
Mackenzie County

Subdivision Application

Multi-Lot

Revised October 2021



Mackenzie County

MACKENZIE COUNTY CHECK LIST OF REQUIREMENTS – Multi-Lot

Consultation

Prior to submitting a Subdivision Application Package to Mackenzie County, a consultation with Mackenzie County Administration is required. All servicing and access requirements, reserve land allocation, and zoning requirements should be discussed prior to applying. A consultation with Mackenzie County Administration should be completed before contacting a surveyor. **This application will not be accepted without a consultation.**

Tentative Plan

A Tentative Plan by a qualified land surveyor is required for all multi-lot or urban subdivisions. The tentative plan is required for acceptance of the subdivision application and should show all lots to be subdivided including all roads, municipal reserve lots, public utility lanes, or other areas required by the County.

Registered Owner & Applicant Authorization

The Applicant Authorization form is to be signed by the registered owner(s) giving authorization for the developer to make an application for subdivision on the registered owner(s) behalf. The Right of Entry Authorization (included in this section) must be signed by the registered owner(s) authorizing Mackenzie County personnel to enter the lands to conduct a site inspection.

Abandoned Wells

Effective November 1, 2012 an applicant must identify the presence or absence of abandoned wells as per the Energy Resources Conservation Board. The presence or absence of Wells will be confirmed upon acceptance of the application for subdivision.

Application

The Application must be completed in full with all items stated above and with the appropriate fees in accordance with the Fee Schedule Bylaw included, prior to acceptance by administration.

Land Title and Aerial Photos

A current copy of the land title and aerial photo for the subject lands is required as part of the application process. Mackenzie County can obtain a copy of the land title and aerial for a fee stated in the Fee Schedule Bylaw.

Municipal Reserve (Required for all Multi-Lot Subdivisions)

According to Section 667(1) of the Municipal Government Act, if money is required to be provided in place of Municipal Reserves, Mackenzie County's Assessor will calculate the Municipal Reserve. Mackenzie County Policy DEV005 also provides the applicable land value. Please consult Mackenzie County Administration for more information.

Geotechnical Reports

In some instances, Geotechnical Reports regarding near surface shallow water table tests, percolation tests for sewage disposal, potable water supply and steep slope evaluation (slopes greater than 15%) prepared in accordance with Alberta Environment Guidelines or Section 23 of the Water Act may be required. Three stamped and sealed originals are required if it is determined by Mackenzie County that any of these reports are required.

MACKENZIE COUNTY SUBDIVISION PROCESS OVERVIEW – Multi-Lot

1. Consultation with Administration and internal circulation of proposed plan including all PULs and MR lots. Revisions to the subdivision plan will delay the process, only the final plan should be submitted for review and with the application. The developer is solely responsible for upgrading any existing infrastructure including roads, utilities, etc. to accommodate their subdivision. Administration may provide preliminary comments prior to official submission of application. Additional information may be requested if required.
2. Application is circulated for comment for a minimum of two (2) weeks to:
 - a) Adjacent landowners;
 - b) Utility agencies such as ATCO, TELUS, Northern Lights Gas Co-op, etc;
 - c) Municipal Departments; and
 - d) Other provincial agencies as required.
3. Subdivision application and comments presented to the Municipal Planning Commission (MPC) for decision. Decision sent to the developer, government agencies as necessary, and developer's surveyor.
4. Engineered drawings and stormwater management/drainage plan to be submitted by the developer's engineer. Developers Agreement prepared and signed by the applicant, landowner, and Mackenzie County. Fees such as Municipal Reserve and Off-Site Levies must be paid. The developer's engineer must be heavily involved in the construction process.
5. 25% security to be submitted by the developer. Construction may begin once engineered drawings have been approved by Mackenzie County's Engineer and any deficiencies addressed and a pre-construction meeting has occurred between the developer and administration.
6. Once all subdivision conditions have been met, fees paid, and construction completed, the developer's engineer requests a Construction Completion Inspection. Construction Completion Certificate issuance marks the beginning of the two (2) year warranty period during which the developer is responsible for all maintenance of the newly constructed or upgraded infrastructure, this also includes snow removal for new roads. Mackenzie County will sign final documents and submit them to the applicant/landowners' surveyor, who will forward them to the Alberta Land Titles for registration.

TIMELINE

The timeline listed below is approximate and largely dependant on construction times.

