

Subdivision Application Guide

When is subdivision needed?

Subdivision occurs when a landowner wants to divide a parcel of land into two or more smaller lots with separate legal titles. This is often done to create new development opportunities, sell a portion of a property, or transfer ownership of land.

Why is subdivision required?

Subdivision helps ensure that the new parcels align with applicable plans, policies, and land use regulations. It also ensures that each lot has access to roads and services, and can be legally owned, developed, or transferred independently.

Types of subdivisions

A *Rural Residential/Agricultural Subdivision* (= or < 4 Parcels) is the process of dividing a parcel of land up to four (4) lots on a quarter section. This can include residential sized parcels and/or agricultural sized parcels.

A *Multi-Parcel Subdivision* (> 4 Parcels) is the process of dividing a parcel of land into more than four (4) lots on a quarter section for development.

When are technical studies required?

While the process of each type of subdivision is the same, the information used to arrive at a complete subdivision may be different. Both types of subdivisions may require additional information; multi-parcel subdivisions are generally more complex in nature when compared to Rural Residential/Agricultural and often require more technical studies and information to ensure proper alignment with County policies and regulations as well as managing the impacts of the development. Please see the table below to better understand the types of studies that may be required for your subdivision application.

Disclaimer: Note that the following checklists are not exhaustive and some studies may not be listed, or some that are listed may not be required depending on the proposal. For more information see the [Supporting Documents Guide](#).



Subdivision Application Checklist



The following checklist outlines the mandatory actions and information required for your application to be accepted and processed:



Pre-Application Discussion

Prior to submitting a Subdivision Application Package to Parkland County, a pre-application discussion with a Parkland County Planner is required.

Why is this needed?

Pre-application discussions help County staff communicate the complexities of the subdivision process and ensure that applicants have a complete set of the information needed to follow through with their development plans.



Application Fee

Pay applicable fees as described on Parkland County's Departmental [Fees and Charges](#) webpage.



Tentative Plan

The Tentative Plan must be prepared by an Alberta Land Surveyor. For more information about tentative plan requirements, please see the Tentative Plan Checklist in the [Supporting Documents Guide](#).

Why is this needed?

A Tentative Plan provides a visual snapshot of the parcel on which a subdivision is being proposed and provides the County with essential information required to review the subdivision application.



Certificate of Title

A current Title for the lands subject to the subdivision dated not more than 30 days prior to Parkland County receiving the application. Parkland County may, if requested, obtain titles from the Alberta Land Titles Office for a fee.

Why is this needed?

Certificates of Title help the application's decision maker ensure they are making an application decision with all the relevant legal information.

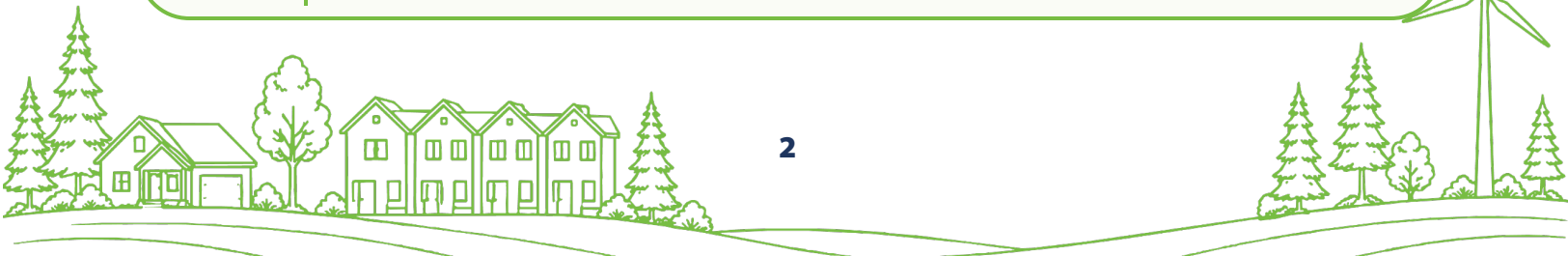


Instruments Registered to Title

A copy of all instruments registered against the Title for the lands subject to the Subdivision Application, dated no more than 30 days prior to Parkland County's receipt of the application. Parkland County may, if requested, obtain instruments from the Alberta Land Titles Office for a fee.

