

*Subdivision in the  
Town of Blackfalds*

Box 220, 5018 Waghorn Street  
Blackfalds, Alberta TOM OJO  
(403) 885-4677

### ***What is a Subdivision?***

Subdivision is the legal process of dividing parcels of land into smaller lots. Once approved, new parcels are registered with the Land Titles Office of Alberta Registries and they issue a new *Certificate of Title* for each lot that has been created.

### ***Who Can Apply to Subdivide Land?***

Only the registered owner(s) of the land to be subdivided can apply. However, the registered owner(s) may authorize a person or agent to act on his or her behalf.

Although anyone can be appointed, an authorized person is usually an Alberta Land Surveyor, planning consultant, or lawyer. Regardless, the land cannot be subdivided without the consent of the registered owner(s).

Applications for land owned by a corporation, company or partnership require the signatures of all registered directors or partners.

### ***What Do You Need to Start the Process?***

The following information must be submitted at the time of application:

1. Completed Application Form
2. Key Plan and Tentative Sketch Plan
3. Certificate of Title
4. Application Fee, as follows:
  - 1 to 2 lots                 \$815
  - 3 to 5 lots                 \$1,075
  - 6 or more lots            \$1,075 for first 5 plus \$160/lot thereafter

Note: If the application is approved a fee is required to endorse the subdivision instrument. This fee is \$85/lot, payable at the time of endorsement.

### ***The Application Form***

The application form has a number of sections that must be completed in their entirety in order to be processed by the Town.

Be sure that your application includes the following necessary information about the land to be subdivided:

- Registered owner information
- Authorized person (applicant) information, if different than registered owner
- Legal description and the area of the parcel of land to be subdivided
- Proximity to a municipal boundary, watercourse, primary highway, or sour gas facility (see the application form for details).
- The existing and proposed use of the land, and the land's current zoning classification (available from the Town)
- A description of the land, including topography, vegetation, and soil

### ***The Application Form (con'd)***

- Any existing buildings/improvements on the land, the types of buildings, and if they are to remain on the site
- Registered owner authorization (when applicable) and right of entry.

### ***The Key Plan and Tentative Sketch Plan***

The application must be accompanied by one 8 ½" x 11" copy of a key plan showing the relationship between the land being subdivided and the neighboring lands, and one 8 ½" x 11" copy and three 20" x 30" copies of a tentative sketch plan of subdivision. Additional copies must be provided as requested.

### ***More About the Sketch Plan***

Sketch plans are to be drawn at 1:1000 scale and must include the following:

- The location, dimensions and boundaries of the land to be subdivided; and the location, dimensions, boundaries and area of each new lot to be created
- The location of any existing buildings or structures (e.g. houses, shops, barns, granaries, oil/gas facilities) and their distances from the nearest existing or proposed parcel or quarter section boundaries. Please indicate which buildings, if any, are to be removed.
- The location of existing water wells, dugouts, or other domestic water supplies.
- The location of existing utility or other rights-of-way and easements, and their ownership.
- The approximate size and location of any treed areas, water bodies (lakes, sloughs, ponds) and watercourses (rivers, creeks, or drainage ditches) that are located adjacent to or within the land to be subdivided.
- The location of any highways, secondary highways, municipal roads, lease roads, or rail lines.

