

# Planning & Development Services

## Sturgeon County

# Subdivision Application Package

(For proposals involving 1 to 4 parcels and/or property line adjustments)





# PART I – INSTRUCTIONS

**Read Entire Document Before Completing Application!**

## A) Introduction

**Subdivision** is the process of dividing a property into smaller properties following County and Provincial regulations. For example, an ‘*agricultural*’ quarter-section within Sturgeon County may *generally* be split in half to create two ±32 hectare (80 ac) properties, with the option of further creating a smaller residential property within *each* of the ±32 hectare (80 ac) properties – for a combined maximum of four. Other land uses districts (e.g. hamlets, country residential communities, industrial parks, etc) have different subdivision regulations. Each newly-created property will ultimately be issued with its own land title certificate, assuming you satisfy various obligations within one year – the most typical of which are outlined further within this document. For more information, first determine your property’s zoning, then view the Land Use Bylaw’s specific regulations online at [www.sturgeoncounty.ca](http://www.sturgeoncounty.ca) and/or arrange a meeting with the County’s Planning Officer by phoning 780-939-8275 or emailing [PandD@sturgeoncounty.ca](mailto:PandD@sturgeoncounty.ca).

**Subdivision Authority (SA)** is the authority established by Sturgeon County Council to make decisions on subdivision applications.

## B) Important Considerations Before Proceeding

### **Compliance with Land Use Bylaw**

All development and land uses (such as businesses) on both proposed *and* existing parcels must be in (or come into) compliance with current regulations. For example, obtaining necessary permits; any buildings that do not meet property line setback requirements could necessitate a variance or in some infrequent instances, even re-locating or demolition.

### **Road Dedication and Acquisition**

In most cases, landowners must provide land for future road upgrades (generally five meters parallel to the road). Specifically, the County’s “Grid Road Right-of-Way Dedication & Acquisition” policy implies:

- Land *Dedication* (i.e. via plan of survey without compensation) will be applied:
  - When the adjacent road has been identified for improvements within the next five years; *or*
  - When the proposed use of the land is *not* for agricultural production (e.g. for an acreage); *or*
  - When the land has been identified within an approved “Functional Road Plan”.
- Land *Acquisition* (i.e. via land acquisition agreement with *future* compensation) will be applied:
  - When the land has not been identified for improvements within the next five years; *and*
  - When the proposed use of the land is for agricultural production.

Alberta Transportation has similar policies for land adjacent highways (requiring up to 30+ meters). See below...

### **Consultation with Alberta Transportation and Economic Corridors**

As implied above, if your property is located within 1.6 kilometers of a provincial highway, ensure you are aware of any land dedication, land acquisition, or any other potential requirements by consulting Alberta Transportation.

### **Money in Lieu of Municipal Reserve**

Money (in lieu of municipal reserve land) must be provided equivalent to the assessed value of 10% of any proposed parcel between 0.8 and 16 hectares (1.98 to 39.5 ac) in size. For example (only), if a one hectare parcel is subdivided, the calculation could be: 0.1 hectare (i.e. 10%) X \$15,899.56 per hectare (i.e. sample assessed value of land) = \$1,589.96 to be paid. This money is used for developing public amenities throughout the County.

### **Approach Upgrades**

Any existing substandard approach(es) must be upgraded to meet modern engineering specifications – based upon recommendations of Engineering Services staff during their first site inspection. Like all other approval conditions, you will generally have one year to fulfill this obligation and request a second inspection. Should you wish to register the new subdivide property prior to fulfilling this obligation, the County can accept a refundable deposit to ensure your obligations are fulfilled.

### **Proving Site Developability**

Is your proposed property actually developable? Is your property near a historical coal mine? Or does your property have a steep slope? Are there any active (or abandoned) oil or gas wells/pipelines which could impact your building footprint? Could the property dimensions adequately accommodate a house plus features such as a garage and septic system which complies with regulations? Is the property potentially prone to flooding or erosion? If uncertain, the County may require to you hire a qualified consulting professional at your expense to prepare a geotechnical assessment or similar.

