

# Planning and Development Services

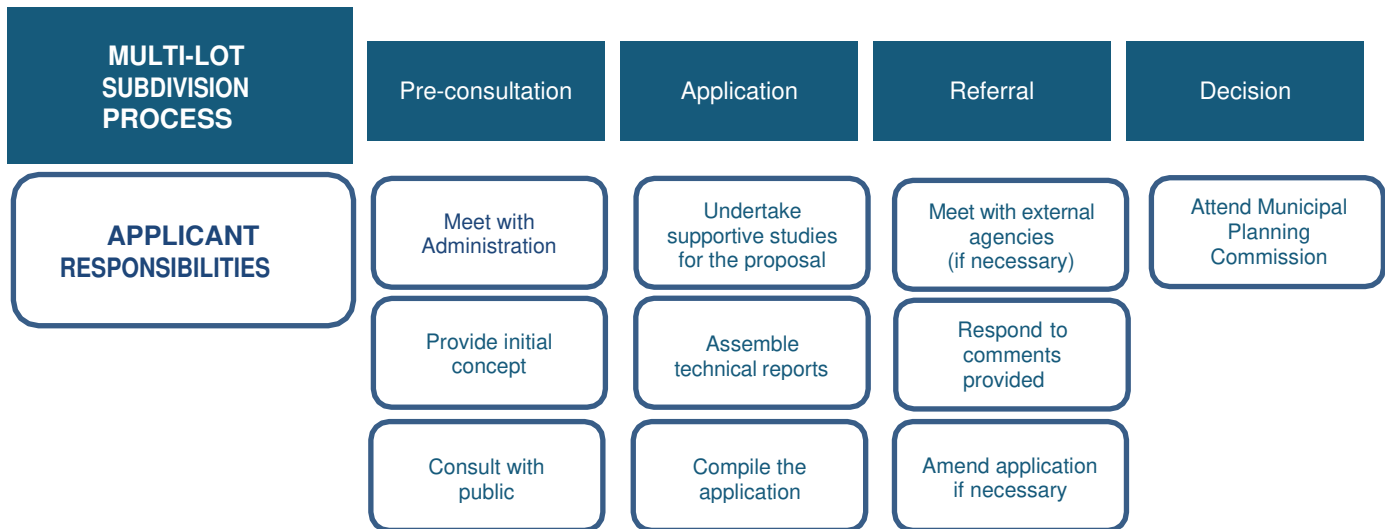
## Sturgeon County Multi-Lot Subdivision Application Package





## Multi-Lot Subdivision Application Process: What to expect

To develop a multi-lot subdivision, the Municipal Government Act and Land Titles Act require that the developer obtains approval from the municipality. Sturgeon County considers a “multi-lot subdivision” to be any subdivision that entails five (5) or more lots. Submission of a Multi-lot Subdivision Application can be a complex procedure and approval times vary from one application to another. To improve processing times, Sturgeon County has implemented the following process for applicants to follow.



### STEP 1: PRE-CONSULTATION

**Meet with County Administration:** Before an applicant submits a multi-lot subdivision application, Sturgeon County recommends a meeting with Planning and Development Services. At a minimum, the first pre-consultation meeting will provide the applicant with initial considerations to address. It is not uncommon for a series of meetings to occur within this process, as discussions with other departments provide input into this process. An applicant should prepare for the following:

- Meetings with Planning and Development Staff.
- Administration Input: Various Sturgeon County departments provide multi-disciplinary insight for the applicant to consider and address, including identification of what documents/studies are required as part of the application (e.g. TIA, Geotechnical Report, etc.).
- Regional Considerations: Provide perspective about the Edmonton Metropolitan Region Growth Plan and Land Use Framework.
- Funding and Levy Contributions: Administration will highlight the application fees and levy contributions that may arise.

