

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

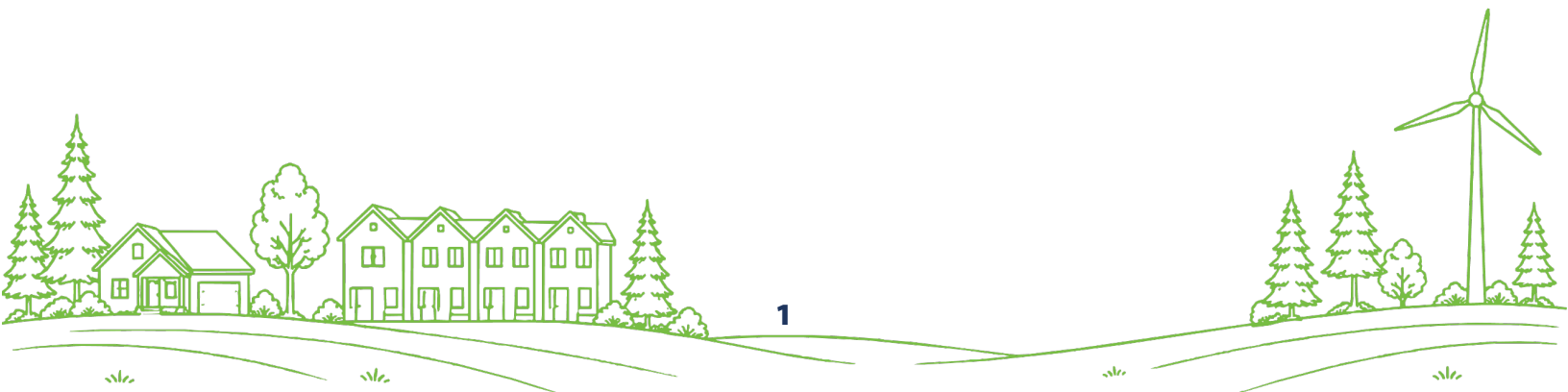
A *Rural Residential/Agricultural Subdivision* (= or < 4 Parcels) is the process of dividing a parcel of land up to four (4) lots on a quarter section. Can include residential sized parcels and/or agricultural sized parcels.

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.

More detailed information on the supporting documents potentially needed to approve your subdivision can be found in our 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 Title

The tentative plan must be prepared by an Alberta Land Surveyor. For more information about tentative plan requirements, please see the Tentative Plan Checklist.

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.



Certification 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

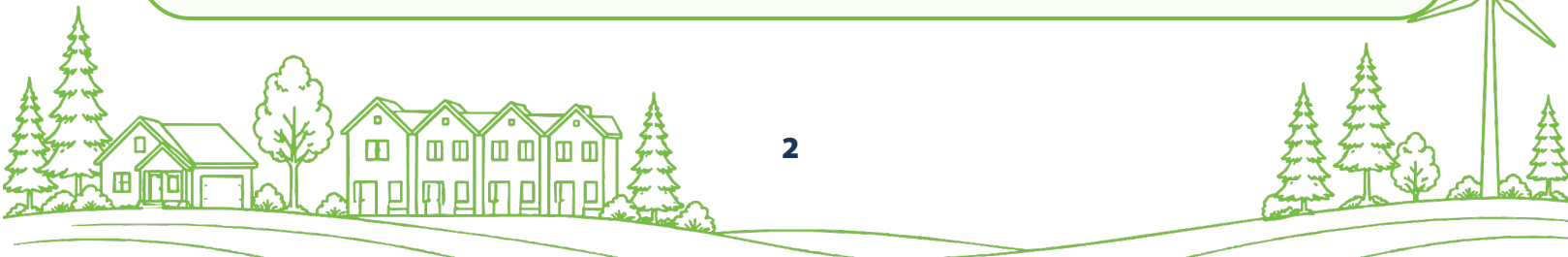


Instruments Registered to Title

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

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



Domestic Groundwater Assessment



Geotechnical Investigation



Preliminary Storm Water Management Report



Slope Stability Assessment

If slopes greater than 15% are present on the parcel



Traffic Impact Assessment

May be reduced to a Traffic Memo depending on the proposal



Phase 1 Environmental Site Assessment



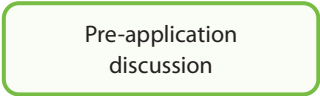
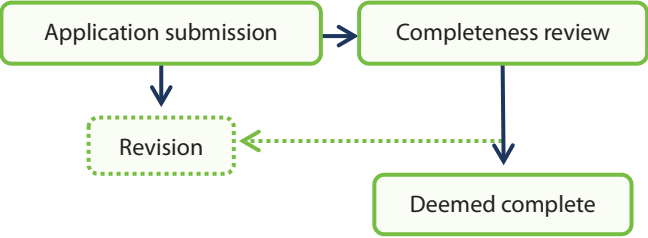
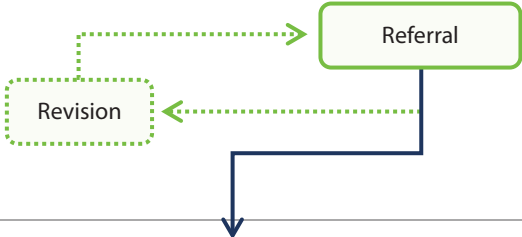
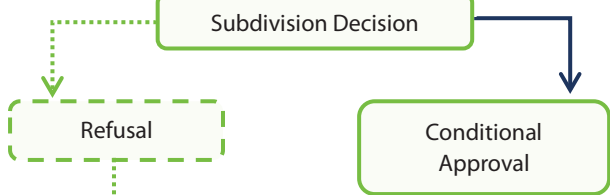
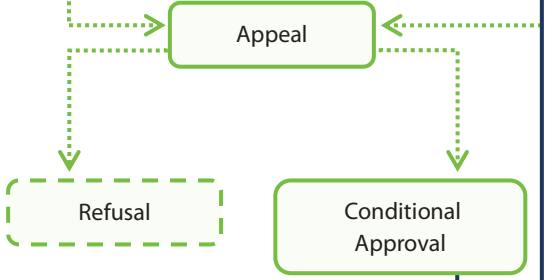
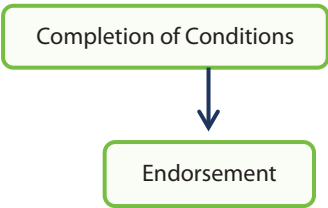
Comprehensive Biophysical Assessment

Disclaimer: Note that this list is not exhaustive and some studies may not be listed, or some that are listed may not be required depending on the proposal.

More detailed information on the supporting documents potentially needed to approve your subdivision can be found in our Supporting Documents Guide.



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Steps	Process Flow	Procedures
1		- Subdivision application requirements will be established through consultation with Parkland County - Submit an application thru 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 60 days after deemed complete		- The Subdivision Authority will decide whether to conditionally approve or refuse the subdivision application. - The applicant and effected external agencies are able to appeal the Subdivision Authority Decision.
5 Appeal Will be heard within 30 days of request for SDAB		- 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 the surveyor. - For a fee, the one-year period may be extended at the discretion of the subdivision authority.