

# **Mackenzie County**

## **Subdivision Process**

### **1. Receive Application**

#### **Application must contain:**

- a) Application Form (Form prescribed by the Subdivision and Development Regulation)
- b) Fee (as per Fee Schedule By-law)
- c) Tentative Plan, usually required to be done by a surveyor, the only exception is a first parcel out. A descriptive plan done by a surveyor will be required for every subdivision prior to the subdivision being registered
- d) Certificate of Title (generally supplied by the surveyor or print off of SPIN for a fee established in the Fee Schedule By-law),
- e) Consent to enter land (incorporated into subdivision application),
- f) Aerial photo.

#### **Application may 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 upon Completion of Construction.

### **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, and such other legislation as may be applicable to the proposed subdivision.

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

Notifications letters may include:

- a) Municipal departments,
- b) Adjacent Municipality if subdivision is adjacent or required in the Intermunicipal Development Plan (IDP),

- c) Adjacent property owners,
- d) Fort Vermilion School Division,
- e) Department of Environmental Protection if,
  - i) within 300 metres of a landfill if subdivision for residence, school, hospital, food establishment or vice versa.
  - ii) within 300 metres of a wastewater facility if subdivision for residence, school, hospital, food establishment or vice versa,
- f) Natural gas utility,
- g) ATOC Electric,
- h) Telus,
- i) Sustainable Resources if land is adjacent or contains a natural body of water,
- j) Alberta Transportation if adjacent to Highways 35 and 58 or within 0.8 km of highway that is posted at 80km/h or greater OR if the subdivision is immediately adjacent to, or direct access is required off of, Highway 697,
- k) Alberta Utilities and Energy Board (AEUB) if subdivision is within 1.5 km's of sour gas facility.

All above referrals are asked to respond within two weeks.

#### **4. Advertising**

- a) Urban applications – advertise in the newspaper and send copies of subdivision application with cover letter to all adjacent landowners,
- b) Rural applications – send copies of subdivision application with cover letter to all adjacent landowners.

#### **5. Review Application and Comments Received**

#### **6. Draft Recommended Action with Conditions**

Recommended action to include the following conditions:

- a) requirement to enter into Development Agreement for roads, servicing, the payment of off-site levies and parking,
- b) ensure conformance to Land Use Bylaw (LUB), Area Structure Plan (ASP), Municipal Development Plan (MDP), Intermunicipal Development Plan (IDP), Subdivision and Development Regulations and other applicable legislation,
- c) Any conditions required by referrals in above section 3.

#### **7. Prepare for Municipal Planning Committee (MPC) meeting including:**

- a) Request for Decision (RFD) with recommended action,

- b) Copy of subdivision application, land title, tentative plan, aerial photos, site inspection photos, site location, letters from commenting agencies and adjacent landowners,
- c) Decision to be signed by the MPC Chair, or designate

## **8. Mail Decision**

A copy of the decision must be sent to:

- a) the applicant and landowner (if not the same)
- b) all of the organizations that were notified in section 3.

The decision must also state the appeal process and whether it lies to the Subdivision and Development Appeal Board (SDAB) or the Municipal Government Board (MGB).

## **9. Prepare Development Agreement and Resolve Servicing Contributions**

Development Agreement will contain all the conditions within the Decision

- a) Prepare two original Development Agreements (DA),
- b) Development Agreement to be reviewed by senior staff,
- c) Development Agreement to be reviewed by the developer,
- d) Establish and include all applicable contributions:
  - i) off-site levies, if required
  - ii) water/sewer hookup fees, if required
  - iii) lift station levies
  - iv) 10% municipal reserve, if required, and the amounts of municipal reserve required in money and/or land (no municipal reserve is required off of a first parcel out of a quarter section)
  - v) note application deadline for local improvement charges if required.
- e) 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 received from the engineer.

## **10. Prepare for Municipal Planning Commission (MPC) meeting**

- a) Request for Decision (RFD) with recommended action,
- b) Development Agreement,
- c) Copy of subdivision application, land title, tentative plan, aerial photos, site inspection photos, site location.

## **11. Sign Development Agreement**

- a) Mail both Development Agreements to the applicant or have them come in to sign,
- b) Have the Development Agreement signed by the MPC Chair, or designate.

## **12. Endorsement**

- a) The endorsement or “Subdivision Authority Approval” documents are supplied by the surveyor,
- b) MPC Chair signs subdivision endorsement for registration,
- c) Prepare any caveats required for development agreements, deferred reserve, road widening, etc. (to be registered concurrently with subdivision),
- d) MPC Chair signs caveats,
- e) MPC Chair signs municipal easement agreements (to be registered concurrently with subdivision),
- f) Chief Administrative Officer or designate signs land transfer if subdivision involves the sale of municipal land (may be registered concurrently with subdivision).

Send all documents to the surveyor for registration.

## **13. Timeline**

- a) Vacant (first parcel out) – minimum 4 to 6 months
- b) Multi-lot – minimum 6 to 12 months