposal. Undertaking the complete subdivision process will provide a decision by the Subdivision Authority for the subdivision. Approval for development of the site is through a complete approved development permit and approved building permit with required inspections.

## 1.14 Public Consultation

There is no required public meeting to do an infill subdivision, providing it meets the requirements of the Land Use Bylaw and City of St. Albert Engineering Standards. As part of the Planning process, when there is no area structure plan for the neighbourhood, notification of the application is mailed to “adjacent site” and “adjoining site” as per the definitions in the Land Use Bylaw.

The notification area for a Development Permit for discretionary use or for permitted use with a variance, is a minimum 30 m radius. If the Development Permit is Direct Control District, the notification area is a minimum 60 m radius.

## 2.0 SUBDIVISION PROCESS

### 2.1 Application Submission Infill Subdivision

Submit a complete subdivision application and checklist to [planapp\\_drawings@stalbert.ca](mailto:planapp_drawings@stalbert.ca) and provide fees 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 number
  - existing house, garage, and structures to be retained with setbacks
  - house, garage, and structures to be removed
  - proposed lot widths and lot area
  - key plan for location of the existing lot

- road name for reference
- Digital (AutoCAD) and PDF of Tentative Plan of Subdivision
- Residential Development Permit (DP) Plan, for each lot created
- Abandoned Well Identification
- Certificate of Title
- Infill review letter by Development Branch, if undertaken
- Owner's Authorization
- Right of Entry

## 2.2 Circulation Infill Subdivision

The Planning Branch will review the infill 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
- Other city departments, and
- Neighbours

Stakeholders have a time limit of 30 days to voice in writing any concerns or support for the infill 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.

Neighbours can provide comments. City staff may consider land use related concerns in their analysis of the infill subdivision application. Only the landowner can appeal a subdivision decision. Neighbours have no right to appeal decisions.

## 2.3 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.

## 2.4 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 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 request by the Planning Branch to the applicant.

## 2.5 Subdivision Requirements on Infill

When a subdivision receives Conditional Approval, there are requirements called “conditions” that must be met before the subdivision can be endorsed. As a courtesy, the conditions of subdivision may be shared with the applicant, prior to conditional approval being granted. This is a list of potential subdivision conditions. Additional conditions will be determined based on the specifics of the proposed infill subdivision.

### Potential Subdivision Conditions:

1. Pay property taxes.
2. All new easements and rights-of-way be registered concurrently with the final plan of subdivision.
3. All existing easements, caveats, and restrictive covenants registered to the subject property be carried over and registered on the newly created lots.
4. Infill Development Agreement be entered into between the City and the Developer for the subdivision prior to endorsement of the plan for subdivision.
5. As part of the accepted engineering drawings contained in the Development Agreement, each lot must have an approved access.
  - Access points shall be identified on the engineering drawings.
6. As part of the accepted engineering drawings forming a schedule in the Infill Development Agreement, a detailed grading plan and topographic survey prepared by a registered engineer of the Province of Alberta is required prior to endorsement to the satisfaction of the Subdivision Authority, in consultation with the City Engineer.
  - As part of the grading plan, include the water, sanitary sewer service, and drainage details, showing locations and depths.
  - Each lot must be able to contain its own drainage prior to endorsement.
  - Identify City trees in the boulevard and in the public parks on the engineering drawings.
  - Identify existing and proposed retaining walls, with heights and slope percentage of land being retained.
7. Infrastructure services must be installed prior to subdivision endorsement.
  - This means each lot is fully serviced and the existing services abandoned.
  - No services can cross property lines.
  - A permit for installation must be obtained through Engineering Services.
8. The dwelling currently located on the subject site be demolished or removed prior to endorsement and no other structures located on the subject site can straddle any proposed or existing property lines.
9. Developer shall be responsible for the relocation, alteration, or provision of all services to the proposed lots, at their cost.
10. A restrictive covenant for engineered fill on any lot or portion of lot that has one (1) metre or more of fill be registered at time of endorsement.

