
***MUNICIPAL DISTRICT OF
BIG LAKES***

***PLANNING &
DEVELOPMENT***



***APPLYING FOR A
SUBDIVISION***

APPLICANT'S GUIDE

EFFECTIVE NOVEMBER 2011

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INTRODUCTION

For subdivisions creating lots where no developed internal roadways, storm water ponds or no land use plan are required. If your subdivision does not meet this standard it is strongly recommended that you refer to the multi-lot subdivision guide.

FEE SCHEDULE

Fees for subdivision processing are in accordance with the Municipal District of Big Lakes Fees Bylaw and may change without notice:

Creating fewer than 4 lots - Application fee	\$ 200.00
Per lot created (including the balance)	\$ 100.00
Endorsement fee (per lot)	\$ 60.00
Creating 4 or more lots – Application fee	\$ 500.00
Per lot created (including the balance)	\$ 100.00
Endorsement fee (per lot)	\$ 60.00

PROCESSING TIME LINES

Under provincial legislation, the Municipal District of Big Lakes has 60 days once an application is received in its completed form to decide your application. If the Municipal District is unable to decide your application within this time frame, the applicant will be contacted to obtain additional time (a time extension) to process and decide your subdivision application.

POST DECISION TIME LINES

Once a decision has been made on your subdivision application, you will have (21 days) from the decision date to appeal your decision or a condition of the decision. A decision will contain reasons and may be a refusal, approval or an approval with conditions.

After the appeal period has expired and the conditions of approval have been met, the subdivision application may be registered. The applicant will have a year to register the subdivision from the date the appeal period expires.

If the conditions of approval are not met within the one year timeline, a time extension may be applied for to Council requesting up to one additional year or building season to complete the conditions of approval. Generally, more than one time extension will not be considered unless there are extenuating circumstances. Be aware that a time extension request is decided by Council and that there is no recourse from a negative decision.

ENDORSEMENT

Once all conditions of approval are met and the necessary survey work (if required) has been completed, the subdivision decision may be endorsed. Once endorsed, the applicant will have one additional year to register the subdivision with Alberta Land Titles.

As with post-decision time extensions, post-endorsement time extensions are a decision of Council and there is no recourse to a negative decision.

TIME EXTENSION FEES

As established by Council from time to time under the Municipal District of Big Lakes Fees Bylaw, as amended, time extension fees are as follows:

- o Time extension fee for endorsements \$25.00
- o Time extension fee for registrations \$25.00

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. Each of the below requested items are critical to the process and CANNOT be omitted.

Be advised that until the Subdivision Officer is satisfied that the subdivision application is in its complete form, processing will not begin. Each of the questions in the subdivision application is important and it is mandatory that they be completed by the applicant.

Should you have difficulty with any of the questions in the application form, please do not hesitate to contact the Subdivision Officer for assistance.

(1) 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 an authorized person(s) or agent without the inclusion of the AUTHORIZATION FORM, complete with land owner(s) signatures, in the subdivision application package.

If a company/corporation etc. owns the property being subdivided proof of this ownership (shareholder declaration or signature sealed by corporate seal) is required at the time of application. If the property is to be subdivided by the estate of a deceased, proof of executor designation will need to be provided.

(2) CERTIFICATE OF TITLE

A copy of the Certificate of Title—the recognized ownership document must be included in your package. This document can be obtained (for a fee of approximately \$12.00) from your local Alberta Registries branch office or you may obtain a title directly for \$5.00 from the following web-site: <https://alta.registries.gov.ab.ca/spinii/logon.aspx>.

(3) THE TENTATIVE SKETCH PLAN

Your Tentative Sketch Plan must be drawn on the template provided in the FORMS PACKAGE. In your sketch, be sure to include ALL of the following information:

- ✓ Location, dimensions and all boundaries of the land to be subdivided
- ✓ Location, dimensions and all boundaries of each NEW lot to be created and their distances from the existing parcel or quarter section boundaries
- ✓ Location of any existing buildings or structures (houses, barns, oil and gas facilities, etc) and their distance from existing or proposed boundary lines. Indicate which buildings, if any, are to be removed.
- ✓ Location of existing water wells, dugouts or other man-made water sources.
- ✓ Location and type of existing private sewage disposal system(s) and distance from dwellings, water sources and all boundary lines
- ✓ Location of existing utility lines or utility right-of-ways and easements—complete with ownership information.

