

## Mackenzie County

<b>Title</b>	<b>Subdivision Affidavits</b>	<b>Policy No:</b>	<b>DEV009</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 655</b>
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### **Purpose**

The purpose of the Subdivision Affidavits policy is to define a formal process for allowing the registration of a rural subdivision prior to the completion of required conditions.

### **Policy Statement:**

Mackenzie County recognizes that during the winter month's road/access construction and other certain conditions cannot proceed. The County offers an alternative option that will allow the subdivision to be registered prior to certain conditions being completed.

### **Guidelines:**

In the event that the Planning & Development Department acknowledges that an access, road, or relocation/upgrade of sewer system cannot be completed due to winter conditions, the following option is offered:

1. The applicant must sign an affidavit in the presence of a Commissioner of Oaths, the affidavit shall contain the development or subdivision number, legal land location, the conditions that must be complied with, the date it must be fulfilled by, and the amount submitted by a certified cheque or money order;
2. Once a signed approval from the Operations Department, or proof that the condition has been completed is received by the Planning & Development Department, only then will the certified cheque or money order be released back to the applicant;
3. Only under special circumstances may this option be considered between May 15 and October 15, that being if the applicant is incapable of completing the required conditions due to forces outside their control, then the decision shall be at the discretion of the Development Authority;

4. In the event that the applicant does not complete the required condition(s) within the timeline, Mackenzie County is authorized to complete the necessary work and invoice the applicant for any costs exceeding the amount provided in the submitted certified cheque or money order.
5. In the event that the County completes the work on behalf of an applicant, an amendment to the Operating Budget in the amount of the excess costs will be required to be completed by Administration.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2016-08-09	16-08-598
<b>Amended</b>	2021-03-24	21-03-253