11. A restrictive covenant for elevation restrictions on development be registered on all lots that border a stormwater management facility. The elevation restriction is to be 0.5 metres above high watermark of the stormwater management facility.
12. A site developed with semi-detached dwellings, requires a mutual drainage easement.
13. Zero Lot-Line: Prior to endorsement, a Right-of-Way Easement and Right-of-Way Plan be submitted to the City for review, and includes all items identified in Land Use Bylaw 18/2024 Sections 5.3(12) Zero Lot-Line and 5.4(14) Zero Lot-Line.
14. Zero Lot-Line: A Right-of-Way Easement (Zero Lot-Line) and Right-of-Way Plan is registered at time of endorsement on Block x, Lots xx to xx; Block x, Lots xx to xx; and Block x, Lots xx to xx. The Right-of-Way Easement shall include all items identified in the Land Use Bylaw 18/2024 Section 5.3(12) Zero Lot-Line, and Section 5.4(14) Zero Lot-Line.
15. That all sections of the Land Use Bylaw, applicable to the xxx District, Schedule C: Established Neighbourhood Overlay, and other relevant sections of the Land Use Bylaw are adhered to.
16. Placement of driveways must meet Engineering Standards.
17. Any required servicing, changes in services, or work done on City land will be at the expense of the Developer, and to the satisfaction of the Subdivision Authority, in consultation with the City Engineer.
18. Surface Drainage Bylaw must be adhered to.
19. Any damage to City property, such as, but not limited to, boulevard and park trees, sidewalks, concrete curbs and gutters, lanes/alleys, boulevards, or infrastructure, the applicant will pay compensation to the City.
20. Applicant must use an approved contractor from the City Utilities department's contractor list for any servicing tie-ins with City Utilities.
21. Coordination on Capital Projects when works are happening in a neighbourhood. For example, if new services are needed, and the City is repaving, the installation of new services would happen before the installation of new pavement.
22. When a front driveway is placed in a new location or the driveway is placed off a lane/alley; where the front driveway was located, the curb, boulevard, and sidewalk must be restored.
23. That the final plan of subdivision be a plan of survey prepared according to Alberta Land Titles standards.

## 2.6 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).

## 3.0 DEVELOPMENT AGREEMENT, SERVICING LOT

### 3.1 Development Agreement

A condition of subdivision is the requirement to enter into a Development Agreement (DA). The Development Agreement [Request Form](#) identifies documents and fees needed as part of the Development Agreement.

To assist you in preparing drawings, you will need to request from Development Engineering, a Record Drawing for utilities in proximity to the property. **Appendix 3: Roadway Cross Section** is an example of road right-of-way placement of sidewalks, boulevard, roadway pavement, and pipes.

Some of the items needed as part of the Development Agreement include, but not limited to:

- Design drawings that are signed and sealed by a Professional Engineer licensed to practice in Alberta and comply with the City of St. Albert Municipal Engineering Standards.
- A copy of all certificates of title within the development area.
- A plan of survey.
- Site grading drawings and service connection drawings that are signed and sealed by a Professional Engineer licensed to practice in Alberta and comply with the City of St. Albert Municipal Engineering Standards.
- Development Agreement fee.
- Inspection fees.
- Certificate of Insurance.
- Letter(s) of credit.
- A stamped landscape plan that shows city trees and protection of city trees, prepared by Alberta Association of Landscape Architects (AALA).

The return of letter(s) of credit is to the person who signed the DA.

The letter(s) of credit are returned as per the clauses within the signed DA following the CCC and FAC process.

### 3.2 Stormwater Management

The Applicant/Owner shall provide the calculated stormwater run-off for infill lots. The calculation shows existing and proposed development with the lots being developed. The calculations are provided at time of Development Agreement; if there is no Development Agreement, then at time of Development Permit. See **Appendix 2: Stormwater Management Calculation Summary** for calculation tables.

### 3.3 Servicing the Lots

A condition of subdivision is that the lots must be serviced before the lots can be endorsed for the registration at Alberta Land Titles.

- No service lines, existing or new, can cross between two private property lot lines; all lines must be located within the property they serve.
- Service lines that cannot be used or abandoned lines must be removed.
- In Established Neighbourhoods, expect that the existing services will need to be replaced.
- Site Servicing drawings are not required when there is no change to existing service alignment.
- Site Servicing drawings are required to show change to existing service alignment, new services, and services to be removed. Identify the sump discharge. If there is no storm sewer in the development area, the sump discharge will be required to go to the surface.
- A water and sewer permit is required for connection to the building prior to commencement of work.
- Provide and/or replace lot services from property line to the building.
- Provide lot services up to and including the connection to the City main.
- Prior to backfill onto service lines, schedule inspection with Development Engineering, to show the service connections. Failure to complete an inspection of the service connection at property line stub, prior to backfill will result in the re-excavation of the service for inspection.
- Backfill and surface repairs for any additional lot and/or for any services that had its alignment changed as per the City of St. Albert Municipal Engineering Standards and the satisfaction of the City Inspector.
- Hydro vac to expose boulevard tree roots to reduce root damage by excavation.
- Provide test results for the following, but not limited to:
  - granular compaction (apron, curb and gutter);
  - trench backfill compaction (for service installation within the road right-of-way);
  - hydrostatic pressure testing and cleaning;
  - disinfectant of water line from the water main;
  - elevation shot points for newly installed service lines located in the road right-of-way;
  - CCTV footage of the line after installation and commissioning of new services;
  - concrete compressive strength testing.
- Site Servicing Permit (SSP).
- On-Street Construction Permit (OSCP).
- Certificate of Insurance (COI) for contractor.
- Construction Securities for Development Agreement (DA).