1. Any urban or multi-lot subdivision – minimum 6 months to 1 year for registration of lots
2. Minimum 2 years from lot registration for Final Acceptance Certificate (FAC) issuance and return of security

ENQUIRIES

For questions regarding the subdivision process or to start an application please contact the Planning and Development Department located at the La Crete sub-office:

Mackenzie County
Planning and Development Department
9205 100 Street, La Crete, AB T0H 2H0
(780) 928-3983
subdivisions@mackenziecounty.com

Mackenzie County SUBDIVISION APPLICATION – Multi Lot

Office Use Only:
 Receipt No: _____ Application Received Date: _____ File No: _____
 Consultation Completed: Date: _____ Administration: _____

Name of Applicant/Agent		
Mailing Address		
City/Town		
Postal Code	Phone	Cell
Email Address		

Name of Registered Owner (if different from applicant)		
Mailing Address		
City/Town		
Postal Code	Phone	Cell
Email Address		

Legal Land Description(s): _____ Certificate of Title (CofT): _____
 (if required)

All or Part of:

QTR./LS.	SEC.	TWP.	RANGE	M.	or/ and	PLAN	BLK	LOT
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Current Parcel Size: _____ Proposed Number of Lots: _____ Size Range: _____

Type of Application:

Rural Multi-Lot Urban Multi-Lot Other: _____
 Residential Commercial/Industrial Other: _____

Is this application part of a phased development? no yes, phase number: _____

Location of Land to be Subdivided:

Is the land located within or adjacent to a hamlet boundary? no yes, _____
 Is the land located adjacent to a municipal boundary? no yes, _____
 Is the land located within 1.6 km (1 mile) of a provincial Highway? no yes, _____
 Is the land located within 1.6 km (1 mile) of a sour gas facility? no yes, _____
 Is the land bounded by or does it contain a water body? no yes, Please describe: _____



Physical Characteristics of Land to be Subdivided:

Topography of land (flat, rolling, low, mixed): _____

Vegetation on land (brush, tree stands, cleared): _____

Soil type (sandy, loam, clay, etc.): _____

Existing and Proposed Use of the Land:

Existing use of the land (residential, commercial, agricultural): _____

Proposed use of the land (residential, commercial, agricultural): _____

Land use district within the Land Use Bylaw: _____

Do the lot sizes meet the requirements within the Land Use Zoning? no yes

Will the parcel require rezoning due to the size or proposed use? no yes

If yes, what is the proposed zoning district? _____

Describe any existing buildings or services: _____

Describe any buildings or services to be demolished or relocated: _____

Services: (requirements to be discussed with administration prior to application submission)

Water

Type of Service	Existing	Proposed
Dugout		
Well		
Cistern & Hauling		
Municipal Service		
Other (Specify below)		

Sewer

Type of Service	Existing	Proposed
Open Discharge		
Sub-Surface (Field)		
Above Ground Septic Tank		
Sewage Lagoon		
Outdoor Privy		
Municipal Service		
Other (Specify below)		

Additional Requirements:

Has a tentative plan, prepared by a qualified surveyor been submitted? no yes

Is the applicant aware of any off-site levy/municipal reserve fees? no yes, initial: _____

Is the applicant aware of any deferred reserve on the subject lands? no yes, initial: _____

Authorization by Registered Owner and Applicant:

Signing of this application, by the registered property owner and applicant or agent (e.g. Surveyor or executor), authorizes Mackenzie County to circulate the application to affected parties as necessary to comply with the requirements of the Municipal Government Act (MGA). Affected parties include, but are not limited to, adjacent landowners, utility companies, government agencies, and surveyors.

Signing of this application also grants permission to Mackenzie County personnel to conduct site inspections of the property. Site inspections include, but are not limited to, land elevation and access review, including taking photos of the property.

I/We, _____ herby certify that

- I/We are the registered landowner(s), **OR**
- I/We are the agent authorized on behalf of the registered landowner,

And verify that the information contained within this application is full and true to the best of my/our knowledge and it is a true statement of the facts pertaining to the application for subdivision.

Applicant Name	Applicant Signature	Date
Registered Owner Name	Registered Owner Signature	Date
Registered Owner Name	Registered Owner Signature	Date

NOTE: Registered Owner(s) must sign even if an applicant/agent is acting on their behalf

The personal information on this form is collected in accordance with Section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of managing and administration of the subdivision application process. If you have any questions regarding the collection, use or disclosure of this information, please contact the FOIP Coordinator or (780) 927-3718.



