



Completing Subdivision Applications

Under The Planning and Development Act, 2007

Introduction

Subdivision approval is required:

- To obtain a new title to part of an existing parcel;
- To move an existing property line;
- To divide land into lots and roadways;
- To subdivide property by removing a 'parcel tie';
- To separate title to a "legal subdivision" (LSD);
- To secure an interest in part of a parcel for a mortgage, sale or easement;
- To secure an interest for a lease of part of a parcel with a term of 10 or more years.

Subdivision applications submitted to the Community Planning Branch must contain:

1. a completed Application to Subdivide Land form;
2. a plan of proposed subdivision;*;
3. titles to the land being subdivided; **AND**
4. a payment covering the basic fees.

Incomplete applications are returned unprocessed. During the review of an application, additional information and fees may be required.

A plan of proposed subdivision must be prepared by a Saskatchewan Land Surveyor or Community Planner (see listings in telephone directory Yellow Pages).

*Note: Parcel pictures may be accepted in lieu of a plan of proposed subdivision only where it is proposed to remove a parcel tie from linked parcels:

- separated by a road, railway or water course;
- containing no buildings or utility lines;
- having suitable topography; and
- where no road widening is required.

Titles and parcel pictures can be obtained from the Information Services Corporation (ISC)
10 Research Drive, REGINA SK S4P 3V7
or from the ICS website at www.isc.ca.
The ISC Help Line number is 1-866-275-4721.

Contact the ISC to confirm if a parcel tie is valid.

An **Application to Subdivide Land** form must be fully completed and signed by the registered landowner or a person authorized by the landowner. An authorized person may be a future owner who has a written agreement with the landowner, or a lawyer, surveyor, planner or other agent hired by the landowner or authorized person. All agreements should be conditional to approval being granted.

A **plan of proposed subdivision** must show the existing and proposed:

- subdivision or property lines with dimensions and lot, block, or parcel designations;
- buildings, structures, utility lines and other development on or near the land;
- well and sewer sites with distances to boundaries;
- roads, streets, lanes, driveways, trails, and highway approaches; and
- topographical details and natural features (e.g. lakes, rivers, creeks, hills, slopes, and trees).

Basic Fees are \$100 per proposed lot plus \$150 for issuance of a Certificate of Approval. The fees are exempt from GST and PST. Make a cheque or money order payable to the Minister of Finance. Additional fees for land titles documents may be required.

Until the review of an application is done and a decision is issued, no binding contracts for the land should be made and no construction or site preparation work should be started.

Review Process

The Community Planning Branch will send applicants a letter acknowledging receipt of their applications. The letter will explain applicable standards and options, advise if more information is required, and identify who has been sent a copy of the application for comments.

Applications are referred to the local municipal council, utility companies, and other government offices which may contact applicants for more details. Letters and permits from these offices should be submitted with a subdivision application.

Applications are reviewed for conformance with provincial and municipal planning standards. Some standards involve:

- planning and zoning bylaw land use controls;
- minimum and maximum site dimensions;
- utility and servicing requirements;
- health requirements (e.g. plumbing systems);
- compatibility with surrounding land uses;
- every parcel connecting to a public road;
- traffic safety and highway access;
- protection of heritage resources and rare species;
- flood protection and slope stability; and
- provision of public lands (e.g. roads, parks).

Municipal Requirements

Applicants should consult a municipality about its requirements. A subdivision proposal must conform to all provisions in an official community plan and zoning bylaw. These bylaws may limit permitted land uses, specify minimum lot or parcel sizes, and regulate building locations.

A municipality may require a servicing agreement covering the construction of new roads or other services necessitated by a subdivision.

Subdivision applicants must provide municipal reserve land for public use. Exceptions exist for the first parcel in a quarter section, agricultural parcels larger than four hectares, or property line relocations.

Subdivisions for residential purposes must provide 10% of the gross area as municipal reserve; other subdivisions must provide 5%. Applicants may be able to defer the requirement or, in lieu of dedication, make a monetary settlement with the municipality. Any flood prone or unstable land may be required as environmental reserve.

Utility Requirements

Utility companies are asked to comment on extending and protecting service lines. Line locations must be shown on a plan of proposed subdivision. Utility companies may ask subdivision applicants to enter into easement, installation or relocation agreements.

People planning new construction or excavations must contact all utility companies for line locations and service connections. Assistance is available at Sask1stCall at 1-866-828-4888 or on-line at www.sask1stcall.com.

Water Supply and Waste Disposal

Residential development must be served by acceptable water, sewer and garbage systems. Multiple lots should be connected to communal systems.

For a rural or isolated site, health regulations require a residence using a sewage lagoon, seepage pit or jet disposal, to have a minimum parcel size of four hectares. A lagoon must be 30 metres from property lines, a pit 3 metres and a jet 60 metres. Otherwise, a mound or buried absorption system must be installed, or sewage must be hauled to an approved disposal site.

Highway Requirements

Ministry of Highways and Infrastructure permits are required to build highway approaches, or other development within 90 metres of a highway. Land may be required for highway widening or service roads. Landowners are responsible for road or driveway construction.

Notice of Decision

Once a review is done, a written decision is issued. Approved applications are issued a Certificate of Approval that must be sent with a plan of survey and other documents to the ISC to register the subdivision.

Community Planning staff will explain options for applications approved with conditions, approved in part, or refused. Some decisions may be appealed by filing a written notice of appeal and a \$50 fee with the Saskatchewan Municipal Board - Planning Appeals Committee.