- Construction Securities are held as per the condition of the DA, meaning the person that installed the services must wait the timeframe before Construction Securities or portion of Construction Securities are returned.
- When Construction Securities are held by the City, and it is the same applicant proceeding with a Development Permit that paid the Construction Securities as part of the DA, then the Securities for Development Permit may be waived.
- If there is a new/different applicant at time of Development Permit, meaning they did not sign the Development Agreement, then the new applicant at time of Development Permit must pay Securities for a Development Permit.

## 4.0 SUBDIVISION ENDORSEMENT

### 4.1 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 plan of subdivision 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, do not conflict with the proposed subdivision.

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 returned to the applicant’s surveyor or agent for registration at Alberta Land Titles Office.

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.

### 4.2 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.

### 4.3 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.

## 5.0 DOCUMENT THAT MAY ASSIST IN SUBDIVISION

### 5.1 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 specific 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](http://www.aer.ca).
- Government of Alberta, Service Alberta
- Land Titles Act
- Matters Related to Subdivision and Development Regulation
- Municipal Government Act

## 6.0 DEVELOPMENT PERMIT PROCESS

### 6.1 Development Permit

Development of a residential lot requires a Development Permit to confirm the development complies with the Land Use Bylaw. When to apply for a Development Permit will depend on how the infill residential lots are being developed.

When can a Development Permit be applied for?

- When an existing lot is subdivided, the registration of the lots must happen before a Development Permit can be applied for and approved before any new construction occurs. This means the new subdivided lots
  - must exist with the Land Titles Office,
  - there is a Land Title Certificate for each new lot created, and
  - a municipal street address for each lot.
- When an existing lot is redeveloped with a semi-detached dwelling, a Development Permit and construction of the semi-detached dwelling would happen before subdivision. Once the semi-detached dwelling is constructed with final inspections from Building Inspections, and separate services were provided to each half of the semi-detached dwelling units, a subdivision application may be applied for. Each half of the semi-detached dwelling must meet the Land Use Bylaw regulations for how the lots are districted, this includes, but not limited to, the required lot width and depth of the district, and not on bulb or partial bulb of a non-through street.

Development Permit may indicate duplex dwelling, which means the lot is not able to be subdivided because it does not meet the Land Use Bylaw regulations.

As part of the Development Permit, there are Engineering conditions, such as, but not limited to:

- Prior to the issuance of a building permit(s), the following fees, levies, charges, securities, and documentation shall be provided to the City:
  - Detailed engineered site grading and drainage plan.  
\*This means a topographic survey plan of the existing lot elevations and surface drainage patterns. This will include showing existing private property trees to be retained and removed. If a Development Agreement was part of infill subdivision that happened before the Development Permit, then this requirement has been met.
  - Detailed engineered plans for underground water, sanitary, and storm sewer servicing, including the location of all service connections as required.
  - Post a Letter of Credit, which is security to develop the site. The security amount is \$25,000 (2025 rates). The security is for the due and proper performance of all obligations under the Development Permit. The City of St. Albert may call on such security in such amounts, and at such times as it determines appropriate in the event the City determines that:
    - i. the applicant/developer has failed to comply with any provision of the Development Permit;
    - ii. the Development Permit is suspended or cancelled;
    - iii. work has been commenced under the Development Permit, but has not been properly completed within a reasonable period of time, as determined by the City.
- A Certificate of Insurance to the satisfaction of the City.



- Off-site water and sewer charges.
- Construction water charges.
- Street cleaning levy.
- Two (2) complete sets of detailed construction drawings, including detailed architectural, structural, electrical and mechanical drawings; and
  - Plot Plan and or driveway installation design for review and approval prior to the installation of the driveway.
  - For driveway and aprons, prior to pouring cement or placing asphalt, schedule an inspection of the forms, a minimum of 3 business days [lotgrading@stalbert.ca](mailto:lotgrading@stalbert.ca).  
Failure to comply will be the owner's responsibility to modify the installation so that the driveway and apron comply.
- Applicable building permit fees.

#### Return of Security for Development Permit:

- Security for Development Permit will be released back to the applicant in such amounts and at such times as the Development Engineering Supervisor deems appropriate for the due and proper completion of various required installations and inspections, and providing no damage has happened to City property.
- A Post-construction amount of \$5,000 will be retained until the landscape and infrastructure of City property is inspected.
- This Post-construction Inspection of City land looks and records the Post-construction conditions to determine if any damage has happened to the sidewalks, concrete curbs and gutters, lanes/alleys, boulevards, and trees, compared to the Pre-existing Inspection.

