



Step by Step Guide to Completing the Subdivision Forms

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1.0 GENERAL INFORMATION

Subdivision is the legal process of dividing a larger piece of land into smaller parcels. The Planning and Development Department processes all subdivision applications within the municipality. This guide is designed to simplify the process and make your application experience as efficient as possible.

2.0 WHO CAN APPLY?

The registered owner(s) of the land can apply for a subdivision. However, they may also appoint an authorized person(s) or agent to act on their behalf. Land cannot be subdivided by the authorized person(s) or agent without the inclusion of the AUTHORIZATION FORM, complete with land owner(s) signatures. This form is contained within the subdivision application package.

3.0 FEE SCHEDULE*

Application Fee	\$300.00 per application
Fee per lot created	\$100.00 per lot
Endorsement Fee	\$150.00 per lot
One (1) year time extension	\$100.00

GST must be added to all fees.

*All fees are subject to change without notice

Approvals and endorsements expire after one year. A time extension must be applied for in order to provide one (1) additional year to register the subdivision.

Subdivision application fees are required at the time of application and are nonrefundable if the application is deemed as complete and in the subdivision process.

The endorsement fee is required to be paid once all approval conditions are met and the municipality has processed the endorsement documents.

Additional Costs to be paid by the registered owner(s) or agent. All surveyor costs, road construction, approach installations, septic compliance, cash in lieu of Municipal Reserve and any other miscellaneous approval conditions.

4.0 SUBDIVISION APPLICATION PACKAGE CONTENTS

In order for the M.D. to properly evaluate and process a subdivision application a host of supporting documents must be provided. All of the below requested information are critical to the process and CANNOT be omitted. Due to the high volume of subdivision applications we must ask that all **submissions be made by appointment only**. We apologize for any inconvenience this may cause.

4.1 APPLICATION FORM

The subdivision application form requests a wide variety of information about the property in question. Be prepared to answer questions relating to ownership, location, existing and proposed use, topography, existing buildings, and water & sewer services. The form can be found in the SUBDIVISION FORMS PACKAGE and must be filled in before you attend your appointment.

4.2 TITLE SEARCH

A current copy of the Certificate of Title or title search, the recognized ownership document, MUST be included in your package. This document can be obtained, for a fee, from your local Motor Vehicle/Registries Branch office. **The copy of the title must be no older than one (1) month from the date the application is submitted.**

4.3 AUTHORIZATION FORM

The Authorization Form is required to be signed by the registered owner(s) only if an agent/applicant is submitting the subdivision application package on behalf of the registered owners. The owner(s), as identified on the Certificate of Title, must appear on the form. The form can be found in the SUBDIVISION FORMS PACKAGE and must be filled out in its entirety.

4.4 RIGHT OF ENTRY FORM

The Right of Entry Form grants the M.D. access to your property in order to inspect the physical characteristics of the proposed subdivision site. This form must be signed by the registered owner(s) and/or agent identified in the Authorization Form. The form can be found in the SUBDIVISION FORMS PACKAGE and must be filled out in its entirety.