Send completed applications to:

Northern Saskatchewan & Central Regions
Ministry of Municipal Affairs
Community Planning
Room 978, 122 Third Avenue North
SASKATOON SK S7K 2H6
Phone: (306) 933-6937 Fax: (306) 933-7720

Southern Region
Ministry of Municipal Affairs
Community Planning
420 - 1855 Victoria Avenue
REGINA SK S4P 3T2
Phone: (306) 787-2725 Fax: (306) 798 -0194



A STEP-BY-STEP GUIDE TO SUBDIVISION

This guide applies to anyone subdividing land where the Province of Saskatchewan is the subdivision approving authority. In this situation, subdivisions are reviewed by the Community Planning Branch (CPB) of the Saskatchewan Ministry of Municipal Affairs (MA). The subdivision approval process is similar whether you are a private land developer or a municipality. All subdivisions must comply with *The Subdivision Regulations* and the *Dedicated Lands Regulation, 2009* as set out under *The Planning and Development Act, 2007* (PDA).

Understanding the issues that may arise, the government agencies involved and the information they require will help facilitate the subdivision process and avoid or limit delays.

Do I require subdivision approval?

An application for subdivision approval is required to:

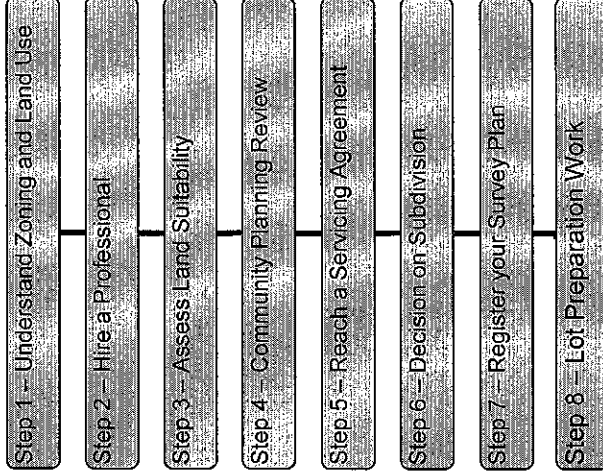
- obtain a title to part of an existing parcel;
- move an existing property line;
- divide land into lots or roadways;
- remove a parcel tie;
- secure an interest in part of a parcel for mortgage, sale or easement; or to

- secure an interest for lease of part of a parcel with a term of 10 or more years.

Applications to subdivide require a plan prepared by either a Saskatchewan Land Surveyor (SLS) or a Professional Community Planner (PPS).

Remember subdivision approval is required BEFORE any work is undertaken or lots are sold.

The following step-by-step guide explains the subdivision process, to save time and money and help developers identify unexpected costs. The information in this guide is organized into eight steps:



Step 1

Understand Zoning and Land Use

If a municipality has a zoning bylaw, it will establish zoning districts for areas within the municipality and list the permitted and discretionary uses in each zone. If a use is not listed within a zone as “permitted” or “discretionary” it is considered to be prohibited.

Permitted Use – A permitted use is a use of land or buildings, or form of development that is allowed in a zoning district. It also needs to comply with specific requirements in that particular zone. If all requirements are met, a request for a permitted use must then be approved by the development officer.

Discretionary Use – A discretionary use is a use of land or buildings, or a form of development that may be allowed in a zone if certain standards or conditions can be met. Prior to making a decision, council must evaluate the use’s compatibility against criteria in the zoning bylaw, notify the public and hold a public hearing. Council may approve a discretionary use, and may attach standards or conditions to the approval. The standards and conditions can be appealed to the local Development Appeals Board, but the decision on the use cannot.

If your proposed development is in an area which is not zoned for that particular use, you may wish to apply to council for a bylaw amendment. Depending on the situation, council will consider adding the use to the list of permitted or discretionary uses

within the existing zone, or rezoning the land for a different use. For example, land may be rezoned from *Agriculture to Residential* to accommodate new housing developments.

Alternatively, you may revise your proposal to meet the existing bylaw requirements or relocate your proposal to a different zone where it is a permitted or discretionary use.

Step 2

Hire a Professional

Hiring a professional SLS or PPS is necessary in most cases to obtain approval. Land surveyors and community planners deal with subdivision proposals regularly; their experience and technical expertise can help speed up the process.

The Survey or Planning Firm can:

- prepare an application and plan of proposed subdivision;
- submit the application for subdivision for CPB to review;
- help you acquire additional information requested by government agencies reviewing the subdivision; and
- assist you with any revisions to your subdivision application that may be needed.

Depending on the nature and complexity of the project, developers may also require the services of other professionals, such as engineers to prepare geotechnical reports.

Note: when a removing a parcel tie, survey plans are not required.

Step 3

Assess Land Suitability

Before purchasing land for subdivision a developer should assess land suitability. Many of the problems that delay subdivisions may be avoided if the land chosen is suitable for subdivision and development.

Land Assessment Checklist

This checklist identifies the factors considered by the CPB when reviewing a subdivision and will help you recognize potential issues that may arise in an application. You may not be able to answer all the questions without seeking professional advice; however the questions do identify the issues which should be addressed. Developers should be aware that each subdivision is unique and additional information may be required during the subdivision process.

If the answer to any of the following questions is "yes" seek advice from the agency or professional organization listed.

Note: A glossary of agency and organization abbreviations appears at the end of Step 3.

Topography

- ◇ Are there obvious topographic issues that could affect your ability to develop or potentially cause structural failure:
 - steeply sloping land
 - building sites on or near a drop-off, like a hill, cliff or coulee; or
 - slumping, creeping or other indicators of slope instability?

For information contact: CPB, MUN.

Soils

- ◇ On the proposed site, is there any evidence of:
 - loose or swampy soils;
 - soils shifting, heaving or cracking, e.g. damaged foundations in the area;
 - showing evidence of expansive soil conditions; or
 - soils which may be polluted by a prior use or adjacent to a potentially polluting use?