## 7.0 TERMINOLOGY

### 7.1 Terminology for Planning, Development, and Engineering

#### Access to City Property (ACP)

A permit to allow a contractor or homeowner to access the job site through City-owned property such as a park, green space, or easement. City requires 24 hours to issue an approval of this permit. Approval must be issued before access can occur to the job site. An inspection is required to assess possible damages to City Property. There is an application form and no fee. Application is on the City webpage "Access to City Property Permit" submit [pwebrequests@stalbert.ca](mailto:pwebrequests@stalbert.ca). Inspection call Public Operations at 780-459-1557.

#### Asbestos

Demolition or alterations to any building containing asbestos requires a separate permit and approvals from Alberta Occupational Health & Safety at least 72 hours (weekend and holidays not counted) before beginning work that may release asbestos.



<https://www.alberta.ca/submit-asbestos-project-notification>

### Civil Drawings

These are detailed engineering drawings and specifications. This includes drawings such as, but not limited to, drainage, driveway, landscape, retaining wall, servicing to site, site grading, and topographical.

- [Municipal Engineering Standards](#)
- [Appendix A](#), Engineering Standard Drawings
- [Appendix B](#), DA, CCC, and FAC Forms
- [Appendix B-1](#), Electronic DA Form
- [Appendix B-2](#), Electronic CCC Form
- [Appendix B-3](#), Electronic FAC Form
- [Appendix D](#), Landscape Standard Drawings

### Drainage

The proposed site grading drawing must demonstrate how surface drainage will be managed with no impact to adjacent private lands, or over public property such as a roadway then onto private lands. Compliance with the Surface Drainage Bylaw is required. The grading plan is prepared by an Alberta Land Surveyor.

### Infill Review

The Development Branch, for a fee, looks at surrounding built forms to establish site layout, building massing, landscaping, design and façade, and advises what can be built for scale and mass. Infill Review [application](#) is on the City's webpage.

Applications for infill review are submitted to [development@stalbert.ca](mailto:development@stalbert.ca). Submit outcome of Infill Review with subdivision application.

### Inspection of City Property Prior to Demolition

Prior to demolition, the Applicant contacts Development Engineering via email at [lotgrading@stalbert.ca](mailto:lotgrading@stalbert.ca), to arrange a Pre-existing Inspection of adjacent City property. Make the contact a minimum of three (3) business days prior to moving equipment onto site. The Pre-existing Inspection of adjacent City property looks at and records the existing condition of City property such as, but not limited to, sidewalks, concrete curbs and gutters, lanes/alleys, boulevards, and trees.

### Inspection of City Property After Demolition

After demolition, the Applicant contacts Development Engineering via email at [lotgrading@stalbert.ca](mailto:lotgrading@stalbert.ca), to arrange an Inspection of adjacent City property. Allow a minimum of three (3) business days for an inspection. The Inspection will compare the Pre-existing Inspection of adjacent City property to after demolition, to determine if damage has occurred to City property such as, but not limited to, sidewalks, concrete curbs and gutters, lanes/alleys, boulevards, and trees.

### Line Check: CCTV Sanitary Line, Check Storm line and Water Valve

CCTV of the sanitary line means to camera the condition of line. A condition of the Demolition Permit will be for the Applicant to contact the Public Operations to CCTV the sanitary line before demolition. Staff will check the condition of the curb cock valve (water), storm line if there is one, and CCTV the existing sewer service. The evaluation determines if existing lines and valve from the main line to private property line can be reused. The Applicant will receive a bill from Public Operations for CCTV of the line.

Damage to the City's sewer line or remediation on private property is the responsibility of the property owner.

Sanitary Service CCTV Line Investigation, call 780-459-1557 or email [utilitiesadmin@stalbert.ca](mailto:utilitiesadmin@stalbert.ca). Set up an appointment a minimum of seven (7) business days prior to demolition.

Applicant to provide the CCTV evaluation to Development Engineering.

### Permit - Demolition Permit

Building Inspection Services issues the demolition permit, with conditions that must be followed. All utilities shall be disconnected and terminated safely prior to demolition. Application form "Building Permit [Application](#)" for New Construction / Improvement / Change of Use / Occupancy / Demolition is online at Building Inspections, Applications & Forms and submitted to [Bis@stalbert.ca](mailto:Bis@stalbert.ca). This issuance of demolition permit is approximately 5 to 9 business days.

When the demolition is complete, call for an inspection as identified on the demolition permit.

Structures such as an existing house, garage, and shed can be demolished prior to making a subdivision application. If buildings exist at the time of the subdivision, a condition of subdivision will be for the removal of buildings that cross existing and future property lines, or do not meet the required setbacks. In addition, a garage cannot be left standing when the house is demolished because a principal dwelling is required to have other buildings such as a garage on a lot. Demolition [information](#) sheet is on the City's webpage.