### **Private Sewage Systems**

All existing private sewage systems must be in (or come into) compliance with the current *Alberta Private Sewage Systems Standards of Practice*.

### **Corporate Property Owners**

If the registered landowner is a company, provide the names of directors and shareholders, along with the mailing address of the company, by submitting a printout of the Corporate Registry prepared by Service Alberta (visit [www.servicealberta.ca](http://www.servicealberta.ca) or phone 780-427-7013).

### **Municipal Addressing**

The current municipal address is subject to change, and where applicable, additional municipal addresses will be assigned. All costs for address changes are the responsibility of the applicant.

## C) Fees and Other Expenses

**NOTE:** Unless otherwise stated, fees are non-refundable and subject to change without notice.

### Subdivision Application Fee (paid when submitting application)

Fee to subdivide one parcel	\$3,000
Fee per additional subdivided parcel	\$200 (for <i>each</i> additional parcel)

### Fees and Deposits (paid after approval)

Endorsement Fee	\$250
Refundable <i>Gravel</i> Approach Upgrade Deposit	Each \$2,000 (only if required)
Refundable <i>Paved</i> Approach Upgrade Deposit	Each \$8,000 (only if required)
Approach Re-Inspection Fee (charged if more than two approach inspections are necessary)	\$200 (only if required)
New Parcel Fee (note: also applies to property line adjustments)	\$600 (for <i>each</i> new parcel)
Property Taxes	Any Outstanding Arrears
Money in Lieu of Municipal Reserve (see explanation further above on <i>this</i> page)	10% of Assessed Value

## Additional Fees (if applicable)

Septic System Upgrade Deposit	\$7,500 or 25% of a qualified contractor's quote (whichever is greater)
Private Sewage Inspection Fee (after a septic system has been replaced/relocated)	Call Superior Safety Codes (780-939-8276)
Appeal to the Subdivision & Development Appeal Board	\$100
Appeal to the Land & Property Rights Tribunal	No Charge
Application Amendment Fee	50% of Application Fee
Extension of Subdivision Approval	
First subdivision extension	0.5 Hours of Professional Time
Second or further subdivision extension	\$250

**Note:** Other fees will be incurred from surveyors and/or provincial agencies in relation to completing this process.

## D) About the Process

1. **Read this entire document.** Should you require any clarification, arrange a meeting with the County's Planning Officer (by emailing [PandD@sturgeoncounty.ca](mailto:PandD@sturgeoncounty.ca) or phoning 780-939-8275), who can provide additional guidance which can prevent surprises and save you time, money and effort!
2. Complete and submit your application package, ensuring you enclose all items referenced in the "Checklist".
3. You will receive a letter confirming that your application package is "complete". Your application will be circulated to various stakeholders including adjacent landowners, County departments, and other agencies for their feedback and requirements.
4. Sturgeon County Engineering Services staff will conduct a site assessment, analyzing your proposal from their perspective of developability, drainage, access, etc.
5. Once stakeholder feedback has been returned, staff will prepare a report for the Subdivision Authority. The report will describe your proposal, summarize stakeholder feedback, rules and regulations, and include a staff recommendation to either 'refuse' or 'conditionally approve' your application.
6. The Subdivision Authority will either 'refuse' or 'conditionally approve' your application. Please note that an approved application may differ from what was applied for.

## E) After a Decision

After the Subdivision Authority makes their decision, the following describes what usually happens next:

### Your application was: **NOT APPROVED**

- 1) You will receive a decision letter approximately one week after the Subdivision Authority has made a decision, outlining the reasons for refusal. After receiving the letter, you have 14 days to register your appeal. See instructions within decision letter.

