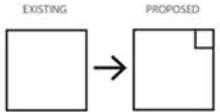


What is Subdivision?

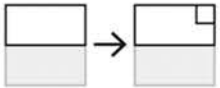
'Subdivision' refers to the process of adjusting the boundaries of a parcel of land to:

- change the dimensions of an existing parcel
- create additional parcels of land, *or in some cases,*
- reduce the number of parcels of land.

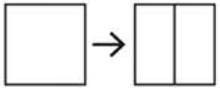
Different Types of Subdivision:



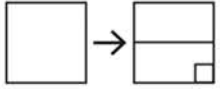
"First parcel out" - First lot to be separated from a quarter section which is previously un-divided (except for roads, railroads, public uses)



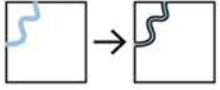
"Second parcel out" - One lot being separated from a previously subdivided parcel



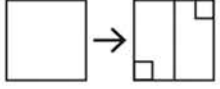
"Lot split" - Splitting a parcel of land, whether urban or rural into two separately titled parcels



"Lot Split, 3 lots" - Splitting a parcel, whether urban or rural into 3 separately titled parcels



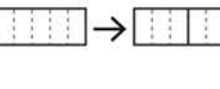
"Fragmentation" - Physical division of the land by road, railroad, or water body, which is excepted from the title



"Multi-lot split" - More than two parcels being created out of one quarter section or parent parcel



"Boundary adjustment" - adjusting the existing boundaries. Changes the size and/or dimensions



"Municipal Government act, Section 652(4)" - creating 2 titles from 1 title containing 6 lots

New subdivisions must be approved by the local Subdivision Authority before the new property boundaries can be registered with the Alberta Land Titles Office. Municipal Planning Services Ltd is the designated Subdivision Authority for the Municipal district of Opportunity No. 17.

Municipal District of Opportunity No. 17

Municipal Offices:

Wabasca:

Box 60, Wabasca Alberta, T0G 2K0

Ph: 1-888-891-3778

Fax: 1-780-891-4283

Red Earth Creek:

Box 50, Red Earth Creek, Alberta, T0G 1X0

Ph: 1-780-649-3427

Fax: 1-780-331-3950

Calling Lake:

Box 22, Calling Lake, Alberta, T0G 0K0

Ph: 1-780-331-3860

Fax: 1-780-331-3950

www.mdopportunity.ab.ca



Municipal Planning services (2009) Ltd.

#206, 17511 - 107 Avenue NW

Edmonton, Alberta T5S 1E5

Ph: 780-486-1991

Fax: 780-483-7326

Email: mpsabca@munplan.ab.ca

www.munplan.ab.ca



Subdivision Process

For more information on the Subdivision Process, please contact the Lands and Planning Department of the Municipal District of Opportunity No. 17

If you are considering subdividing your land, the first step is to check the Land Use Bylaw to find your zoning, minimum lot size, and setback requirements. It is also advised to meet with the Lands and Development Department, to discuss your plans.

Applicants can pick up a subdivision application at the MD office, any of the sub-offices, or visit our website at mdopportunity.ab.ca/content/subdivision-land

Applications are sent to Municipal Planning Services, in Edmonton, who are the subdivision authority for the MD. If the application conforms to all Municipal Statutory plans, a letter of Conditional Approval will be given. This letter lists all of the conditions that the landowner must meet to complete the subdivision. Examples of these conditions are:

- Servicing the new lot with water and sewer
- entering into Development Agreement
- Geotechnical Study of the land
- Including a Utility Right-of-Way

A plan of Survey must be completed by a surveyor and a copy forwarded to both the MD Lands and Planning Department, and to Municipal Planning Services, along with the fee for endorsement.

Subdivision Process

Processing of a subdivision application generally follows these steps:

- 1. Submission of a completed application with the required fee;**
- 2. Referral to municipal staff, school divisions, utility companies, and government departments, among other agencies, for comment;**
- 3. Notification of subdivision application to adjacent landowners and receipt of input;**
- 4. Decision (tentative approval, tentative approval with conditions, or refusal), normally within 60 days;**
- 5. Appeal period (19 days) - potential appeal to Subdivision and Development Appeal Board or Municipal Government Board by applicant or referral agency;**
- 6. Fulfillment of any conditions specified in the decision;**
- 7. Submission of a Descriptive Plan, Plan of Survey, or other instrument to Municipal Planning Services Ltd. together with the required fee for endorsement (final approval); and**
- 8. Registration (by the applicants surveyor) of the Plan or document at the Alberta Land Titles Office.**

A development agreement must be completed between the developer and the Municipal District of Opportunity No. 17 and consists of a list of local improvements the developer must complete. Typical local improvements include approaches and water & sewer connections from the main to the property line.

A security deposit of 100% will be taken by the MD to ensure the completion of local improvements.

All outstanding taxes on proposed subdivided parcel must be paid in full prior to registration.

Once the conditions have been satisfied a final approval will be granted and the plan of survey is registered with land titles.

The subdivision process typically takes a minimum of 3 months to complete, and could cost approximately \$8,000 - \$10,000 depending on the nature of the subdivision application and the number of parcels being created.

The MD also has a Subsidized Subdivision Grant. This program helps to offset the cost of subdivision, and helps to create residential lots.

For more information, see the Land Policies and Incentives brochure, or contact the Lands, Planning and Development Department.