### Permit - On-Street Construction Permit (OSCP)

On-Street Construction Permit must be obtained when access is through or over City Property, use of street area, pedestrian and traffic detours or disruption, or closing a roadway lane. An example of crossing over City Property is the boulevard, public sidewalk, or roadway. Road closures and road disruption is provided to emergency services so that they know what routes are accessible in case of an emergency. Allow at least five (5) business days for approval of the On-Street Construction Permit. There

is an application form. Apply online for [OSCP](#). If you have questions, please email [Oscpadmin@stalbert.ca](mailto:Oscpadmin@stalbert.ca) or call 780-459-1654.

### Permit - Site Servicing Permit (SSP)

A Site Servicing Permit is required for the connection of all underground site servicing from private property to the City of St. Albert mains for water, wastewater (sanitary), and stormwater. Allow at least seven (7) business days for approval of the Site Servicing Permit. There is an [application](#) form and fees. Submit SSP to [lotgrading@stalbert.ca](mailto:lotgrading@stalbert.ca) or call if you have questions 780-459-1654.

### Plan of Survey

Is prepared by an Alberta Land Surveyor that will be used for registration of lots at Land Titles Office. A field survey is conducted for exact measurements and placement of survey posts.

### Residential Development Permit (DP) Plan

For each lot created, the Residential Development Permit (DP) Plan will show:

- adjacent street names and back lane/alley
- adjacent public walkway and or public utility lot
- driveway access, existing and proposed with setback from street furniture and existing City trees in the boulevard and public park
- lot dimension details (width, length, area)
- property line
- fence line
- back of sidewalk (B.O.W)
- back of curb (B.O.C)
- lip of lane (L.O.L)
- existing trees, City boulevard and public park
- existing trees adjacent lots, and on the lot
- street furniture
  - C.C location, existing (C.C = curb cock)
  - C.C. location, proposed
  - community mailboxes
  - fire hydrant
  - light poles
  - power boxes/transformers
  - pressure release valve
  - service pedestal
  - streetlight
  - street signage
  - transit stop and pad
- elevation of the lot, existing, proposed, and centerline
- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> storey windows
- lot area

- pocket area, future house location

### Retaining Wall

Retaining wall is a structure that supports and contains the ground on a site. A retaining wall 1.2 metres and over in height and any retaining wall if the slope of that portion of the site retained by the retaining wall is equal to or greater than 8% must provide a Development Permit application with drawings signed and sealed by a Professional Engineer licensed to practice in Alberta.

### Securities for Construction

Construction securities are provided at time of Development Agreement. The Construction securities are held because the applicant does work on City lands needed to service the residential lot. Work may include but not limited to off-site work and connection to the mains. The securities are so if there are damages to City land, the City can use securities to pay for the repairs. City inspections will determine pre-construction and post-construction conditions of City assets. Securities, should there be no damage to City assets, will be returned.

### Securities for Development Permit

Securities for Development Permit are provided at time of Development Permit.

