

## What is Subdivision?

Subdivision is the process of dividing a parcel of land into smaller parcels, so that separate Certificates of Title can be created.

Bareland condominium plans and conventional condominium plans are also considered to be a form of subdivision.

Subdivision approval and endorsement by the Town of Sundre must always be received before the subdivision can be registered at Land Titles Office and titles issued.



## MORE HELP....

Further assistance is available from:

Planning and Development Department

Phone: 403-638-3551

Fax: 403-638-2100

Website: [www.sundre.com](http://www.sundre.com)

This brochure is for information purposes only and is intended to assist applicants. It is neither an authoritative nor complete statement of law and is not legally binding. Further reference to the Intermunicipal Development Plan, Municipal Development Plan, Area Structure Plans and/or Area Redevelopment Plans, Redesignation, Town of Sundre Land Use Bylaw 705, and/or planning documents is necessary to ensure compliance with their provisions.

**Note:** When you apply, personal information may be collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s), and your name and address may be included on reports that are available to the public. If you have any questions on the collection and use of this information, please contact our office.



## Subdivisions



Subdivisions can be as complex as creating a whole new neighbourhood or as simple as a land owner dividing their property into two. Even the smallest subdivisions have impacts on the character of a neighbourhood, the environment, neighbours, water and sewage utilities, emergency services, and schools. A proposed subdivision requires considerable work by both you and the Town to make sure it is feasible.

The first step to subdivide property is to identify the land use designation(s) (or zoning) of your property by checking your address against the Land Use map (available at the Town of Sundre or online at [www.sundre.com](http://www.sundre.com)) The Land Use Bylaw 705, as amended sets out the land use rules for each designation. This Bylaw states whether a subdivision is allowed and if so, the minimum width, depth, and area for each lot. You will also find other rules on density, site coverage, height, setbacks, etc. to help design your subdivision.

Some technical studies will have to be done, at your cost. The Town of Sundre advises that you hire a specialized consultant(s) to assist you. Some of the studies that could be requested to support the application may include, but are not limited to landscaping plan, lighting plan, fire safety plan, environmental studies, geotechnical studies, slope analysis, traffic impact study, visual impact study, construction management plan, drainage and storm water management plan, preliminary drainage and site servicing plan, and groundwater hydrology study.

### Application:

The application form must be completed in full and submitted with the supporting information and a processing fee as established by Town of Sundre Council. We may require more detailed information and studies, at your cost, depending upon the size, complexity and potential impacts of your proposed subdivision.

For larger subdivisions, such as new neighbourhoods, an area structure plan and/or outline plan may be required. These plans will form the basis for redesignations (or zoning) and subsequent tentative plans of subdivision.

### Next Step:

Once your application is submitted, the Planning & Development Department will review the application and supporting documents and determine if there is sufficient information to make a decision. If the information is insufficient the Planning & Development Department will request the necessary documents to make the application complete. A list of requirements is available on the back of your application form.

The completed application will then be circulated to various departments and outside agencies for comment. The Municipal Planning Commission will render a decision on the application as soon as possible but within **60 days** of receipt of the completed application or until such time as an extension is granted.

After reviewing the subdivision proposal, comments and recommendations, the Municipal Planning Commission may approve the application with or without conditions.

If the Municipal Planning Commission approves your application, it may be subject to certain conditions such as the request for an easement to protect a utility service or access to a property or properties. Another common condition of larger or more complex developments is that the applicant enters into a Development Agreement with the municipality.

### Appeals

If your application has been refused, or approved subject to conditions set forth by the Subdivision Approving Authority, you can appeal the decision to the **SUBDIVISION AND DEVELOPMENT APPEAL BOARD or MUNICIPAL GOVERNMENT BOARD depending on the type of appeal**. If an applicant wishes to appeal the decision, a written notice of appeal must be served to the Subdivision and Development Appeal Board within 14 days of the receipt of the written decision (deemed to be 5 days from the date the decision is mailed) of the Subdivision Authority or deemed refusal by the Subdivision Authority, accompanied by the appropriate fee.

### MAIL APPEALS TO:

Subdivision and Development Appeal Board  
Secretary  
Town of Sundre  
Box 420  
Sundre, AB T0M 1X0