For information contact: CPB, MUN, ENV, SWA

Surface and Sub-surface drainage

- ◇ Is there obvious evidence of:
 - streams, ditches or natural drainage pathways;
 - pooling of water where buildings are existing / proposed;
 - drainage, which may or may not be polluted, from neighbouring lands onto your property;
 - possibly polluted drainage onto the land from adjacent uses; or
 - drainage from your property onto adjacent lands?

For information contact: CPB, SWA, ENV, MUN.

4) Potential for flooding, subsidence, landslides or erosion

- ◇ Is there:
 - a history of flooding in the area;
 - land below the safe building elevation (1:500 year flood elevation plus ½ metre for wave action);
 - building proposed near a water body;

- swampy or wet soils; or
- evidence of previous landslides or erosion?

For information contact: CPB, DFO, MUN, ENV, SWA.

Easements or Interests

- ◇ Are there any registered or non-registered easements/interests on the land?

Note: Utility companies are not required by law to register all interests on title.

- For information on registered easements/interests contact ISC.
- For information on **NON registered easements**, contact *Sask 1st call.*

Communal Water Supply, Sewage Disposal and Solid Waste Disposal Systems

- ◇ Will the municipality require the subdivision to provide:
 - water;
 - sewage disposal;
 - solid waste disposal; and/or
 - on-site septic requirements?

For information contact: CPB, ENV, RHA, SWA, SWC, MUN.

Servicing

- ◇ Does your subdivision proposal address:
 - road access;
 - fire, police and ambulance services;
 - water or sewer connections;
 - power lines;
 - phone lines;
 - gas lines (where available);

- surface drainage systems; or
- a temporary or permanent disruption to services elsewhere in the municipality?

Note: In order to facilitate servicing which meet development timelines, developers should contact utility companies as early as possible to discuss processes and scheduling requirements.

For information contact: CPB, MUN, SKP, SKT, SKE, TG.

Existing and proposed uses of land in the vicinity

- ◇ Is there a neighbouring, existing or proposed land use that could conflict with your development as a result of odour, dust, noise, traffic, or light pollution, such as:
 - a sewage treatment plant;
 - an industrial development;
 - a mining facility;
 - a large farming or intensive agricultural operation;
 - a storage site for gas, oil, mining materials, or other flammable liquids on your property;
 - residential subdivisions; or
 - large entertainment complexes?

For information contact: CPB, MUN, AG, SWA, ENV, RHA.

Streets, lanes, traffic flow and public safety

- ◇ Does your proposal include new streets, roads or lanes?

If so, the design of the infrastructure is required to meet the standards set out in Section 16 of *The Subdivision Regulations*, found at:

<http://www.qp.gov.sk.ca/documents/English/Regulations/Regulations/P13-1R1.pdf>

- ◇ Is your proposal adjacent to a provincial highway?
- ◇ Does your subdivision comply with the local zoning bylaw concerning:
 - sidewalk locations and designs;
 - intersections and access points;
 - walkways; and
 - curb crossings?

Site design and orientation

- ◇ Does your subdivision comply with the local zoning bylaw concerning:
 - site size and shape;
 - site location;
 - site frontage;
 - site shape;
 - minimum front, side and back yard setbacks with a building;
 - number of buildings allowed on a single site;
 - building location and utility lines;
 - minimum and maximum building size and height requirements; or
 - maximum developable area for the proposed building(s)?

For information contact: CPB, MUN, *Sask 1st call*, SKE, SKP, SKT, TG.

The protection of fish and wildlife habitats

- ◇ Is your proposed subdivision:
 - close to a wildlife reserve, protected wetland, environmental reserve land or other protected natural ecosystem;
 - draining into a lake or water body containing fish and wildlife; or

- adjacent to a lake, river, or other tributary?

For information contact: CPB, MUN, SWA, DFO, or ENV.

The protection of significant natural or historical features

- ◇ Have you submitted a description of your subdivision for a heritage resource assessment? (www.tpcs.gov.sk.ca/SensitiveLocations)

For information contact: CPB, MUN, HER.

Setbacks

- ◇ Is your proposed residential subdivision:
 - within 1500 metres of the water intake for a water treatment plant;
 - between the reservoir and a line established for flood control or reservoir/water supply protection;
 - less than 457 metres from a landfill;
 - less than 300 metres from a sewage treatment plant or sewage lagoon; or
 - within 300 metres of an intensive livestock operation?

For information contact: CPB, MUN, RHA, ENV, SWA, AG.

Public Lands

- ◇ Have you:
 - made arrangements to provide land for Municipal Reserve, cash in lieu of land or have the requirement deferred; or
 - discussed where and how reserve must be given with council?
- ◇ Will the proposed subdivision:

- o require a school, park or recreational facility;
- o stress the capacity of existing civic facilities; or
- o require additional civic facilities?

For information contact: CPB, EDU, MUN.

Although this checklist will not guarantee you will avoid delays in the subdivision and approval process, it will help you to avoid common mistakes and predict possible issues.