**Public Consultations:** The applicant must demonstrate understanding of public considerations. If this has not previously been undertaken (e.g. during a preceding rezoning application), it is advisable to undertake public consultation before submitting a Multi-Lot Subdivision Application and incorporating the findings of the consultation and any mitigating measures as part of the application package.

The public consultation should preferably take the form of an open house. Advertising the event should at least entail the delivery of a notice of the event to all affected landowners in the vicinity of the subject property. (Administration will give guidance on which landowners should be involved and provide the contact addresses of these landowners.) In addition, depending on the scale of the proposed subdivision, an advertisement should be placed in a local newspaper.

At the event, the applicant should:

- Present the proposal and lead the discussion
- Be able to speak to the specifics of the proposal
- Provide copies of the proposal to the public

- Record contact details of attendees
- Ensure that feedback from the public is accurately recorded and incorporated into the subdivision application

## STEP 2: APPLICATION PROCESS

After initial dialogue with Planning & Development Services has occurred, the applicant should submit the required materials identified during the Pre-consultation Meeting(s). Planning & Development Services will then review the application package to determine if the components are complete and to an acceptable standard – a process which *takes approximately 2 weeks*. When the application is deemed complete, the applicant will be informed accordingly, the application fee will be processed (see Section II for requirements), the 60-day time limit set for the processing of the application will start and the referral process will commence.

The application package should comprise of the following:

- Multi-Lot Subdivision Application (application form and reasoning for making the application)
- Technical Supporting Documents
- Proposed plan(s) of subdivision
- Land Title Certificate(s) / Ownership Information
- Application Fee

## STEP 3: REFERRAL

**Internal and Outside Agency Referral:** After the application is processed, the Multi-lot Subdivision Application and supportive Technical Documents are reviewed by the County, the County's representatives and applicable external agencies (e.g. Alberta Transportation, Alberta Environment, neighboring municipalities) - requesting comments to be provided within 21 days. Planning and Development Services will monitor the status of agency responses, advise applicant(s) accordingly and call a meeting as necessary to deal with any issues/challenges.

Every application for subdivision is reviewed based on site suitability and conformity with local, regional, and provincial planning legislation. Some of the considerations include road access, traffic circulation, utility servicing and the potential for flooding or erosion. Legislative considerations include compliance with statutory plans (Municipal Development Plan, Area Structure Plans) and the Land Use Bylaw. Compliance with the Municipal Government Act, the Subdivision and Development Regulation and the Provincial Land Use Policies are mandatory.

**Amend, as required:** After the referral process is complete, the applicant will address any feedback received. If significant changes are necessary or additional application requirements are set, recirculation may be required.

The Municipal Government Act states that a municipality must make a decision on a subdivision application within 60 days of receiving a complete application. However, the review of multi-lot subdivision applications are time intensive, and the 60 days are normally exceeded. In such cases, the applicant has the option of deeming the application refused and appealing it to the Subdivision and Development Appeal Board/Land & Property Rights Tribunal or, enter into an agreement with the County to extend the timeline.

## STEP 4: DECISION PROCESS

Once the circulation of the application has been completed and comments addressed, Planning & Development Services will prepare a report and make a recommendation to the Subdivision Authority to make a decision. At the Subdivision Authority meeting (if applicable), the applicant may make a presentation, as may any other person wishing to do so. Written comments/concerns received by the Planning Department are included in Administration's summary. Upon considering all information presented, the Subdivision Authority will conditionally approve, refuse, or defer the application. If refused, the Subdivision Authority may choose not to accept another application to subdivide the same property for the following six months.

## STEP 5A: REFUSAL AND APPEAL

If the application is refused, or if the applicant disagrees with a condition(s) of approval, the decision or condition(s) may be appealed within fourteen (14) days after receipt of the written decision from the Subdivision Authority. Other than the applicant, only a Government department, County Council or a school authority may appeal a decision rendered by the Subdivision Authority. If the property is located within proximity to a highway, water body, sewage treatment plant or waste management facility, appeals will be heard by the provincial Land & Property Rights Tribunal. All other appeals are conducted by the local Subdivision and Development Appeal Board. The County will advise which Board the appeal should be directed to. Either Board has the authority to uphold/reverse MPC's decision or change conditions of approval.