Why is this needed?

Individual instruments provide relevant legal information about various land encumbrances which may impact a subdivision application. These may include utility right-of-way, easements, restrictive covenants, etc.



☐ **Technical Reports**

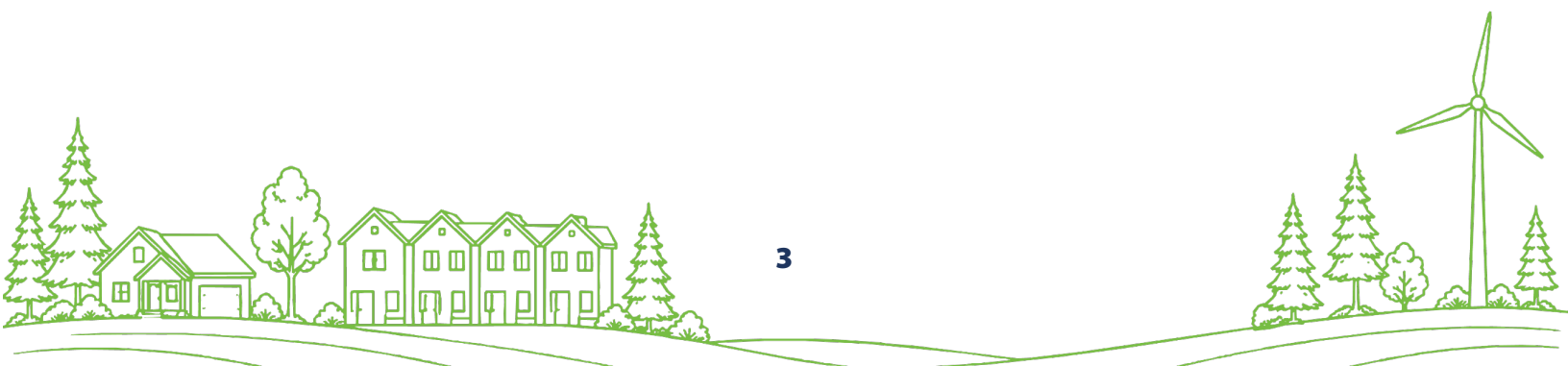
Submission of technical reports may be required as part of your subdivision application, as identified during the pre-application discussion. Technical reports must be submitted in a digital PDF file format.

☐ **Abandoned Wells Map**

Documentation from Alberta Energy Regulator (AER) web viewer must be submitted along with the application. The AER Abandoned Well Map Viewer can be accessed online at www.aer.ca.

Why is this needed?

County Planners need to know if there are abandoned wells on your property to protect public safety, prevent property damage, enforce required setbacks, and determine where future land uses may be located on the property.





The following checklist describes additional requirements that may be required depending on the application:



Shallow Water Table and Percolation Investigation

Why is this needed?

To identify the area of each individual lot that is developable and the appropriate on site-septic systems based on existing soil conditions.



Domestic Groundwater Assessment

Why is this needed?

To determine whether the proposed subdivision has a reliable and sustainable groundwater supply.



Geotechnical Investigation

Why is this needed?

To determine whether the land can safely support the proposed development and identify any soil, groundwater, or slope stability conditions that could affect buildings, roads, or infrastructure.



Preliminary Storm Water Management Report

Why is this needed?

To ensure a development can safely manage rainwater and snowmelt without increasing flooding, erosion, or drainage impacts on neighbouring lands and infrastructure.



Slope Stability Assessment

Why is this needed?

Required if slopes are greater than 15% are present on the parcel to determine whether slopes on or near a development site are stable and safe for development.



Traffic Impact Assessment

Why is this needed?

To ensure that the transportation network can safely and efficiently support the traffic generated by a proposed development. May be reduced to a Traffic Memo depending on the proposal.



Phase 1 Environmental Site Assessment

Why is this needed?

To identify whether a property may be impacted by existing or historical contamination and determine whether a property is suitable for future development.