Glossary of Abbreviations:

- CPB- Community Planning Branch
- DFO- The Department of Fisheries and Oceans Canada
- ENV- Ministry of Environment
- ER- Ministry of Energy and Resources
- HER- Heritage Branch of the Ministry of Tourism, Parks, Culture and Sport
- HI- Ministry of Highways and Infrastructure
- ISC – Information Services Corp
- MA – Ministry of Municipal Affairs
- MUN- Municipality
- SWA- Saskatchewan Watershed Authority
- SWC- Saskatchewan Water Corporation
- RHA- Regional Health Authority
- SKE- SaskEnergy
- SKP- SaskPower
- SKT- SaskTel
- Sask 1st call* (1-866-828-4888) to request line locations and verify utility ownership
- TG – Trans Gas

Step 4

Community Planning Review

Subdivision applications are assigned to a Planning Consultant at CPB who works with the applicant and the municipality throughout the process. For more information on who to contact see:

<http://www.municipal.gov.sk.ca/CPM-ap-Planning-Consultant-Areas>

The Planning Consultant will review the application for:

- compliance with any local or district official community plans and zoning bylaws;
- compliance with the PDA, *The Subdivision Regulations* and *Dedicated Lands Regulation, 2009*.
- site suitability; and
- access and servicing requirements.

The Planning Consultant also refers the application to ministries and agencies determined to have an interest in the proposal for comment. The applicant will be advised of the need for any additional information.

Step 5

Reach a Servicing Agreement

A servicing agreement is a legal contract a municipality may require a subdivision applicant to enter into under the PDA. The servicing agreement establishes the developer's responsibility to install, or pay for, services in a subdivision, which will be maintained and operated by the municipality once installed.

The agreement may cover services and facilities that directly or indirectly serve the subdivision. It ensures that capital costs of servicing are paid for by the new development and that services are installed to municipal specifications and standards. Overall, it provides certainty and transparency for the developers, municipalities and homebuyers.

When establishing a servicing fee, municipalities should also consider the impact of the development on off-site infrastructure. For example additional wastewater requirements from a new subdivision may require a new or expanded sewage lagoon. The total cost is then proportioned among existing and expected development that will use the lagoon. Off-site fees must be assigned to a separate account, along with accrued interest and may only be withdrawn for the specified construction projects.

A servicing agreement should have performance guarantees, construction specifications, time limits, and a completion date. The agreement terminates when the developer completes construction of the services listed to the specifications of the municipality.

A servicing agreement will typically require the construction of the following on-site services:

- grading and leveling of the land;
- graded, graveled or paved roads, streets and lanes connecting to the subdivision;
- sidewalks, boulevards, curbs, gutters, lighting;

- storm sewers, sanitary sewers, drains, water mains, laterals, service connections, and fire hydrants;
- street name plates and poles;
- landscaping of parks and boulevards;
- public recreation facilities; or
- any other public works that a council may require (e.g. power, gas, telecommunication lines).

An agreement may also require the developer to pay servicing fees or off-site fees to the municipality to cover the capital costs of altering, expanding or upgrading infrastructure or services which directly or indirectly serve the subdivision. In this case the municipality installs the services, which typically include:

- sewer, water, drainage or other utility systems;
- municipal streets and roads; or
- park and recreation space and facilities.

Most servicing agreements contain a warranty period where the developer is required to repair any construction deficiency.

Note: Outside of the servicing agreement, developers should be aware that they will need to enter into a separate agreement with the individual utility companies, detailing the location and installation of services. Utility companies require approval from both the developer and the municipality before they will begin construction.

If a municipality requires a servicing agreement, the applicant has 90 days

to enter into the agreement. The time limit may be extended by mutual agreement.

Before a servicing agreement is signed, the developer has the right to appeal the need for a servicing agreement or the terms of an agreement to the Saskatchewan Municipal Board.

The approving authority cannot approve the subdivision application if the servicing agreement is unresolved.

Step 6

Decision on Subdivision

At this point in the process, you have likely resolved any issues, provided all appropriate information and signed a servicing agreement, should one be required.

If your land is properly zoned and you have addressed provincial and municipal requirements, a decision can now be made on your application.

Your subdivision application may be:

- approved;
- approved with conditions; or
- refused.

The decision is sent to the subdivision applicant (which may be the surveyor), the municipality, and any other parties (usually ministries or agencies) who were determined to have an interest in the application.

Revisions and Appeals

If the developer disagrees with any conditions of approval, they can file

an appeal with the Saskatchewan Municipal Board.

If a subdivision application is denied, the developer may reapply once the issues have been resolved or they can appeal the decision to the Saskatchewan Municipal Board.

Information on appeals and an appeals guide can be found at:

<http://www.municipal.gov.sk.ca/Programs-Services/Community-Planning/Appeals/>

Step 7

Register your survey plan

Once your subdivision has been approved and you have accepted the conditions of the approval, you or your surveyor may contact ISC to register your survey plan and apply for new titles to your subdivided lands. This is the last step in the subdivision process.

Step 8

Site preparation work

Once the subdivision is registered site, improvements can begin. After registering your survey plan you will need to prepare the site for building.

The developer is responsible for:

- acquiring any necessary permits and or granting easements associated with the installation of utilities, infrastructure development or services;
- contouring as defined in engineering plans;
- arranging for the installation of gas, telephone and electrical services (contact with service

agencies should be made in advance of final approval);

- arranging for the relocation of any existing utilities that do not conform to the purposed subdivision plan;
- installation of infrastructure outlined in the servicing agreement – e.g. streets, curbs, lighting, or sewer; and
- all applicable costs associated with joint use servicing charges.

Note: Do not wait until this final step to contact utility companies. Utility installation must be staged, and shallow utilities (e.g. phone) cannot be installed until the development is to final grade and deep utilities (e.g. gas) have been installed and the roads are completed to the sub-base stage.

At this point, the developer may also:

- begin marketing lots;
- develop sales contracts;
- obtain building permits;
- develop show structures; and
- begin municipal reserve development.

Conclusion

The subdivision process can be straightforward however delays may arise. Developments requiring rezoning may take time as they involve a legislated public process. Good relationships between developers and municipalities will help facilitate timely decisions.