## STEP 5B: APPROVAL AND DEVELOPMENT AGREEMENT

If the subdivision is approved, the applicant must enter into a Development Agreement with the County. The development agreement is a contractual agreement which pertains to the utility servicing of the multi-lot subdivision and/or the payment of any off-site servicing levies and allows the County to ensure that the developer fulfils the conditions imposed on the approval. Typically, the development agreement details how facilities and amenities will service the land, how the costs of servicing will be apportioned, the securities the County will require, and the construction schedule involved. Final engineering drawings for all municipal improvements form part of this agreement.

Once the County and the applicant have agreed to the terms of this agreement, Planning & Development Services will submit the agreement to Council for approval. Once the engineering drawings and agreement have been approved and signed, Planning & Development Services will ensure that the development agreement is registered on the land title certificate of the property.

## STEP 6: ENDORSEMENT OF SUBDIVISION

Once the applicant/developer has:

- (a) paid all sums owing to the County pursuant to the Development Agreement.
- (b) obtained Construction Completion Certificate(s) from the County for all the municipal improvements for the Subdivision Area, or
- (c) provided to the County 1.2 times the estimated cost of completion of all Municipal Improvements for which additional Construction Completion Certificates have not been obtained,

an endorsement package can be submitted to the County for review. The endorsement package normally consists of a plan of survey, utility rights-of-way and relevant restrictive covenants and caveats as stipulated within the Development Agreement. Once the final document has been endorsed by the County, it is returned to the applicant (or agent) who is responsible for registering it with Alberta Land Titles within one (1) year. Once registration is completed, land title certificates will be issued for the newly created lot(s).

# Multi Lot Subdivision Application Package

The following must be included for your application to be accepted by Sturgeon County. This checklist highlights the usual requirements involving a multi-lot *residential* development (R1, R2, R3, R4, or R6), a large scale *industrial* or *commercial* subdivision (redistricting to C1, C2, C3, DC, etc. where applicable).

**Application**

The application form must be completed in *full* to be processed. Applicants are encouraged to provide in a cover letter/separate report the reasoning for the layout of the proposed subdivision.

**Preliminary Consultation**

Meet with a Planning Officer to discuss your application and to determine which items, if any, are required IN ADDITION to the mandatory requirements.

**Outstanding Requirements**

If applicable, any outstanding requirements determined during the previous rezoning process must also be submitted at this stage.

**Proposed Plan for Subdivision**

All multi-lot subdivision applications MUST contain a Proposed Subdivision Plan(s).

**Land Title Certificate**

A *current* land title certificate of the property being subdivided (i.e. within 1 month) must be included.

**Landowner Authorization**

The Applicant Authorization is required when the applicant is NOT the registered landowner of the property. This includes if a surveyor making application on behalf of a developer.

**Right of Entry Authorization**

The Right of Entry Authorization form must be signed by the registered landowner(s), authorizing Sturgeon County personnel to enter the property to conduct a site inspection.

**Application Fee**

The non-refundable application fee must be paid at time of the application.

**Presence or Absence of Abandoned Oil & Gas Wells**

Include a map from the Alberta Energy Regulator which verifies whether the property has an abandoned oil and gas well located on it. Visit <https://extmapviewer.aer.ca/AERAbandonedWells/Index.html> and refer to the *Alberta Energy Regulator Abandoned Well Map Viewer*.

**Additional Documents**

Provide any additional caveats, right-of-way plans, reports, etc. referenced on the Land Title Certificate.

## SUBDIVISION PLANS

### Submit the following as separate plans:

- (a) Proposed Subdivision Plan (showing all lot sizes and measurements – requirements below)
- (b) Location Plan (requirements below)
- (c) Concept Plans (requirements below)

## REQUIREMENTS FOR PROPOSED SUBDIVISION PLANS

Note: All multi-lot subdivision applications must contain a Proposed Subdivision Plan(s)

Professionally completed drawing.