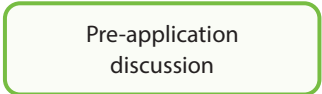
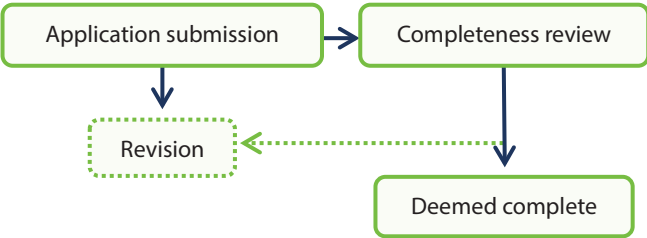
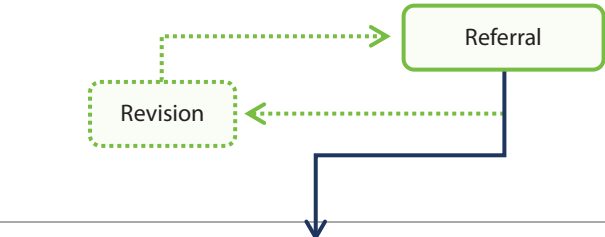
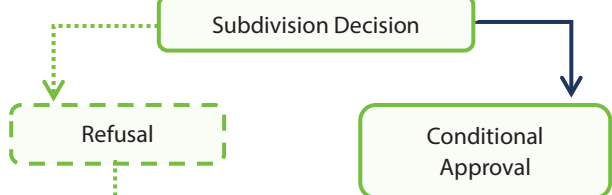
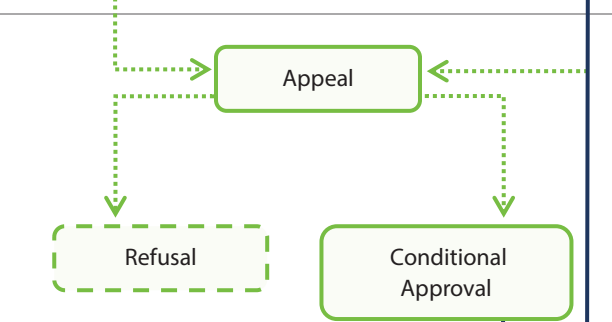
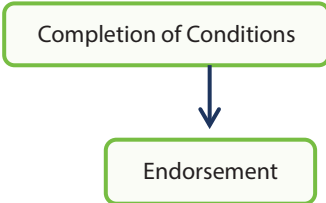


Comprehensive Biophysical Assessment

Why is this needed?

Required if slopes are greater than 15% are present on the parcel to determine whether slopes on or near a development site are stable and safe for development.

Subdivision Application Guide

Steps	Process Flow	Procedures
1 Pre-Application Timeline varies		- Subdivision application requirements will be established through consultation with Parkland County - Submit an application through the PLANit portal
2 Completeness Review Within 20 days		Once submitted, the subdivision application will be reviewed for completeness. If the application is deemed incomplete the application and fees will be returned to the applicant for revisions
3 Referral Period 21 days		- Once deemed complete the subdivision application will be circulated to internal departments and affected external agencies - Revisions to the subdivision application may be required should issues arise through the referral process
4 Subdivision Decision Within 60 days from deemed complete		- The Subdivision Authority will decide whether to conditionally approve or refuse the subdivision application - The applicant and affected external agencies are able to appeal the Subdivision Authority's Decision
5 Appeal Will be heard within 30 days of request for appeal		- Applicants and referral agencies have the right to appeal a Subdivision Authority decision - If an appeal is submitted it will be heard by the Subdivision and Development Appeal Board (SDAB) or the Alberta Land and Property Rights Tribunal (LPRT) - The appeal board may choose to uphold, modify or overturn the decision of the Subdivision Authority
6 Applicant has 1 year to complete conditions		- The applicant is required to complete all conditions of approval prior to endorsement of the subdivision and the registration of the subdivision by Alberta Land Titles - For a fee, the one-year period may be extended at the discretion of the Subdivision Authority