By working together, the developer, municipality and community will ensure the development is a good fit and will meet the present and future needs and interests of the community.

The Ministry of Municipal Affairs, gratefully acknowledges the contributions made by the Regina & Region Home Builders' Association, SaskPower, SaskEnergy and SaskTel in the preparation and review of this information.



SaskTel

For more information contact the Community Planning Branch, Saskatchewan Ministry of Municipal Affairs.

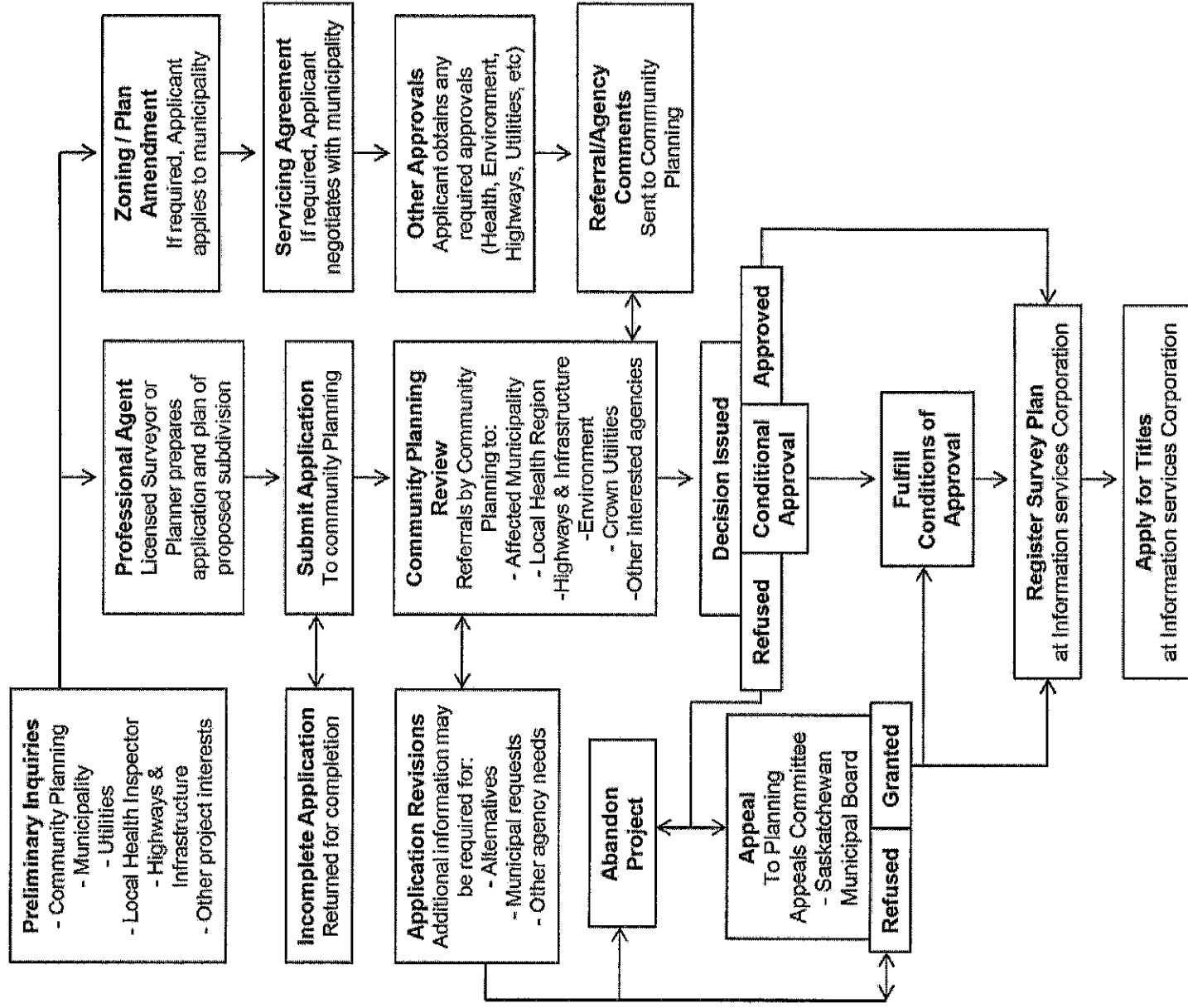
Southern Region

420 – 1855 Victoria Avenue
REGINA SK S4P 3T2
Telephone: (306) 787-2725
Fax: (306) 798-0194

Central and Northern Regions

Room 978, 122 3rd Avenue N
Saskatoon SK S7K 2H6
Telephone: (306) 933-6937
Fax: (306) 933-7720
www.municipal.gov.sk.ca

Subdivision Application Approval Process





Application to Subdivide Land

1. Location of Land to be Subdivided:

Municipality (City, Town, Village, RM) _____

_____ 1/4 Sec. _____ Twp. _____ Rge. _____ Mer. _____

Lot(s) _____ Block(s) _____ Plan/Parcel No. _____

2. The Proposed Subdivision involves:

- Plan of Proposed Subdivision
- Parcel Tie Removal (describe and include parcel pictures)
- Other Subdividing Instrument (lease, easement)

3. Legal and Physical Access to the Subdivision is via:

- Grid Road Highway Resource Road Northern Crown Land
- Main Farm Access Urban Street Road Allowance Trail
- Paved Gravel Unimproved

4. Physical Nature of the Land to be Subdivided:

a) What is the physical nature of the proposed lot(s) or parcel(s)?

- Wooded/Treed Cultivated Pasture Hilly Level/Flat Low/Swampy Lake, River, or Creek

Describe the physical nature in more detail:

b) Drainage:

How will the proposed lot(s) or parcel(s) be drained?

