

# Mackenzie County

## Multi-lot Subdivision Process and Required Information

### 1. Receive Application

#### Application must contain:

- a) Application Form (Form prescribed by the Subdivision and Development Regulation)
- b) Fee (as per Fee Schedule bylaw)
- c) Tentative Plan,
- d) Certificate of Title (usually supplied by the surveyor or purchased by the county for a fee established in the Fee Schedule Bylaw)
- e) Consent to enter land (incorporated into subdivision application)
- f) Aerial Photo (usually supplied by the surveyor or purchased by the county for a fee established in the Fee Schedule Bylaw)

#### Application may also require:

- a) Soil (agrologist) report
- b) Water (hydrologist) report
- c) Method of servicing for water and sewer,
- d) Water study as per the Water Act,
- e) Private sewage (percolation) report,
- f) Engineered plans for infrastructure,
- g) Road construction and/or upgrades,
- h) Environmental Impact Study,
- i) Traffic Impact Assessment Study,
- j) Area Structure Plan,
- k) Asbuilts at construction completion.

### 2. Review by Development Staff

Development staff to ensure application conforms to Land Use Bylaw (LUB), Area Structure Plan (ASP), Municipal Development Plan (MDP), Intermunicipal Development Plan (IDP), Subdivision and Development Regulations, Municipal Government Act (MGA), Alberta Land Stewardship Act (ALSA), and such other legislation and policy as may be applicable to the proposed subdivision.

### **3. Send Required Notifications and Ask for Comments**

Notification letters including a copy of the subdivision application, the aerial photo, and location map are sent to:

- a) Municipal departments,
- b) Adjacent property owners,
- c) Fort Vermilion School Division,
- d) Alberta Environment and Parks (AEP),
- e) Northern Lights Gas Co-op,
- f) ATCO Electric,
- g) TELUS.

Notification may also be sent to:

- h) Adjacent Municipality if subdivision is adjacent or required in the Inter-municipal Development Plan (IDP),
- i) Alberta Transportation (when subdivision is within 1.6 kilometres of the centre line of a Provincial highway),
- j) Alberta Energy and Utilities Board (AUB) if subdivision is within 1.5 kilometers of a sour gas facility,
- k) Other agencies as deemed necessary by the department.

### **4. Decision by Municipal Planning Commission (MPC)**

Department staff prepares the application with a recommendation and appropriate conditions for MPC review, MPC has the following options:

- a) APPROVE the application with the recommended conditions,
- b) APPROVE the application with different/additional conditions,
- c) APPROVE the application with amendments,
- d) TABLE the application for more information from the applicant or department staff,
- e) REFUSE the application.

The applicant is sent a letter containing the decision and conditions, signed by the MPC Chair or designate.

The decision must also state the appeal process and which appeal board has jurisdiction (Subdivision and Development Appeal Board (SDAB) or the Land and Property Rights Tribunal).

### **5. Engineered Drawing Submission and Approval**

At this stage, the applicant is required to have a qualified engineer prepare and submit engineered drawings to Mackenzie County for initial review. Mackenzie County and their Municipal Engineer review the drawings and provide comments. The applicant's Consulting Engineer makes required changes and upgrades until the drawings are given final approval by the County.

## **6. Development Agreement**

The applicant (now referred to as "the developer") is required to enter into a Development Agreement with Mackenzie County which includes all of the conditions stated in the decision letter. Possible conditions of approval may include but are not limited to:

- a) Provision of legal and physical access to all resulting parcels constructed to County standards,
- b) Appropriate utility rights-of-way as required by utility agencies such as those listed in section 3 above,
- c) Relocation or replacement of existing private sewage system to conform to Alberta Private Sewage Systems Standard of Practice 2015,
- d) Payment of any outstanding property taxes,
- e) Payment of applicable fees such as:
  - i. Off-site levies;
  - ii. Water/sewer hookup fees;
  - iii. Lift station levies; and/or
  - iv. Municipal Reserve in the form of 10% of the land being subdivided or money in lieu of land.
- f) Establish and include the amount of security, if required. Security is required on infrastructure to be constructed on a multi-lot subdivision both in the rural and urban areas and is to be calculated at 25% of the estimated construction cost provided by the engineer.

The developer and/or landowner signs two (2) copies of the Development Agreement which are then reviewed and signed by the Chief Administrative Officer. Mackenzie County retains one signed copy and the other is mailed to the developer.

## **7. Construction**

Once the engineered drawings are given final approval, the Development Agreement has been signed and security has been submitted to the County the developer can start construction.

When construction is complete, the developer's engineer formally requests from the County, a Construction Completion Inspection.

After a Construction Completion Inspection is completed and the Municipal Engineer is satisfied with the work completed, a Construction Completion Certificate (CCC) is issued. This begins the 2-year warranty period.

Within 2 months of the Construction Completion Certificate being issued the developer's engineer must submit As-Built drawings to the Municipality.

## **8. Endorsement and Registration**

The Developer's Surveyor prepares all registration documents based on the subdivision approval and any changes required by the Municipality.

Multi-lot subdivisions must have all their fees paid prior to registration (Municipal Reserve, Off-site Levies, etc.)

Consent to register documents are to be submitted to the County for final endorsement.

The County is responsible for preparing any caveats that may be required at the time of subdivision, these are to be signed by MPC Chair or designate.

Once all conditions of approval have been met, all required fees have been paid, and the developer and County have signed all necessary documents, everything is sent to the surveyor to be registered with Alberta Land Titles.

## **9. Final Acceptance**

Two years after the Construction Completion Certificate is issued the Developer's Engineer requests a Final Acceptance Inspection

If all deficiencies have been corrected, a Final Acceptance Certificate (FAC) is issued for constructed or upgraded infrastructure.

After the Final Acceptance Certificate (FAC) has been issued the Developer is returned their 25% security.

## **10. Timeline**

- a) Minimum 6 months to 1 year for registration
- b) Minimum 2 years for final acceptance