

WHAT IS A SUBDIVISION?

A subdivision is simply the process of dividing a piece of land into two or more parcels of land as permitted by local and provincial regulation. Each newly created parcel is issued its own registered title from an Alberta Land Titles Office.

WHO CAN APPLY FOR A SUBDIVISION APPLICATION?

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 by filling out an AUTHORIZATION FORM, complete with land owner(s) signatures.

WHAT IS THE PROCESSING TIMELINE FOR A SUBDIVISION APPLICATION?

Under provincial legislation, Big Lakes County has 60 days once an application is received in its completed form to make a decision on your application. Once a decision has been made you will have (21 days) from the decision date to appeal your decision or a condition of the decision.

The applicant will have a year to register the subdivision after the appeal period has expired. If the conditions of approval are not met within the one year timeline, a time extension may be applied for to Council. Time Extension fees for endorsements and registrations are \$100.00.



For more information or to answer any questions please contact the Big Lakes County Subdivision and Development Officer at the County Administration Office.

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BIG LAKES COUNTY

5305-56 Street

PO BOX 239

HIGH PRAIRIE, AB T0G 1E0

SUBDIVISION APPLICATIONS

Big Lakes County



WHAT IS REQUIRED FOR A SUBDIVISION APPLICATION?

In order for the County to properly evaluate and process a subdivision application, the following supporting documents **must** be provided.

1. **CERTIFICATE OF TITLE**
2. **A PROFESSIONALLY PREPARED TENTATIVE SKETCH PLAN** including all of the following:
 - a. location, dimensions and all boundaries of the land to be subdivided, each NEW lot to be created, any exiting buildings or structures, the existing water wells, dugouts or other man-made water sources.
 - b. location and type of existing private sewage disposal system(s), utility lines or utility right-of-ways and any highways, secondary highways, municipal roads, lease roads or rail lines.
 - c. any natural water bodies and/or water courses that are within or adjacent to the proposed subdivision site, as well as a topography description.

Depending on the proposed application, the following additional supporting documents may also be requested.

1. Area Structure Plan
2. Geotechnical Report
3. Environmental Assessment and Biophysical Report
4. Hydrogeological Report
5. 1:100 Year Floodplain Analysis
6. Traffic Impact Assessment
7. Noise Attenuation Study
8. Private Sewage Assessment of Site Suitability
9. Stormwater Management Plan
10. Design Brief
11. Street Names

WHAT IS THE APPLICATION FEE SCHEDULE?

Creating fewer than 4 lots	
Application fee	\$ 300.00
Per lot created	\$ 100.00
Endorsement fee (per lot)	\$ 60.00
Creating 4 or more lots	
Application fee	\$ 500.00
Per lot created	\$ 100.00
Endorsement fee (per lot)	\$ 60.00

Please discuss with the Planning and Development Department as to what information is required to be submitted as part of a complete application.



WHAT IS THE PROCESS FOR A SUBDIVISION APPLICATION?