- ✓ Location and approximate size of any natural water bodies and/or water courses that are within or adjacent to the proposed subdivision site
- ✓ Location of any highways, secondary highways, municipal roads, lease roads or rail lines.
- ✓ Topography description (types of vegetation and location)

(4) PRIVATE SEWAGE DISPOSAL SYSTEMS

An important factor the M.D.'s Subdivision Officer takes into consideration when processing subdivision application is the property owner's plans for sewage disposal—should the new lots be designed for home sites. There are numerous private sewage disposal systems that have been approved for usage within the MD. However, within a subdivision setting, setback distances become increasingly important. Listed below are the distance specifications for the two most commonly used systems:

Open Discharge System - A system designed to discharge effluent to the ground surface where evaporation and absorption into the soil act as both a treatment and disposal method.

Setback requirements

- 50 meters (165 feet) to a water source
- 45 meters (150 feet) to a water source, except as provided in Article 2.1.2.4 of the SOP
- 45 meters (150 feet) to a building
- 90 meters (300 feet) to a property line

NOTE: The setback distances outlined here were established by the province of Alberta in 2010. Prior to that time, setback distance to property lines were only required to be 45 meters (150 feet). Should you have an existing sewage disposal system on your subdivision site that does not meet the new distance requirements it will have to be brought up to current standards.

If you cannot meet or exceed the Open Discharge System setback requirements within your subdivision plan, you **MUST** select the private sewage disposal system outlined below:

Sub-Surface Field System or Mound System –An underground system or mound that slowly releases treated effluent into the soil via a network of drainage pipes.

Setback requirements:

- 15 meters (50 feet) from any water source and/or course
- 10 meters (33 feet) from any basement or cellar building or crawl space
- 5 meters (17 feet) from a septic tank or packaged sewage treatment plant
- 1.5 meters (5 feet) from any property line
- 5 meters (17 feet) from a building that has a permanent foundation but does not have a basement, cellar, or crawl space
- 1 meter (3.25 feet) from a building that does have a permanent foundation

Other Systems: A variety of other private sewage collection and disposal systems are available that use similar setbacks to field systems. A private sewage lagoon may be used and in certain circumstances, a tertiary treatment system may be used which will treat the sewage (waste-water) on site.

(5) UTILITY SERVICES

As part of the application, you will be required to consult with each of the franchise utility providers in your area. It is important to discuss with them your piped water, waste-water, natural gas and electrical needs.

Note: Should your subdivision incorporate Alternative Energy Systems, it is important that you read the applicable policies and regulations within the Municipal District of Big Lakes Municipal Development Plan and Land Use Bylaw; and that you discuss this matter with your local electrical and gas provider.

(6) DISCLAIMER

A signed disclaimer form is required acknowledging that the sketch provided is only for the purpose of processing the subdivision application and is prepared from information provided by the applicant. The M.D. is not responsible for the accuracy of the sketch or for any information contained on the sketch.

(7) AGENCY CIRCULATION

The MD utilizes a 3 week circulation period in which several key agencies (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. These groups and individuals have the right to identify concerns and/or suggest conditions that could be placed on the subdivision.

(8) APPLICATION REVIEW

Every application for subdivision is given an initial review by the MD's Subdivision Officer to evaluate site suitability and conformity with local and provincial planning legislation:

Site suitability issues:

- Adjacent land use
- Soil characteristics
- Legal and physical access
- Utility servicing
- Flood and/or erosion potential

Legislative compliance with:

- Municipal Development Plan
- Existing Area Structure Plans
- M.D.'s Land Use Bylaw
- Alberta Subdivision and Development Regulations
- Related provincial land use policies

(9) REGISTRATION

Once the final survey document has been endorsed by the MD it is returned to the developer, who must then register it with Alberta Land Titles in Edmonton. If you have any questions regarding registration contact Alberta Land Titles by dialing 310-0000, then 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 developer. If the developer is unable to register the final plan within the one year period, the developer must apply to the M.D. for a time extension.

(10) DECISION MAKING

Following staff review the subdivision application is either approved by the Development Officer or presented to the MD's Municipal Planning Commission (MPC) at one of their monthly meetings. The MPC is an advisory body made up of MD council and two public bodies. Applicants are free to attend MPC meetings. The MPC will make their decision and inform the applicant in writing of the outcome. The MPC has the right to place conditions on approvals and, in the case of a refusal, also has the right to

reject new subdivision applications for the same parcel of land for a period of up to (6) months.

