

WHAT IS A SUBDIVISION?

A subdivision is the division of a parcel of land into two or more lots each to be given a separate title. Subdivision is also used for lot line adjustment on an existing property.

WHY SUBDIVIDE?

Subdivisions are undertaken so that lots are clearly distinguishable for the purpose of mortgaging or sale.

The subdivision process allows the Subdivision Authority to ensure that the division will comply with the current Land-Use Bylaw, and will fit into future City plans.

The goal of the subdivision process is to balance individual needs with the needs of the rest of the community and to protect the landowner from creating lots that are not viable for future development.

This brochure has no legal status and cannot be used as an official interpretation of the various regulations currently in effect. Users are advised to contact Planning and Development Services for more information. The City of Camrose accepts no responsibility for persons relying solely on this information

WHO IS THE CAMROSE SUBDIVISION AND DEVELOPMENT AUTHORITY COMPRISED OF?

The Camrose Subdivision Authority is comprised of three members of the City of Camrose staff.

The Administrative contact for the Subdivision and Development Authority is the Manager of the Planning and Development Department.

WHO CAN APPLY FOR A SUBDIVISION?

Only the registered owner(s) of the land, or someone authorized in writing to act on their behalf, can submit an application for subdivision.

If the property has more than one registered owner, at least one owner must give written consent to the subdivision.

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Subdivisions





PRE-APPLICATION

Prior to submitting an application for subdivision, the applicant is encouraged to consult with Planning and Development staff to ensure compliance with all City planning documents that may affect the proposal. The consultation is an opportunity to explore possible time saving strategies and to ask questions regarding the subdivision process. Development staff will also be able to determine what, if any, additional information will be required for the application.

FEE SCHEDULE

Fees are calculated on a flat application rate with an additional fee for each newly created lot. Fees are payable at the time of application. Contact the Planning and Development Department for the current fees.

After endorsement the applicant has one (1) year to register the final subdivision with the Land Titles Office.

CIRCULATION

After the application is accepted as complete, it is circulated to required government departments, persons, and local authorities for their comments.

EVALUATION

When evaluating a subdivision application, the Subdivision Authority considers the comments from the referral agencies and answers the following questions;

- Is the subdivision submitted properly?
- Is the land suitable for the proposed use?
- Does the application comply with the Municipal Government Act and Subdivision & Development Regulation?
- Does the application conform to the Statutory Plans and Land Use Bylaw?
- Is the subdivision consistent with the Provincial Land Use Policies?
- Are there any outstanding taxes on the property?

RECOMMENDATION AND DECISION

The Subdivision Authority has 60 days to evaluate the subdivision and render a decision. It must decide whether to refuse, approve, or approve with conditions.

APPEALS

The decision of the subdivision authority may be appealed by any of the following:

- The Applicant (or applicants representative);
- A government department that the application was referred to by a school authority in regard to reserves.
- Anyone deemed affected by the decision.

APPLICATION FOR SUBDIVISION

An application for subdivision must include:

- A completed Application Form;
- A copy of Title (less than 30 days old);
- A proposed Plan of Subdivision completed by an Alberta Land Surveyor;
- Topography and soil characteristics;
- Runoff collection, and floodplain location;
- Susceptibility to slumping or subsidence;
- A conceptual scheme that relates to future Subdivision;
- Street lighting, sidewalks, curbs and roadways;
- Application Fees.

PLAN ENDORSEMENT

If the proposal is approved, the applicant has one (1) year to meet the conditions of approval and submit a plan of subdivision for endorsement. The plan will be reviewed to confirm compliance and ensure all imposed conditions have been met.