### Your application was: **APPROVED CONDITIONALLY**

- 1) You will receive a decision letter approximately one week after the Subdivision Authority has made a decision, outlining your conditions of approval. Review these conditions of approval and stamped drawing.
  - Should you *disagree* with any particular condition (or with the subdivision drawing layout), after receiving the letter, you have 14 days to register your appeal. See instructions within decision letter.
  - Should you *agree* with all conditions, you have one year to fulfill these obligations (see below).
- 2) Conditions of subdivision approval are your responsibility and *usually* (but not always) involve tasks such as:
  - Settling any property tax arrears;
    - *Tip:* If this is applicable, contact the Financial Services department to process the payment.
  - Hiring an Alberta Land Surveyor to prepare a survey;
    - *Tip:* To find a surveyor, visit the Alberta Land Surveyor's Association website at [www.alsa.ab.ca](http://www.alsa.ab.ca) or phone 1-800-665-2572.
  - Dedicating a segment of land to the County/Province for road/highway widening purposes;
    - *Tip:* Surveyors assist when land is required by plan of survey, while County/Provincial staff will prepare land acquisition agreements for your signature.
  - Hiring a contractor to upgrade existing approaches/culverts to meet modern engineering specifications;
    - *Tip:* Collaborate with Engineering Services in advance to clarify the scope of upgrades required (phone 780-939-1323).
  - Signing various caveats/agreements;
    - *Tip:* The County can only prepare such documents *after* receiving your surveyor's drawing.
  - Bringing all affected properties into compliance with current County/Provincial policies;
    - *Tip:* Contact the County's Development Technician for assistance with development permits/variances by emailing [PandD@sturgeoncounty.ca](mailto:PandD@sturgeoncounty.ca) or phoning 780-939-8275.
    - *Tip:* Contact a plumbing contractor for assistance with septic system upgrades. Note: A permit is first required from the County's agent, Superior Safety Codes (phone 780-939-8276).
  - Paying various fees (e.g. money in lieu of municipal reserve, new parcel fee, endorsement fee, etc);
    - *Tip:* County staff will request applicable payments as your final step.
  - Any other conditions determined necessary to satisfy County/Provincial policy;
    - *Tip:* Check your decision letter, and consult the County's Planning & Subdivision Technician should you require clarification by emailing [PandD@sturgeoncounty.ca](mailto:PandD@sturgeoncounty.ca) or phoning 780-939-8275.

**Note:** In most instances, once you receive your decision letter from the Subdivision Authority confirming your conditions of approval, your first priorities should usually include hiring an Alberta Land Surveyor (to prepare a survey drawing) and hiring a contractor to upgrade any existing substandard approaches. Once those are completed, the County is typically in a position to prepare applicable documentation and will schedule an "endorsement" appointment for you to sign paperwork and pay applicable fees.

# PART II – APPLICATION FORM



## Application for Subdivision (For proposals involving 1 to 4 parcels and/or property line adjustments)

Office Use Only

Initial Date Submitted:       Application Fee: \$       Receipt No:   
Date Accepted as "Complete":       File Number:

**Complete in full (where applicable):**

<p>Name of registered <b>owner(s)</b> of property to be subdivided:</p> <input type="text"/>	<p>Mailing address (including postal code):</p> <input type="text"/>	<input type="text"/>
	<p>Telephone:</p> <input type="text"/>	<input type="text"/>
	<p>Email:</p> <input type="text"/>	<input type="text"/>
<p>(If applicable): Name of authorized <b>applicant(s)</b> acting on behalf of above owner(s):</p> <input type="text"/>	<p>Mailing address (including postal code):</p> <input type="text"/>	<input type="text"/>
	<p>Telephone:</p> <input type="text"/>	<input type="text"/>
	<p>Email:</p> <input type="text"/>	<input type="text"/>

**PROPERTY INFORMATION:**

All/part of the:  ¼ Sec:  Twp:  Range:  West of the: <sup>th</sup> Meridian  
OR Lot:  Block:  Plan:  Land Title #

Municipal Address of Property:

Total existing property size (states on land title certificate):  hectares  acres

What is the purpose of subdivision (check all that apply):  
 Property Line Adjustment     New Agricultural or Residential Property     New Industrial or Commercial Property     Other

**Detailed Description :**

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

The personal information provided will be used to process the application for subdivision 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*. If you have any questions about the collection and use of this information, please contact the Sturgeon County Access and Privacy Officer at 9613 – 100 Street, Morinville, Alberta, T8R 1L9; or phone 780-939-8366.