- Hamlets or Industrial Districts: Minimum scale of 1:1000
- All other Land Use Districts: Minimum scale of 1:2000

### This plan is to cover the ownership area and details of the proposed lots and shall clearly show all of the following:

1. General Subdivision Information
    - The accurate location, dimension and boundaries of the property and each proposed lot to be created
    - Legal land description (quarter section and/or plan/lot/block)
    - North arrow
  2. Plan Details
    - The location, area, and proposed dimensions of each new lot to be created
    - Municipal, environmental, or school reserve land, if any. Identify reserve area(s) in accordance with Section 666(1) of the MGA
    - Roads and points of access to all the proposed lots
    - The proposed lots and blocks are to be numbered
    - Streets shall be identified as such and street widths labeled. Street names shall also be identified (see Sturgeon County's *Subdivision and Road Naming Procedure*)
    - In some cases, building envelopes may be required to be shown
  3. Contours
    - Contour information at an interval of not more than 1.0 meter is to be separately superimposed over the tentative plan, and the contour data is to be related to a geodetic datum where possible.
  4. Existing Development/Buildings
    - The location and dimension of all existing buildings or structures on the land to be subdivided and/or any other building or structures on adjoining, or in the immediate vicinity of the land to be subdivided.
  5. Roadways and Easements
    - The location, dimensions, numbers, names and other designations of any:
-

- The existing and proposed access to proposed parcel(s) and the remainder of the property.
- Highways/Secondary Roads
- Public Roadways
- Right-of-way of each public utility and other rights-of-way or easements on or in the immediate vicinity of the land to be subdivided (ex. pipelines and/or power transmission or distribution lines with ownership noted accordingly)

*In those instances where the property is affected by a surveyed road plan or a pipeline right-of-way plan, the applicant must submit a copy of these plans if applicable (obtain from Alberta Registries Office).*

6. Airport Vicinity Protection Areas(A.V.P.A.)

- Where the proposal lies within an Airport Vicinity Protection Area, the applicant shall plot the N.E.F. contour lines as they relate to the subject lands.

7. Canada Land Inventory Rating(C.L.I.)

- The Canada Land Inventory rating denoting the soil capability for agriculture is required and is to be provided and plotted on the tentative plan.

8. Sour Gas Facilities

- In accordance with Section 5 of the Subdivision/Development Regulation, if an application for a proposed subdivision is sited or situated within 1.5 kilometers of a sour gas facility, the tentative plan must identify the sour gas facility.

9. Natural and Man-Made Features

- The location, siting and plotting of natural and man-made physical features

Man-made features such as:

- Waterbodies
- Gravel working and/or clay pits
- Water holes
- Major drainage ditches
- Agricultural land (land under cultivation)

Natural features such as:

- Sloughs and/or other bodies of water
- Rivers, creeks and intermittent streams
- Muskeg or swamp
- Organic area
- Subsidence information on valley banks
- Top of bank
- Wooded area
- Other features

## REQUIREMENTS FOR LOCATION PLAN

Location plans shall show the location of the proposed subdivision in its context within the County, showing adjacent lands and significant features (highways, roadways, waterbodies, other subdivisions, etc.)