- Natural Ditches Curb and Gutter Storm Sewer

Do you propose to discharge surface water into a highway ditch or waterway? Yes No

Show drainage courses on the Plan of Proposed Subdivision.

5. Land Use:

a) What is the land presently used for?

- Agriculture Residential Seasonal Recreation (Cottage) Commercial Industrial Other

Describe the present land use in more detail:

b) What is the intended use of the proposed lot(s) or parcel(s)?

- Agriculture Residential Seasonal Recreation (Cottage) Commercial Industrial Other

Describe the intended use in more detail:

c) Are there any buildings on the land being subdivided? Yes No

Indicate the location, distance from the property boundary and use of all buildings and utility lines on the Plan of Proposed Subdivision/ Parcel Picture.

6.

Services:

- a) Water Supply is: Existing Proposed Not Required
- Communal System Cistern Lake / Waterbody
- Municipal Well Private Well Other

Describe / specify proposed water source: _____

b) Sewage Disposal is:

- Municipal Existing Proposed Not Required
- Private-On-site (please specify below)
- Mound Chamber Holding Tank
- Jet Type Absorption Field Other

Describe / specify proposed sewage disposal system: _____

Please show all set back distances from the property boundary, house, well and water course(s) on the plan of proposed subdivision.

7.

Utility Services:

- Electrical Power is: Existing Proposed Not Required Not Available
- Telephone service is: Existing Proposed Not Required Not Available
- Natural Gas is: Existing Proposed Not Required Not Available

8.

Surrounding Land Uses:

If the proposed subdivision is in a Rural Municipality, are any of the following within 5 km; or if in an Urban Municipality, are any of the following within 500 m? Check all that apply.

	If checked, please state distance
<input type="checkbox"/> Airport _____	
<input type="checkbox"/> Intensive Livestock Operation _____	
<input type="checkbox"/> Sewage Treatment Facility or Sewage Lagoon _____	
<input type="checkbox"/> Landfill for disposal of garbage or refuse _____	
<input type="checkbox"/> High Voltage Power Transmission Line _____	
<input type="checkbox"/> High Pressure Gas Transmission Line, Oil Line (specify) _____	
<input type="checkbox"/> Industrial Commercial Operation (specify) _____	
<input type="checkbox"/> National, Provincial, or Regional Park _____	
<input type="checkbox"/> Residential Lot(s) _____	
<input type="checkbox"/> Water Body or Course _____	
<input type="checkbox"/> Cemetery _____	
<input type="checkbox"/> School Bus Route _____	
<input type="checkbox"/> Urban Municipality _____	
<input type="checkbox"/> Water Treatment Plant or Reservoir _____	
<input type="checkbox"/> Other (specify) _____	

9. Additional Comments:

10. Other Requirements:

1. Applications must include a copy of the title to the land being subdivided and the Basic Fees. Also include any relevant permits or approvals obtained from other agencies or a municipality.
2. Basic Fees are \$100 per proposed lot (non-refundable) plus \$150 for a issuance of a Certificate of Approval. The fees are exempt from GST & PST. Make a cheque or money order payable to the Minister of Finance.
3. Applicants may be asked for additional fees and information if found to be needed during the review of an application.
4. Until the review of an application is done and a decision is issued, no binding contracts for the land should be made and no construction or site preparation work should be started.
5. Personal information given on this form is collected pursuant to The Freedom of Information and Protection of Privacy Act and will be shared with other agencies involved in reviewing subdivision applications. If you do not want your personal information to be shared, contact the Community Planning Branch to discuss your concerns before submitting a completed form.

11.

Applicant(s): *(persons making the application and to whom correspondence should be addressed)*

a) Name of registered owner of land to be subdivided:

Name: _____
Address: _____
City/Town/Village: _____
Prov.: _____ Postal Code: _____
Email: _____ Tel.: _____

b) Land Surveyor / Planner / Lawyer / Agent (specify):

Name: _____ Company Name: _____
Address: _____
City/Town/Village: _____
Prov.: _____ Postal Code: _____
Email: _____ Tel.: _____

c) Declaration by registered owner:

- I, _____ hereby certify that I
(Full name in block capitals)
- am the registered owner of the land proposed for subdivision.
- am authorized, in writing, to act as the registered owner per Sections 2(b.2) and 5(3) of *The Subdivision Regulations*, I hereby swear that all statements contained with this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the *Canada Evidence Act*.

Signature: _____ Date: _____
Name: _____ Address: _____
City/Town/Village: _____ Prov.: _____ Postal Code: _____ Tel.: _____

Replies are to be sent to (please specify): a b c



Subdivision Application Fees

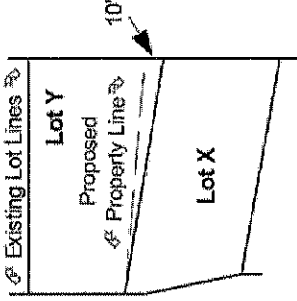
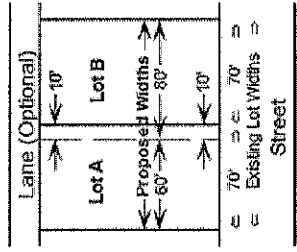
Under *The Planning and Development Act, 2007*

Under Section 10 of *The Subdivision Regulations*, subdivision applicants are required to pay the basic review and approval fees illustrated herein and any other related fees incurred by the subdivision approving authority during the review of an application.