# Applicant's Authorization (Complete only if another party is making application on landowner's behalf)

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

All/part of the: \_\_\_\_\_ ¼ Sec: \_\_\_\_\_ Twp: \_\_\_\_\_ Range: \_\_\_\_\_ West of the: \_\_\_\_\_<sup>th</sup> Meridian

OR Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Municipal Address of Property: \_\_\_\_\_

do hereby authorize \_\_\_\_\_ to make an application for subdivision and subsequent endorsement affecting my/our above noted property.

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

Signature(s) of ALL Registered Landowners

_____	_____	_____
_____	_____	_____

## Abandoned Oil and Gas Wells (Mandatory)

Attach a map from the Alberta Energy Regulator's Abandoned Well Map which clearly demonstrates whether or not the property has any abandoned oil or gas well(s) on it.

(Note: A map can be obtained online at <https://geodiscover.alberta.ca/geoportal/#searchPanel> or phone the AER's Customer Contact Centre at 1-855-297-8311).

In addition to attaching this map, check one box below:

I do not have any abandoned oil or gas well site(s) on the property.

OR

I do have an abandoned oil or gas well site(s) located on the property and, when developing in the future, must meet the setback and other potential requirements of the AER's Directive 079.

(See: <https://www.aer.ca/regulating-development/rules-and-directives/directives>)

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

The personal information provided will be used to process the application for subdivision 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*. If you have any questions about the collection and use of this information, please contact the Sturgeon County Access and Privacy Officer at 9613 – 100 Street, Morinville, Alberta, T8R 1L9; or phone 780-939-4321.



## Drinking Water Supply (Mandatory)

Indicate the existing type of water supply on your property (Note: Additionally, please illustrate the specific location in your attached aerial photo):

<input type="checkbox"/>	No Existing Drinking Water Supply
<input type="checkbox"/>	Ground Water Well
<input type="checkbox"/>	Water Cistern (Hauling)
<input type="checkbox"/>	Municipal Water-Line
<input type="checkbox"/>	Other (specify): _____

Note: The Alberta Water Wells Database can be found at <http://groundwater.alberta.ca/WaterWells/d/>

## Sewage Disposal (General Information)

As a condition of subdivision approval, existing sewage systems must comply with the below setbacks, and may have to be inspected to verify. Should the system *not* comply, you will be required to either upgrade, relocate or replace your system (at your expense). It is recommended that you research installation costs with accredited private sewage contractors.

	Property Lines	Drinking Water Source (Well or Cistern)	Building (Any subject to Alberta Building Code)	Septic Tank	Water Course (Lake or Stream)
<b>Holding Tanks:</b>	1m (3.25 ft)	10m (33 ft)	1m (3.25 ft)		10m (33 ft)
<b>Treatment Mound:</b>	3m (10 ft)	15m (50 ft)	10m (33 ft)	3m (10 ft)	15m (50 ft)
<b>Field System:</b>	1.5m (5 ft)	15m (50 ft)	Varies	5m (17 ft)	15m (50 ft)
<b>Open Discharge:</b>	90m (300 ft)	50m (165 ft)	45m (150 ft)		45m (150 ft)
<b>Lagoons:</b>	30m (100 ft)	100m (330 ft)	Varies		90m (300ft)
<b>Packaged Sewage Treatment Plants:</b>	6m (20 ft)	10m (33 ft)	1m (3.25 ft)		10m (33 ft)

Excerpt from: *Alberta Private Sewage Systems Standards of Practice 2015*

**If you have questions regarding sewage disposal, consult either:**

**Alberta Municipal Affairs**

Toll Free: 1-866-421-6929

OR

**Superior Safety Codes Inc.** (Sturgeon County's Agent)

Telephone: 780-489-4777

Toll Free: 1-866-999-4777

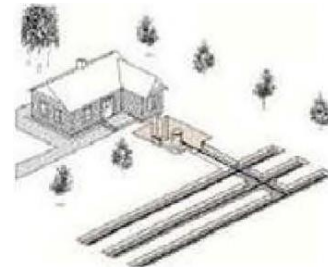
# Sewage Disposal (Mandatory)