## REQUIREMENTS FOR CONCEPT PLANS

Along with the Proposed Subdivision Plan and Location Plan, submit the following as separate plans:

1. Open Space, Municipal/Environmental/School Reserve and Landscaping Plan

- Identify applicable reserve area(s) in accordance with Sections 666 and 667 of the Municipal Government Act



## 2. Roadway Network Plan

- Access – the existing and proposed access to proposed parcel(s) and the remainder of the property
- Road type and width required
- Road names and subdivision name are required before the Subdivision Authority makes a decision on the subdivision application

## 3. Stormwater Management Plan

- Describe type of system (e.g. curb and gutter)
- Ditches or pipes –illustrate locations on map
- Managing stormwater on site – confirmation that this will not affect adjacent properties. The following issues need to be considered:
  - Is a pond proposed?
  - Existing low area to be used?
  - How much land is required? Is enough land supplied?
  - Flows must be reduced to pre-development flow before it leaves the property
  - How will it be controlled before being discharged off-site?
  - PULs, MR required, ER, road and ROW widths need to be indicated on the plan.
  - If any information was previously submitted with the rezoning application, the subdivision outline plan must say this and tell where it can be found.
- Stormwater pond must form part of a PUL and not indicated as part of MR
  - If additional phases, how will stormwater fit in the overall plan?
- Separate Consultant’s Report on the following:
  - Proposed methods of handling surface drainage for the subdivision area and any other land area that may be affected by the proposal.
  - Where a stormwater impoundment area is involved, information must be submitted as to the dedication of reserve or utility lands in and around the area.

## 4. Water and Sewer Servicing Plan

- The location of existing services on the property and proposed connection points (i.e. water, sewer, drainage).
- Sanitary Sewer – conceptual map showing connection points.
  - Describe type of sewer system (e.g. 6” low pressure sanitary force main along Sturgeon Road)
- Separate Consultant’s Report on the following:
  - The availability and method of providing the proposed area of subdivision with a suitable and satisfactory supply of potable domestic water and the arrangements concerning the maintenance of such a system after installation.
  - The intended method of providing sewage disposal facilities to each of the proposed parcels within the proposed subdivision and the arrangements which will be made as to the maintenance of such a system after installation. The data in question is also to cover storm sewers and information concerning the capacity of the municipality's existing facilities.
  - Arrangements made to effect the collection and disposal of solid waste within the area proposed to be subdivided.

The applicant/owner may be required to provide satisfactory data in the form of a qualified consultant's report, with respect to the following:

- Emergency Response plan** – availability of fire, ambulance, and police protection
- School** – Where applicable, written evidence from a school authority indicating whether accommodation is available for the use of families to be resident with the proposed subdivision.
- Subdivision Amenities** (if applicable):
  - Street lighting
  - Mailbox location
  - Entrance sign – location, on road right-of-way is preferred (wider than usual at that location)
  - Municipal Reserve – location of MR must be shown on map
    - MR must have street frontage, must comply with Open Space Plan
    - Stormwater pond must be part of PUL not part of MR
  - Perimeter Fencing



# Multi-Lot Subdivision Application

Date Accepted   
Application Fee:

Office Use Only

Receipt Number:   
File Number:

**This form is to be completed in full (wherever applicable) by the registered owner of the land, the subject of the application, or by an authorized person acting on his/her behalf.**

## General Subdivision Information

Name of registered owner(s) of land to be subdivided:

Address:

Postal Code

Telephone:

Email:

Authorized person(s) acting on behalf of registered owner:

Address:

Postal Code:

Telephone:

Email:

## LEGAL LAND DESCRIPTION AND PROPERTY INFORMATION

All/part of the   $\frac{1}{4}$  Sec.  Twp.  Range  West of the  Meridian  
Lot  Block  Plan  Land Title No.

Municipal Address

Total parcel size as found on the certificate of title:  hectares  (acres)

Total number of *phases* to be created:

Total number of *lots* to be created:

Current phase number and current number of lots:

## Freedom of Information and Protection of Privacy (FOIP) Act

The personal information provided will be used to process the application and is collected under the authority of Section 653 of the Municipal Government Act, Section 5 of the Subdivision Development Regulation and Section 33 ( c ) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. Personal information you provide may be recorded in the minutes for the Municipal Planning Commission. If you have any questions about the collection and use of this information, please contact the Sturgeon County's Access & Privacy Officer at 9613 – 100 Street, Morinville, Alberta, T8R 1L9 (780) 939.4321.