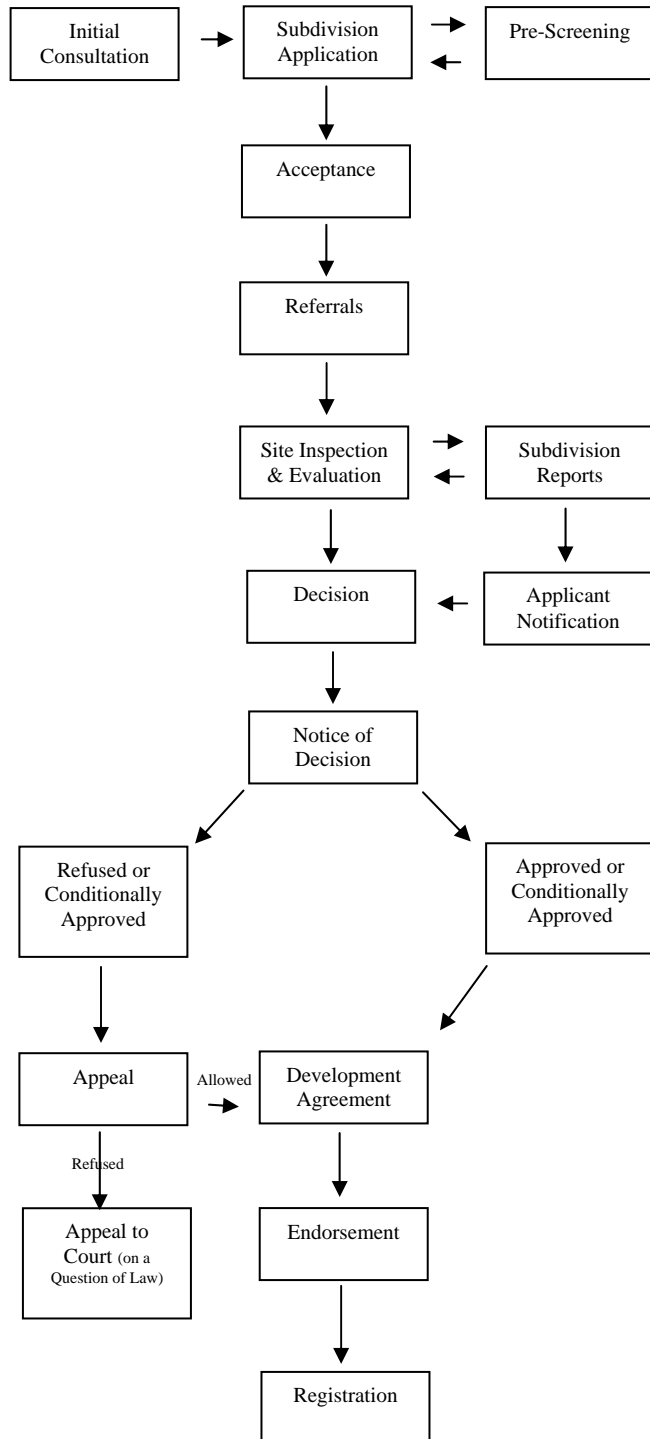
### ***Certificate of Title***

One copy of the current *Certificate of Title* will be required. Titles are available from your local registry office. There will be a charge for the title search.

### ***Application Fee***

The application fee, as set out previously, must accompany the completed application for subdivision.

## The Subdivision Process



### ***How Long Will the Process Take?***

In most cases, the Town has 60 days to make a decision on a subdivision application, and this is usually sufficient. In the event that a decision cannot be made in 60 days, the applicant may enter into a time extension agreement with the Town. If the applicant does not wish an extension, the application is deemed **refused** and may be appealed (see below).

### ***Who Gets Notified?***

The 60-day period includes a 40-day circulation period during which several agencies (e.g. the local school board, utility companies, and governmental departments) are notified of the application and allowed to identify any concerns or recommend conditions. A copy of the application is also circulated to all adjacent landowners for their comments.

### ***What Are the Issues Being Considered?***

Every application for subdivision is reviewed on the basis of site suitability and conformity with local and provincial planning legislation.

Some of the site issues to be considered include compatibility with adjacent land uses, servicing requirements, legal and physical access, circulation, and the potential for flooding or erosion.

Legislative considerations will include compliance with statutory plans (Municipal Development Plan, Area Structure Plans) and the Land Use By-law.

Compliance with the Municipal Government Act, the Subdivision and Development Regulations, and the Provincial Land Use Policies is also considered.

### ***Recommendations and Decision***

After a review of all the technical aspects and the comments of adjacent landowners and referral agencies are completed, a staff recommendation is made for Council's consideration.

The Council of the Town of Blackfalds makes decisions on subdivision applications. Council can approve the application, with or without conditions, or refuse it. If refused, Council may choose not to accept another application to subdivide the same parcel of land for six months.

### ***Can a Decision be Appealed?***

If your application is refused, or if you disagree with a condition of approval, you can appeal the decision within fourteen days.

If the land in question is located within close proximity to a highway, water body, sewage treatment plant, or waste management facility, appeals may be heard by the provincial Municipal Government Board. The local Subdivision and Development Appeal Board hears all other appeals. As part of the decision notice, the Town will indicate which Board the appeal should be directed to.

Either Board has the authority to uphold or reverse Council's decision, or to change the conditions of approval.

### ***Endorsement***

After a subdivision has been approved (either by Council or an appeal board) the applicant is responsible for ensuring that an acceptable final document (plan of survey, descriptive plan, or other document, is prepared by a certified Alberta Land Surveyor. The final document is then submitted to the Town for endorsement.

The Town will endorse the document only if the conditions of approval have been satisfied. Final documents must be submitted to the Town for endorsement **within one year of the date of approval.**

**Note:** The endorsement fee of \$85 per lot must accompany the final documents.

### ***Registration***

Once the Town has endorsed the final document, it is returned to the applicant or agent who is responsible for registering it with the Northern Alberta Land Titles Office in Edmonton. Documents must be registered **within one year of the date of endorsement.** Once registration is complete, Certificates of Title will be issued for the newly created lots.

It is important to note that the remnant parcel (the balance of titles lands not being subdivided) is counted as a lot. No fee is charged for any municipal reserve, school reserve, or public utility lot that is created.

### ***Further Information***

If you require more information, please contact the Town of Blackfalds at:

**Phone:** (403) 885-6237  
**Fax:** (403) 885-4610  
**Mail:** Box 220, 5018 Waghorn Street  
Blackfalds, Alberta TOM OJO  
**E-Mail:** [gail@blackfalds.com](mailto:gail@blackfalds.com)

Or, visit our website at [www.blackfalds.com](http://www.blackfalds.com)