### Tentative Plan of Subdivision

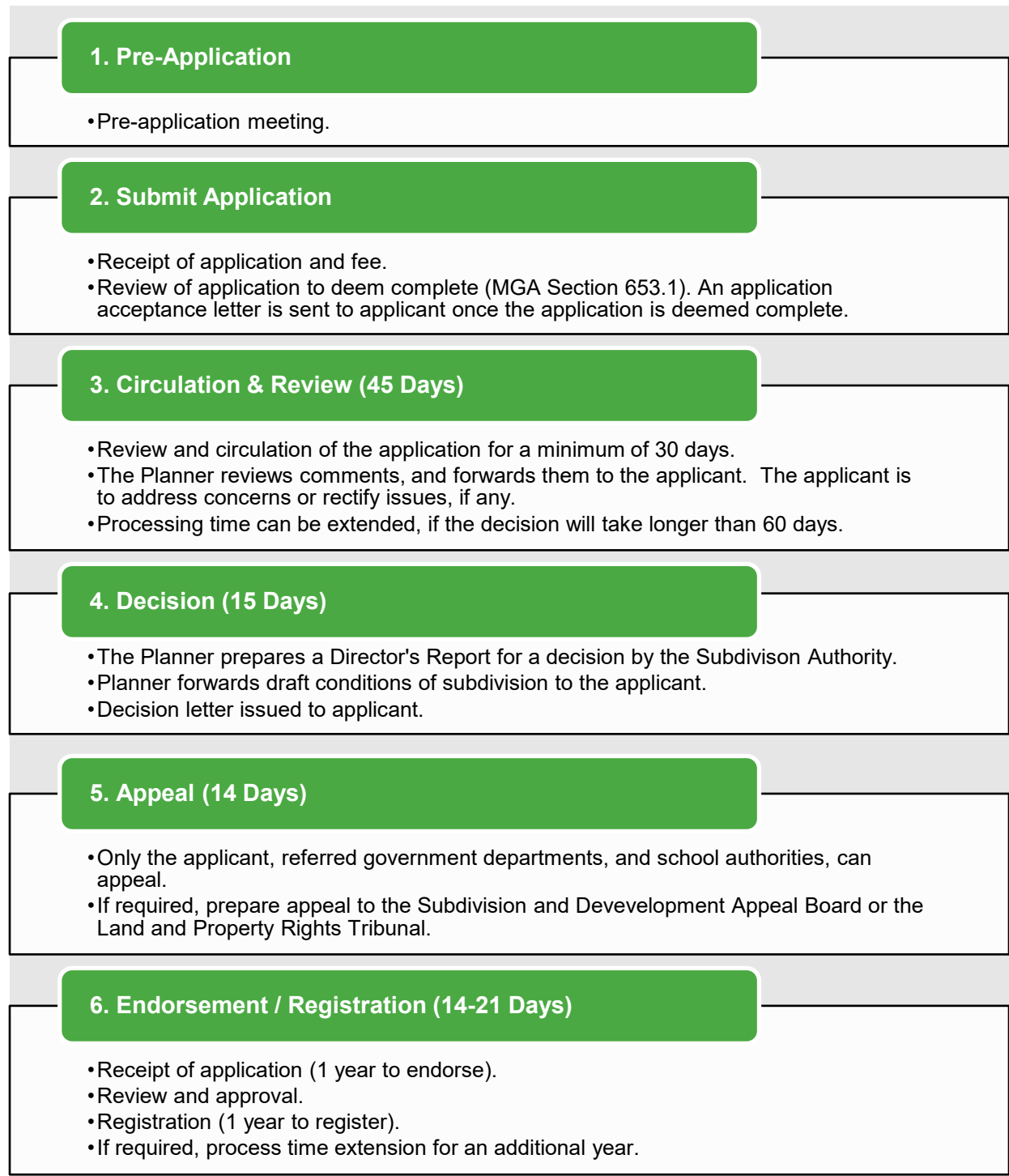
Is a preliminary map or drawing created by an Alberta Land Surveyor, showing the boundaries of the existing lot and the proposed new lots to be created.

### Tree Preservation

Prior to demolition and during construction, protection of trees (hoarding) is required. Preservation of City Trees shall be as per Municipal Engineering Standards [Appendix E](#), 3 Steps to Tree Preservation. Hoarding as per Municipal Engineering Standards [Appendix D](#), Landscape Standard Drawings, drawing #11.11 B.

Should a tree require trimming to enable demolition or construction, have the arborist contact Development Engineering at 780-459-1654. Trimming of City Trees is undertaken by the City. Trimming of trees on private property must be completed by an International Society of Arboriculture (ISA) certified arborist. The trimming of trees may or may not be allowed because of the tree species, disease, bird nesting, time of year, and other considerations.

## APPENDIX 1: SUBDIVISION PROCESS CHART



*\*This timeline is provided for illustrative purposes only and is geared to a straightforward subdivision that is not part of any other Planning or Development process.*

## APPENDIX 2: STORMWATER MANAGEMENT CALCULATION SUMMARY

The four tables in Appendix 2 are to be completed by the Engineering Consultant on the project and submitted as part of the Civil drawing package.

### 1. General Information

Project Name:		
Civic Address:		
Lot:	Block:	Plan:
Engineering Consultant:		
Contact Name:	Phone #:	Email:

### 2. Store Runoff Calculation

To determine the amount of runoff, use the following runoff coefficients (relative impermeability).

Type of Surface	Runoff Coefficient
Grass	0.1
Gravel	0.5
Paved	0.9
Roof	0.9

### 3. Existing Runoff Calculation

To determine intensity for a 5-year storm, use the following City of St Albert Intensity-Duration-Frequency (IDF) curve formula.

Area Increment	Area Total	Run-off Factor	Equivalent Area	Inlet Time	Intensity	Total Run-off
(ha)	A' (ha)	C'	A' x C'	(Min)	I' (mm/hr)	Q=CIA/360
Paved				8	76.81	
Gravel				8	76.81	
Grass				8	76.81	
Roof				8	76.81	
Total				8	76.81	

#### 4. Proposed Development Runoff Calculation

To determine intensity for a 5-year storm, use the following City of St Albert Intensity-Duration-Frequency (IDF) curve formula.

