

SUBDIVISIONS

Subdivision is the legal division of a single parcel of land into two or more smaller parcels. By subdividing land, each parcel created is given a separate land title. Before being registered with Alberta Land Titles, each subdivision must receive subdivision approval and endorsement from the City's Subdivision Authority.

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.

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 and that what is proposed complies with the statutory plans and the Land Use Bylaw of the municipality, as well as all provincial legislation, including the Municipal Government Act (RSA 2000) and the Subdivision and Development Regulation (43/2002). 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 lease, mortgage, or sales agreement for a portion of an existing parcel.
- 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 Mature Neighbourhoods

If you are considering subdividing an existing lot in one of St. Albert's Established Neighbourhoods, please consult the *Design Guidelines for Compatible Development in Established Neighbourhoods: Low Density Residential*. This document provides directions for developing an infill lot including dwelling unit size, setbacks, and massing. Consider an infill review, which has a fee and is undertaken by the Development Branch.

Subdividing Land within the City's 2022 Annexation Area (formerly Sturgeon County) that is not within an Area Structure Plan

If you are considering subdivision within the City's 2022 Annexation Area (formerly Sturgeon County), please refer to the Transitional (T) District subdivision regulations of Land Use Bylaw, section 10.8(5) to review subdivision size and density regulations.

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.

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, Engineering, 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

Once your application is complete, it is submitted to the City for review and processing. Please see the Application Checklist attached to this package for the specific requirements of application.

Circulation

Once the application is accepted as complete, planning staff will review the application and prepare a series of letters 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 project. 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.

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 and 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 Planning.

The Subdivision Endorsement Process

When the City 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 Supervisor of Long Term Engineering 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 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 Subdivision Registration Process

Once all the documents have been endorsed, the application is ready for registration with Alberta Land Titles. It is the responsibility of the surveyor to register the plan with Alberta Land Titles. 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, the applicant can apply for a time extension.

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:

- Municipal and School Reserves
- Engineering studies and reports
- Off-Site charges/Levies
- Transportation Levies
- Consultant Fees
- Surveying Fees
- Drainage drawings
- Other costs associated with meeting the conditions of subdivision approval
- Alberta Land Titles Registration
- Servicing the Lots
- Comprehensive site plan
- In a rural setting, the potential upgrade of a septic system
- Development Agreement

Other Documents to Consult

Additional information that may assist in preparing a Subdivision application:

- Intermunicipal Development Plan
- City of St. Albert Municipal Development Plan
- Area Structure Plan or Area Redevelopment Plan for the neighbourhood
- City of St. Albert Land Use Bylaw
- Off-Site Levy Bylaw
- Traffic Bylaw
- Surface Drainage Bylaw
- Utilities Master Plan
- Transportation Master Plan
- Public Participation Standards for Planning and Development Applications
- City of St. Albert Municipal Engineering Standards
- Land Titles Act
- Municipal Government Act RSA 2000 Ch. M-26
- Municipal Government Act Subdivision and Development Regulation 43/2002
- Government of Alberta, Service Alberta
- Alberta Energy Regulator (AER) Directive 079 *Surface Development in Proximity to Abandoned Wells* www.aer.ca.

Guidelines to consult, if applicable:

- Campbell Business Park North: Design Guidelines
- Infill Development Guidelines for Low Density Residential
- Parks and Open Space Standards & Guidelines
- Traffic Impact Assessment Guidelines
- Complete Streets Guidelines and Implementation Strategy
- Timberlea (now Riverside) Natural Areas Protection Guidelines
- Downtown St. Albert Urban Design Guidelines

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.

tpw.

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 0.8 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 (3 copies)	<input type="checkbox"/>
4.	Application Fees (As Per the Master Rate 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 i) each new lot to be created, and any reserve land, and ii) existing 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"/>



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:

☐ Redistricting

☐ Subdivision

☐ New or Amended Area Structure Plan (ASP)
or Area Redevelopment Plan (ARP)

☐ Road Closure
Attach request letter and map of area.

☐ Municipal Development Plan (MDP)

☐ Municipal Reserve (MR) Disposal
Attach request letter and map of area.

☐ Intermunicipal Development Plan (IDP)

(owner's name)

(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: _____

This personal information is being collected under the authority of The Municipal Government Act and will be used for the purposes of assessing planning and development applications. It will be treated in accordance with the privacy protection provisions of Part 2 of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FOIP Coordinator at 780- 459-1500.

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 Technicians:

Craig Holland
780-418-6616
cholland@stalbert.ca

Shohreh Zarezadeh
780-459-1635
szarezadeh@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.