(11) APPEALS

If your subdivision application has been refused or you disagree with any of the conditions placed on your approval, you can appeal the decision. Appeals will be accepted by the Secretary of the Subdivision and Development Appeal Board or the Municipal Government Board for a period of 21 days following the initial ruling. The board has the power to uphold, alter or reverse the MPC's decisions. The fee to file an appeal with the Subdivision Development Appeal Board is \$100.00, and must accompany the application of appeal within the 14 day time limit. There is no fee to file an appeal with the Municipal Government Board.

LOCAL SURVEYOR INFORMATION

Barlow Surveying

4826-51 Ave
Box 1017
High Prairie, Alberta, T0G 1E0
780-523-4890 Phone
780-523-4860 Fax
Contact: Warren Barlow

Pals Survey and Associated Ltd

4223-42 Avenue
Whitecourt, Alberta T7S 1P5
780-778-5559 Phone
780-778-4326 Fax
Contact: Jeff Boutillier

Focus Surveys Alberta and Canada Land Surveyors

Box 2358 Slave Lake, Alberta, T0G 2A0
780-849-5580 Phone, 780-849-5221 Fax, Contact: Rick Gauthier

Midwest Surveys Inc

10401-77 Street Peace River, Alberta T8S 1R2
780-624-1800 Phone, 780-624-1078 Fax Contact: Ross Metcalfe

AMEC

130 Sioux Road
Sherwood Park, Alberta T8A 3X5
780-464-4533

Explore Surveys Inc.

11612-36A Avenue Edmonton, Alberta T6J 0G2
780-691-1804 Cell, 780-989-0178 Fax Greg Hebb
greg@exploresurveys.com

Stewart Weir

140, 2121 Premier Way, Sherwood Park, Alberta T8H 0B8
780-410-2580 phone, 780-410-2589 fax
1-888-317-1111 Toll free
www.swg.ca

(12) FEES CONSIDERATION

There are numerous fees and charges to be aware of in the subdivision process. The following is a listing of direct charges and considerations that anyone applying to subdivide should be aware of as being a part of the subdivision process.

- Authorized agent fees paid to a planning consultant or land surveyor;
- Application fees paid to the M.D. of Big Lakes;
- Application support documentation, e.g. Copy of Title, aerial photos, etc; .
- Surveyor fees to prepare a final plan or registerable document;
- Off-site levy charges;
- Municipal and/or school reserve levy;
- Construction costs associated with creating legal and physical access;
- Construction costs associated with supplying utilities;
- Registration fees associated with any easements;
- Endorsement fees paid to the M.D. of Big Lakes;
- Registration fees with Alberta Land Titles;
- Time extension fees paid to the M.D. of Big Lakes;

(13) CONTACT INFORMATION

FOR MORE INFORMATION OR TO ANSWER ANY QUESTIONS PLEASE
CONTACT THE MUNICIPAL DISTRICT OF BIG LAKES SUBDIVISION AND
DEVELOPMENT OFFICER AT THE MUNICIPAL DISTRICT
ADMINISTRATION OFFICE

PHONE (780) 523-5955 FAX (780) 523-4227
development@biglakes.ca
MUNICIPAL DISTRICT OF BIG LAKES
PO BOX 239
HIGH PRAIRIE, ALBERTA
T0G 1E0

(14) AUTHORIZATION

An application for subdivision can only be authorized by the landowner. The application must identify the name, mailing address and the daytime phone number for the registered landowner(s). The application must also be signed by the landowner. If there is more than one registered land owner of the property, all owners must sign the application form. For example, joint ownership between a husband and wife, between parents and children, or between business partners.

If it is more convenient, or a more technical application, the land owner may authorize another person to act on his/her behalf. To do so the declaration at the bottom of the application form must be completed and signed. This statement legally authorizes the identified person to act on the landowners behalf. The name, mailing address and the daytime phone number for the authorized agent needs to be clearly identified.

(15) THE RIGHT OF ENTRY FORM

The Right of Entry Form grants the MD access to your property in order to inspect the physical characteristics of the proposed subdivision site. This form must be signed by the registered landowner(s) or the authority person identified in the Authorization Form.