Indicate the existing type of sewage disposal on your property (Note: Additionally, please illustrate the specific location in your attached aerial photo):



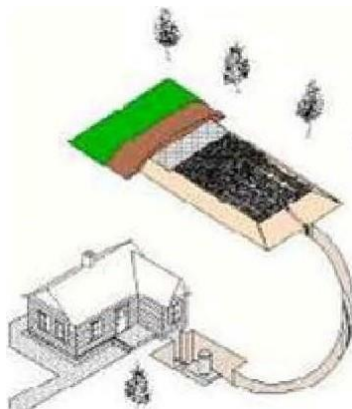
**Open Discharge (Pump Out) System**

A system designed to discharge effluent to the ground surface to accomplish evaporation and absorption of the effluent into the soil.



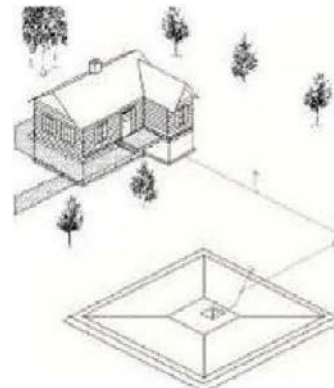
**Disposal Field**

A system of treatment and disposal that distributes effluent within trenches containing void spaces that are covered with soil.



**Treatment Mound**

A system where the effluent treatment area includes a bed of sand and is built above ground to overcome limits imposed by proximity to water table or bed rock, or by highly permeable or impermeable soils.

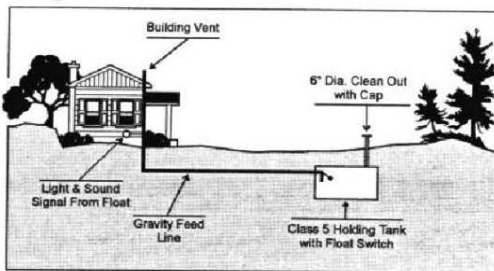


**Sewage Lagoon**

A shallow artificial pond for the stabilization of sewage or effluent.

**No existing sewage disposal.**

**Municipal Sanitary Line**



**Holding Tank**

A system where sewage or effluent is retained in a tank until it can be transferred into mobile equipment for disposal elsewhere.



**Other:** \_\_\_\_\_

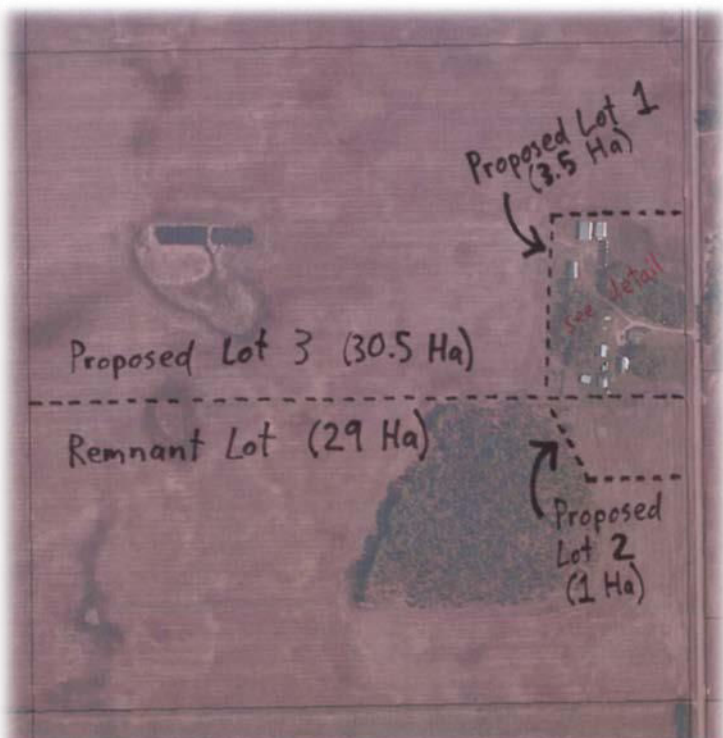
Provide a description and drawing if none of the listed descriptions apply to you.