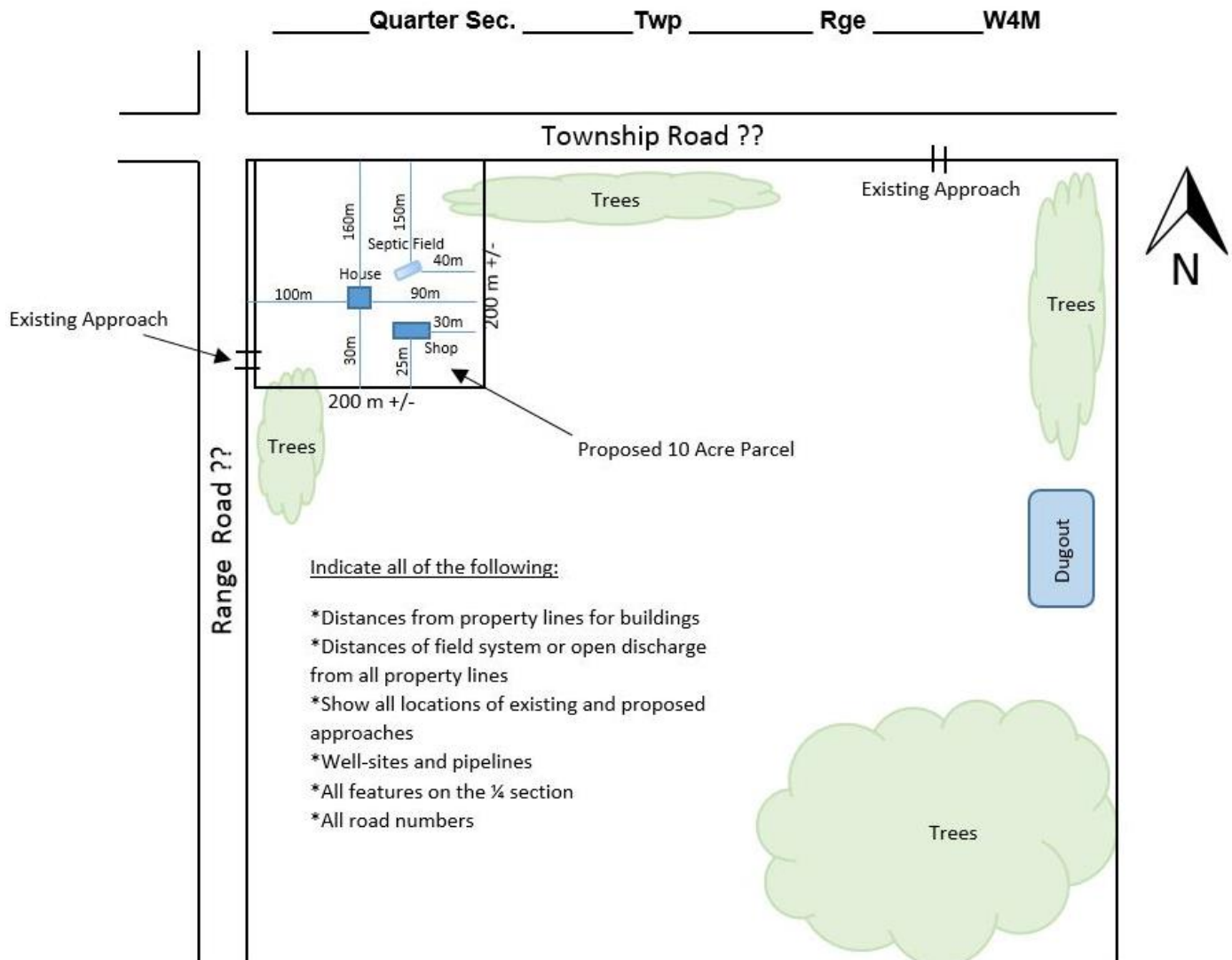
4.5 TENTATIVE SKETCH PLAN

Your Tentative Sketch Plan must be drawn on the template provided in the SUBDIVISION FORMS PACKAGE. The template is of an entire ¼ section so then the sketch would be of the proposed subdivision within the ¼ section.

Be sure to include ALL of the following information if the proposed subdivision is developed:

Location of any existing buildings or structures and their distances from existing and proposed property boundaries. Indicate if any or all buildings will be removed. Include water well(s), sewer type with their distances from boundary lines. Include any sloughs, creeks, rivers, dugouts, and trees. Indicate if there are any existing and/or proposed approaches.

SAMPLE TENTATIVE PLAN



4.6 PRIVATE SEWAGE DISPOSAL SYSTEMS

An important factor that must be taken into consideration when processing subdivision applications is the existing and/or proposed sewage disposal system. Please refer to our brochure TIPS ON PRIVATE SEWAGE SYSTEMS for information on the different systems and their required setbacks.

NOTE: When registering a subdivision any existing or new private sewage systems must meet the current standards. Should you have an existing system that does not meet the required setbacks, the owner/agent must install an approved system prior to endorsing the subdivision for registration.

5.0 APPROVAL PROCESS

Whether your subdivision application is requesting up to four agricultural/residential parcels out of a ¼ section or a multi-parcel country residential development, the Municipal Government Act dictates that a common process must be followed. The M.D. of Bonnyville, like all other Alberta municipalities, must follow the procedures as outlined in the Municipal Government Act as well as the Subdivision and Development Regulations.

5.1 TIMELINES

The subdivision processing time frame is approximately 4 to 5 months. Once an application has been accepted as being complete you will be notified by letter. As per the MGA, the municipality has 60 days to approve or refuse an application.

5.2 AGENCY CIRCULATIONS

Once an application is accepted as being complete there is a 40 day circulation period in which stakeholders such as local school boards, utility companies, government departments, etc. are notified of the application. A copy of the application is also circulated to all adjacent landowners and parties registered on title.

5.3 APPLICATION REVIEW

Every application for subdivision is reviewed by the M.D.'s Planning and Development department to evaluate site suitability (proximity to well sites, soil characteristics for sewer systems, adjacent land use compatibility, access, potential flooding issues, etc.). They will also evaluate the conformity with local and provincial planning legislation (Municipal Government Act, Subdivision & Development Regulations, Land Use Bylaw, Municipal Development Plan, existing Area Structure Plans, etc.).

5.4 DECISION MAKING

Following staff review the subdivision application is presented to the M.D.'s Municipal Planning Commission (MPC) at their monthly meeting which are tentatively scheduled the 2nd Tuesday of each month. The MPC is a subdivision authority made up of all six M.D. Councilors and the Reeve. Applicants are free to attend the MPC meetings as they are open to the public. If an applicant wishes to make a presentation on their subdivision, then they must notify the MPC's Secretary one (1) week prior to the meeting in order to be scheduled as a delegation on the Agenda. The Municipal Planning Commission will make their decision and inform the applicant/agent in writing of the outcome.

6.0 APPEALS

If your subdivision application has been refused or you are not in agreement with the conditions placed on your approval, please contact the M.D. Planning and Development staff in order to have the conditions explained fully. If you wish to proceed with an appeal then the application must be received by the Secretary of the Subdivision and Development Appeal Board or the Municipal Government Board within 19 days from the date the initial approval is mailed. The Board will then set an appeal hearing date.

7.0 ENDORSEMENT

After a subdivision has been approved, either by the MPC or the appeal board, the owner/agent is then responsible for having an Alberta Certified Land Surveyor prepare the applicable survey documents. All survey costs are the sole responsibility of the owner/agent. That final document must then be submitted to the M.D. for endorsement. The M.D. will only endorse the document if all the conditions of the approval have been met. This document, complete with endorsement fees, must be submitted within one (1) year of the application's approval or the application will be deemed expired. As well the endorsed documents, if not registered at land titles within the year, will expire.

8.0 REGISTRATION

Once the final survey document has been endorsed by the M.D. it is returned to the owner/agent to have their surveyor register it with Alberta Land Titles in Edmonton. If you have any questions regarding registration contact Alberta Land Titles in Edmonton at (780) 427-2742. Survey documents must be registered within one (1) year of the endorsement date or they will be deemed expired. Once registration is complete, Alberta Land Titles will issue new titles for the newly created lot(s). All Alberta Land Titles registration fees are the sole responsibility of the owner/agent.

The Subdivision Process