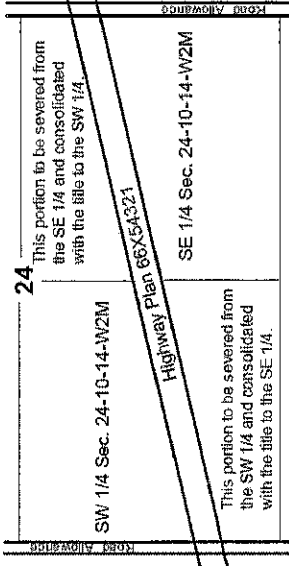
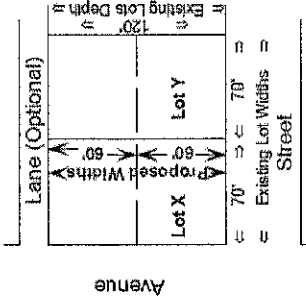
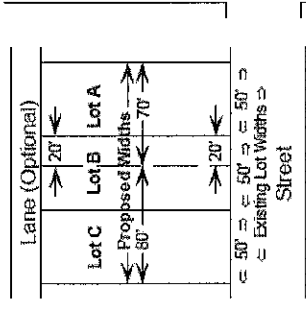
Basic Fees

Basic fees are \$100 for each proposed lot or parcel plus \$150 for issuing an approval certificate. The \$100 per parcel fee is not due for parcels that will be used for roads, dedicated lands, or public works (defined in section 2(1)(uu) of *The Planning and Development Act, 2007*).

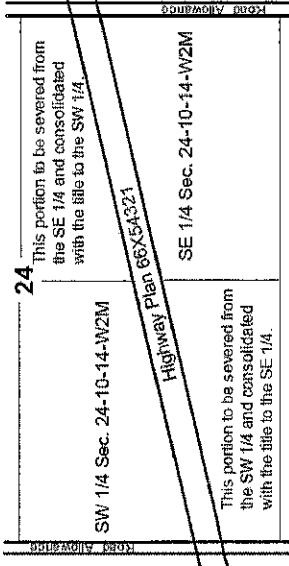
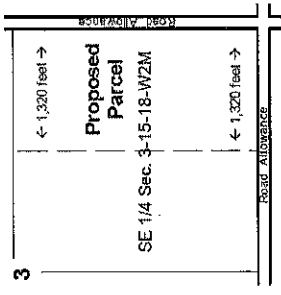
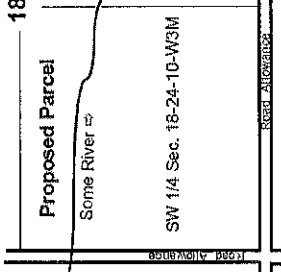
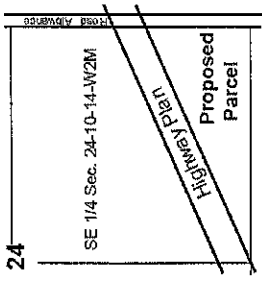
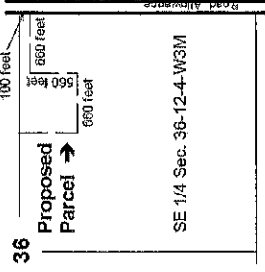
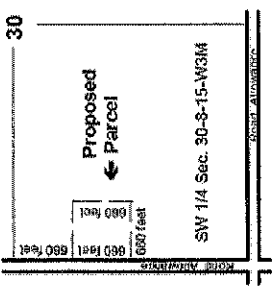
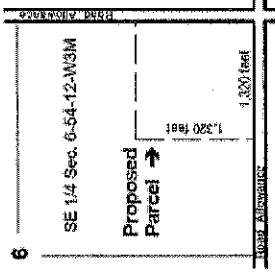
Total basic fees due for each of the following 2 examples are **\$250** if the bold dashed line on the plan of proposed subdivision outlines only the proposed parcel shown as Lot B or Lot X.



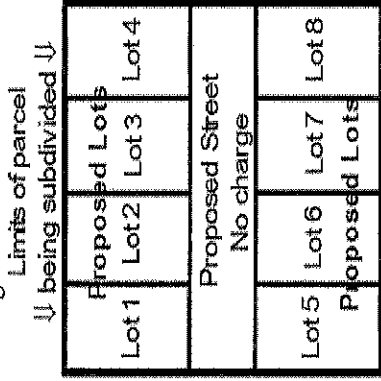
Total basic fees due for each of the following 3 examples are **\$350**. The bold dashed line must outline all the proposed parcels.



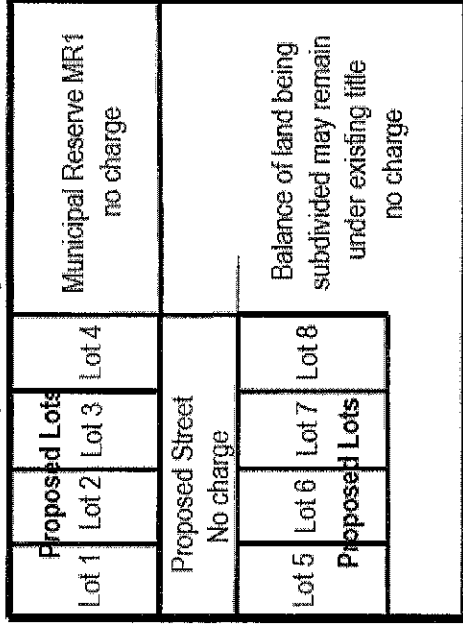
Total basic fees totaling \$250 are due for each example on this page - \$100 for the proposed parcel plus the \$150 for the approval certificate.



Fees totaling \$950 are due for each example shown below based on \$80 for 8 new lots plus \$150 for issuing the approval certificate. The bold dashed line must outline all the proposed parcels and may include the balance of the land being subdivided.