Registered Owner (s) or person acting on his behalf

I/We

hereby certify that

Full name in block capitals.

I am the registered owner, or

I am the agent authorized to act on behalf of the registered owner  
(If acting on behalf of the Landowner, include the signed authorization form)

And that the information given on this subdivision application package is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision approval.

I/We grant consent for an authorized person of Sturgeon County to communicate information electronically as per Section 608 (1) of the Municipal Government Act, R.S.A. 2000., c.M-26

[Signature line]

Signature of Registered Landowner

[Signature line]

Signature of Registered Landowner

Right of Entry Authorization

Owners consent to the Right of Entry by an authorized person of Sturgeon County for the purpose of a land site inspection relative to a proposed subdivision application.

Section 542(1) of the Municipal Government Amendment Act stipulates that:

"If this or any other enactment of a by-law authorizes or required anything to be inspected, remedied, enforced or done by a municipality, a designated officer of the municipality may, after giving reasonable notice to the owner or occupier of land or the structure to be entered to carry out the inspection, remedy, enforcement or action.

(a) entersuch land or structure at any reasonable time andcarry out the inspection."

In accordance with this Section and the County's subdivision application requirements, it is necessary that this form be completed and returned with your application submission.

I/We,

grant consent for an authorized person of Sturgeon County to enter upon the property for a site inspection and evaluation regarding the proposed subdivision.

Indicate any safety issues or special concerns on your property (i.e. guard dog):

Dated this [ ] day of [ ], 20 [ ]

[Signature line]

Signature of Registered Landowner

[Signature line]

Signature of Registered Landowner

Freedom of Information and Protection of Privacy (FOIP) Act

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## Applicant's Authorization

I/We, \_\_\_\_\_ being the registered owner(s) of lands legally described as:

All/part of the \_\_\_\_\_ ¼ Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Range \_\_\_\_\_ West of the \_\_\_\_\_ Meridian

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Municipal Address \_\_\_\_\_

do hereby authorize \_\_\_\_\_

to make application for subdivision and subsequent endorsement affecting the above noted property.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Registered Landowner

\_\_\_\_\_  
Signature of Registered Landowner

## Abandoned Oil and Gas Wells – Process for Subdivision Applications

Applicants must search for abandoned wells on the subject property. Along with this application, you must submit:

- The **map** from the Alberta Energy Regulator website identifying the location(s) or confirming the absence of any abandoned oil and gas wells within the property on which the subdivision is proposed.

This information can be obtained by either:

Contacting the Energy and Environmental 24-hr Response Line at 1-855-297-8311 (toll free) **Or**

Online using the Abandoned Well Map Viewer at:

<https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>

In accordance with the Alberta Regulation 160/2012 and the subdivision application process, complete below:

I/We \_\_\_\_\_ hereby declare that

*Full name in block capitals*

- I **do not** have an abandoned well site(s) on my subject property, and I have reviewed the information from the AER. OR

- I **do** have an abandoned well site(s) located on my property and I must meet the requirements as set out in the AER's Directive 079. <https://static.aer.ca/prd/documents/directives/Directive079.pdf>

\_\_\_\_\_  
Signature of Registered Landowner

\_\_\_\_\_  
Signature of Registered Landowner

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Email: [PandD@sturgeoncounty.ca](mailto:PandD@sturgeoncounty.ca)

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**APPLICATION FEE INFORMATION**

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**Credit Card Information:**

Visa:

MasterCard:

CARD NUMBER:	EXPIRY DATE: MONTH, YEAR
NAME THAT APPEARS ON THE CARD:	
SIGNATURE OF CARDHOLDER:	

The personal information provided will be used to process the above application and is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions about the collection and use of this information, please contact the Sturgeon County Access and Privacy Coordinator at 9613 – 100 Street, Morinville, Alberta, T8R 1L9 (780) 939.4321 or [foip@sturgeoncounty.ca](mailto:foip@sturgeoncounty.ca)