## Aerial Photographs (Mandatory)

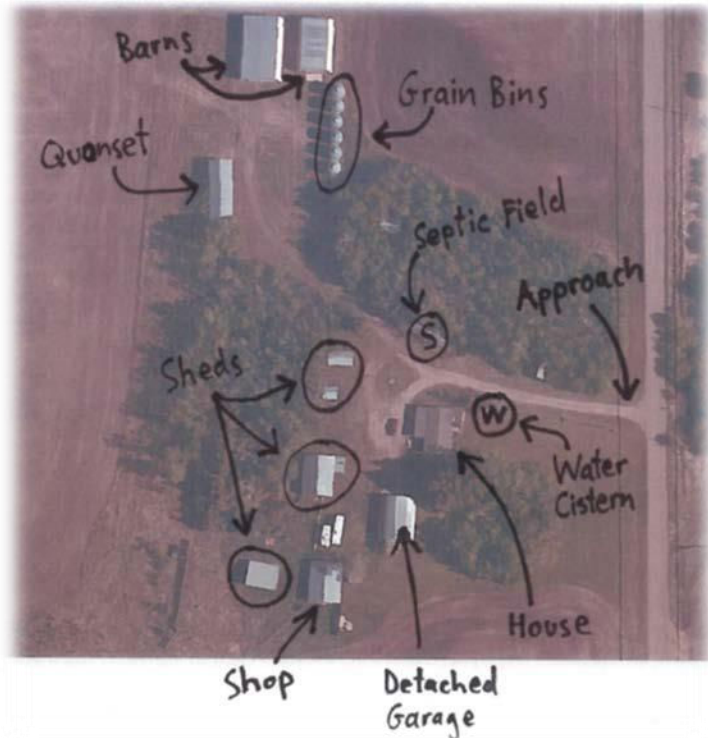
Attach two up-to-date aerial photographs, which you can obtain from the *Sturgeon Gateway Property Viewer* (<https://sturgeoncounty.maps.ca>) or *GoogleMaps* ([www.google.ca/maps](http://www.google.ca/maps)). If you do not have internet access, please contact the County's Planning & Subdivision Technician by phoning 780-939-8275 for assistance.

1. On the first aerial photograph, you must indicate the location of the proposed subdivision/proposed lots (*see below-left*)
2. On the second aerial photograph, you must label the existing features as listed below: (*see below-right*)
  - Existing buildings and structures (e.g. houses, garages, shops, barns, granaries, oil and gas facilities); (Note: If any are to be removed, please specify).
  - Existing water wells or water cisterns;
  - Existing septic systems;
  - Existing utility or other right-of-way and easements (and their ownership).
  - Existing approaches.
  - Any significant topographical (or other) features that you believe may impact the proposed subdivision.

(Below-left: Sample aerial photo illustrating proposed subdivision.



(Below-right: Sample aerial photo illustrating existing features/development.



## Right of Entry Authorization (Mandatory)

Read the following statement, and check the box if you agree:

I/we grant consent for an authorized person of Sturgeon County to enter upon the property to conduct a site inspection regarding this subdivision application.

Indicate any safety issues or special concerns on your property (e.g. guard dog, electric fence):

## Affidavit (Mandatory)

I/We,  hereby certify that

I am the registered owner,

**OR**

I am the agent authorized to act on behalf of the registered owner,

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(s) of registered landowner(s) or applicant(s):**


## Application Checklist

In *addition* to fully-completing and submitting this application form, ensure the following mandatory items are submitted:

- Subdivision Application Fee** – see page 2 for details.
- Attached Abandoned Oil and Gas Well Map** – see page 6 for details.
- Attached Aerial Photographs** – see page 9 for details.
- Land Title Certificate** – available at any Alberta Registries office. Must be up-to-date within one month.
- Corporate Registry (if landowner is a company)** – available from Service Alberta. See page 2 for details.
- Additional Registered Documents** – provide a print-out of any additional caveat(s), right-of-way plan(s), report(s) or other documents referenced on your land title certificate.

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

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**SINGLE LOT SUBDIVISION 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:	