Area Increment	Area Total	Run-off Factor	Equivalent Area	Inlet Time	Intensity	Total Run-off
(ha)	A' (ha)	C'	A' x C'	(Min)	I' (mm/hr)	Q=CIA/360
Paved				8	76.81	
Gravel				8	76.81	
Grass				8	76.81	
Roof				8	76.81	
Total				8	76.81	

Existing Total Runoff = \_\_\_\_\_ L/s

Proposed Development Total Runoff = \_\_\_\_\_ L/s



## APPENDIX 3: ROADWAY CROSS SECTION

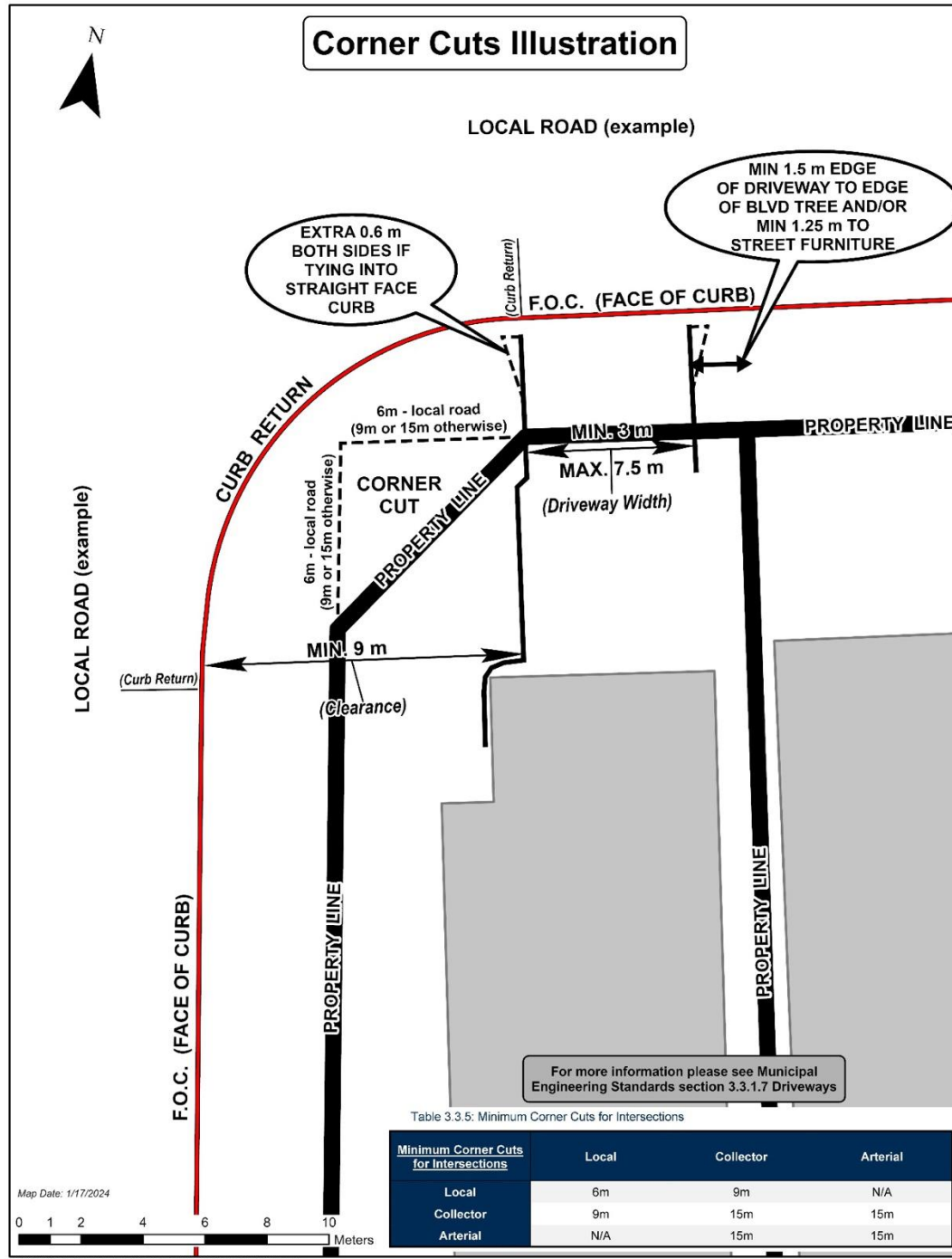
This sample image is a cross section of a Local and Neighbourhood Roadway. The roads in St. Albert are not designed the same. As part of the Civil drawing, the Engineering Consultants shall contact Engineering Services for Record Drawings.





## APPENDIX 4: CORNER CUTS FOR DRIVEWAYS

Corner Cuts for Driveways. Setbacks from trees and street furniture.





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

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

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"><li>each new lot to be created, and any reserve land, and</li><li>existing rights of way of each public utility, or other rights of way</li></ol>	<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](mailto: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<br>(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<br>(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:  
----------------------------------	----------------------------

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](mailto:foip@stalbert.ca) or 780-418-6663.



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

## 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](mailto: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](mailto: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.