↓ Limits of parcel being subdivided ↓



Additional basic fees will be due if, during the review of an application, more parcels are added (i.e. included within the bold dashed line). If the number of parcels is reduced during the review of an application or an application is withdrawn, only the \$150 fee for issuing an approval certificate will be refunded.

The fee for re-issuance of a certificate of approval is \$25. A request to re-issue a certificate must be received before the expiry date stated on the certificate otherwise the request must be deemed a new application subject to the full fees.

Related fees

Subsections 10(4) and 10(5) of *The Subdivision Regulations* require a subdivision applicant to reimburse the subdivision approving authority for any fees that the approving authority must pay:

- a) For any reports, maps, titles or other documents needed in connection with the review of a subdivision application; and
- b) For registering or discharging any interests (caveats) respecting a proposed subdivision.

During the review of a subdivision application, applicants will be advised of the need for additional documents and fees. Applicants will have the option of submitting any needed additional documents, for example titles, at their cost.

Contact Information

For more information contact the Community Planning Branch of Saskatchewan Ministry of Municipal Affairs.

Southern Region

Saskatchewan Ministry of Municipal Affairs
Community Planning Branch
420 – 1855 Victoria Avenue
REGINA SK S4P 3T2
Telephone: (306) 787-2725
Fax: (306) 798-0194

Central and Northern Regions

Saskatchewan Ministry of Municipal Affairs
Community Planning Branch
Room 978, 122 3rd Avenue N
Saskatoon SK S7K 2H6
Telephone: (306) 933-6937
Fax: (306) 933-7720

For subdivision application forms and more detail about the subdivision approval process and the municipal reserve options visit:

www.municipal.gov.sk.ca



The Planning and Development Act, 2007 (the Act) deems certain separated or adjoining parcels of land to be one land holding in order to meet zoning or access requirements. Under the Act, an approval is required to subdivide the property by removing a 'parcel tie'.

The Information Services Corporation (ISC) uses parcel ties to link the titles to parcels that must be treated as one holding. This may be land that was on the same title in the old paper based land titles system such as:

- Land holdings separated by a water body or course, or by a survey plan for a road, railway or canal;
- Legal Subdivisions in quarter sections; or
- Parts of lots or parcels that were approved as a single or consolidated holding so that:
 - all the land has access to a public road, or
 - the total holding complied with minimum site area requirements under a zoning bylaw.

Consult the ISC about whether a parcel tie is valid. Valid parcel ties link parcels that cannot be dealt with or transferred separately. In order to have the ISC remove a valid parcel tie, an approval to subdivide land is needed.

The review of a subdivision application ensures that each parcel, as a single transferable entity, complies with the Act with respect to such matters as:

- the land being suitable for the intended use;
- the intended use of the land being compatible with land uses in the vicinity;
- the intended use and dimensions of parcels meeting minimum municipal and provincial requirements;
- all parcels having access to a public road;
- traffic safety and highway access;
- the provision of utility and municipal services;
- protection of heritage artifacts and rare species;
- flood protection and slope stability; and
- provision of public land (i.e. roadways, parks).

More details about parcel ties can be found on the ISC website at www.isc.ca by clicking *Survey Plans > Parcel Tie amendments*.

Subdivision application procedures are on the Ministry of Municipal Affairs website at www.municipal.gov.sk.ca under *Programs & Services > Community Planning and Land Use > Subdivision*.

July 2011

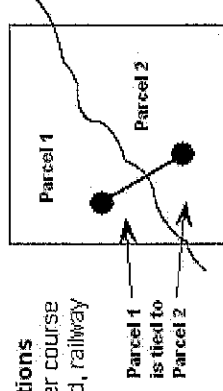
A subdivision application must include a plan of proposed subdivision prepared by a Saskatchewan Land Surveyor or Community Planner. Such a plan **may not** be needed for an application to remove parcel ties where:

- ties are to be removed from linked parcels separated by a road, railway or water feature;
- no highway or road widening is required; and
- the land does not contain or abut any water or steep slopes that could affect the suitability of the land for the intended use.

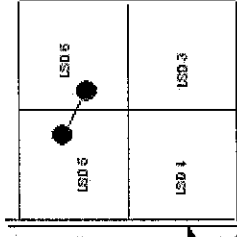
Applications without a plan of proposed subdivision must include a schedule or sketch showing the parcels from which ties are to be removed and those parcels to be joined or linked by new ties.

Valid parcel ties may involve.

Quarter sections
split by a water course surveyed road, railway or canal.



Legal Subdivisions (LSD)
tied because one does not tie about a road, or two or more are needed to meet zoning requirements.



Roads



Parcels 1 and 2 are tied together and **Parcels 3 and 4** are tied together so that the tied sites meet zoning requirements.

For more information contact:

Ministry of Municipal Affairs
Community Planning
122 - 3rd Ave N Room 978
SASKATOON SK S7K 2H6
Phone: (306) 933-6937
Fax: (306) 933-7720

Ministry of Municipal Affairs
Community Planning
420 - 1855 Victoria Avenue
REGINA SK S4P 3T2
Phone: (306) 787-2725
Fax: (306) 798-0194

For more information, contact the Community Planning Branch at:

Regina Office:

420-1855 Victoria Avenue
Regina, SK S4P 3T2
Telephone: (306) 787-2725
Fax: (306) 798-0194

Saskatoon Office:

Sturdy Stone Building
Room 978, 122 - 3rd Avenue North
Saskatoon, SK S7K 2H6
Telephone: (306) 933-6937
Fax: (306) 933-7720

Or visit the following website link:

<http://www.municipal.gov.sk.ca/Programs-Services/Community-Planning/Subdivision>