**Submit to:**

Abram Iskander,  
Off-Site Levy Specialist  
City of St. Albert, Engineering Services  
5 St. Anne Street, St. Albert, AB T8N 3Z9  
[aiskander@stalbert.ca](mailto:aiskander@stalbert.ca)  
780-459-1665

**FOR OFFICE ONLY**

Date Reviewed:

Date Accepted:

Reviewed by:

## DEVELOPMENT AGREEMENT APPLICATION

<b>Date:</b>	<b>Subdivision File No.:</b>	
<b>Subdivision/Project Name:</b>		
<b>Legal Name(s) of Party(ies) Entering into the Development Agreement:</b>		
<b>Representative Name:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Mailing Address:</b>		
<b>Name &amp; Email of Corporate Authority authorized to execute Development Agreement:</b>		
<b>Full Name</b>	<b>Title</b>	<b>Email</b>
(a)	(a)	(a)
(b)	(b)	(b)
(c)	(c)	(c)
(d)	(d)	(d)
<b>Consultant Making Submission:</b>		
<b>Consultant Representative:</b>		
<b>Phone number:</b>	<b>Email Address:</b>	

***Disclaimer:***

By submitting this application, the Developer agrees and authorizes the following:

- 1) The City of St. Albert will send out a finalized digital version of this Development Agreement to the Developer and store one as an original version in City Records.
- 2) The City of St. Albert will send a finalized digital version of this Development Agreement to the consultant named in this application.

Signature

Date

### **Development Agreement Process:**

Development agreements are executed and signed using Adobe Sign. The applicant must submit all the required documents and fees to the City before signing can commence. Please refer to the checklist below for the required documents and agreement process.

1) The following information must be provided with this application request form:

One (1) set of the current (within 1 month) certified true copy (original) of all certificates of titles within the development area in PDF form;

One (1) Plan of Survey in PDF form;

One (1) copy of the anticipated schedule for construction activities;

One (1) copy of the Class B construction cost estimate with a detailed schedule of quantities;

One (1) copy of the itemized letter of credit in MS Excel format;

One (1) itemized list of expected cost recoveries, complete with cost breakdown;

A letter, authenticated and validated by a Professional Engineer, confirming that all information previously submitted as part of the ASP is still up-to-date and accurate. The City Engineer may still require the submission of additional technical information if it has not already been provided via the ASP;

\$500 infill subdivision inspection fee.

\$4,285.00 development agreement fee.

PDF of the grading plan clearly depicting any areas with more than 1 metre of fill.

- 2) The applicant will submit drawings and documents to the City's Development Engineering Department for review and acceptance (see page 3).
- 3) A draft development agreement will be provided for the applicant to review. The draft will outline the financial security required.
- 4) The applicant shall submit Letter(s) of Credit and Certificate of Insurance to the City. Certificates must be in a format acceptable to the City prior to execution of the Development Agreement by the City.
- 5) The City will add the ancillary documents to the Development Agreement to create a finalized digital Development Agreement. Administration shall prepare a report with recommendations to the City Engineer.
- 6) The digital agreement will be issued to the Developer's Corporate Signing Authorities for execution.
- 7) Upon completion, the Development Agreement will return to the City to be reviewed and executed by the City Engineer. Following the execution of the Development Agreement by the City, a copy of the finalized Development Agreement shall be forwarded to the Developer and their consultant.



## Engineering Requirements:

Please submit the following to the Development Engineer Supervisor for review and acceptance:

A full-size digital set of detailed civil design drawings conforming to Section 2.0 of the Standards. Engineering drawings shall be authenticated and validated by a professional engineer licensed to practice in the Province of Alberta;

A full-size digital set of the detailed landscape design drawings. Landscape design drawings shall be signed by a landscape architect licensed to practice in the Province of Alberta

One (1) copy of all plans, forms, and reports associated with approvals, permits, licenses, and/or agreements required by all government, public, or private authorities with jurisdiction over the work, as applicable;

One (1) copy of all documents, drawings, and other information required in Adobe Acrobat (PDF) format. A copy of the detailed design drawings shall be provided in AutoCAD format. A copy of all design tables from the drawings must be provided in MS Excel format;

One (1) copy of the Class B construction cost estimate with a detailed schedule of quantities; and

One (1) copy of the excel letter of credit spreadsheet.

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## Notes:

- Please note that Engineering drawings must be stamped and accepted by Development Engineering before the City will execute the Development Agreement.
- Third reading of Land Use Bylaw Amendment and Subdivision Approval are required prior to entering into a Development Agreement.
- Infill subdivision inspection fee and development agreement fee are both established annually under Master Rates Bylaw 1/82, Schedule U.

Additional information on these and other procedures is available upon request:

- Subdivision review procedures for endorsement.
- Development agreement monitoring including LOC reductions, maintenance periods, and project compliance certificates.

### **For more information:**

#### *General DA Inquiries:*

Off Site Levy Specialist / Engineering 780-459-1665

#### *Legal Inquiries:*

City Solicitor at 780-459-1611