



## PROCESSING TIME

The date on which the fully completed application is received marks the beginning of the processing period. The time periods for processing an application are:

- 21 days for separation of an existing lot described in a Certificate of Title.
- 60 days for a subdivision that creates a new lot.

## DECISIONS

Decisions on whether to approve or refuse subdivision applications are made by the Municipal Planning Commission (MPC). The MPC is composed or not less than five members who are appointed by Council resolution.

## APPEALS

Subdivision decisions are appealed to the Subdivision & Development Appeal Board (SDAB) or the Municipal Government Board.

An appeal board hearing must take place within 30 days of the appeal being filed. Both the appellant and the applicant will be notified of the hearing in writing at least five days prior to the hearing.



Town of High River

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Website: [www.highriver.ca](http://www.highriver.ca)

These pamphlets have no legal status and cannot be used as an official interpretation of the various by-laws, codes and regulations in effect. Users are advised to contact the Planning and Development Department for assistance as the Town of High River accepts no responsibility to persons relying solely on this information.

Updated: November 2009

# SUBDIVISIONS



Planning & Development





The following information provides a guideline to assist applicants in preparing the submission for a Subdivision.

### WHAT IS A SUBDIVISION?

Subdivision is the dividing of a single parcel of land into two or more parcels, each to be given a separate title. Subdivision is also used for existing lot line adjustments.

### WHO CAN APPLY FOR A LAND USE BYLAW AMENDMENT?

Only the landowner or agent acting on behalf of the landowner may apply for subdivision. An agent may be any person acting on behalf of the owner.

### FEES

A fee for a subdivision application must be paid at time of application. A fee schedule is available at the Town Office or on the website ([www.highriver.ca](http://www.highriver.ca))

### QUESTIONS?

Contact the Planning Department:

Email: [highriverplanning@highriver.ca](mailto:highriverplanning@highriver.ca)

Phone: (403) 652-2110

### APPLICATION REQUIREMENTS

Every application for a subdivision application shall be accompanied by the following:

- Five subdivision application forms, signed by the applicant or the agent and 20 photocopies of the application.
- A copy of the Certificate of Title for all of the property concerned no more than 30 days old (copies can be obtained from the Alberta Registries Office).
- A copy of each instrument registered on title at the time of application, excluding financial instruments.
- 25 copies of a survey plan showing your proposed subdivision. The space provided on the application form may be used or a separate sketch or plan may be attached to the application. The drawing should clearly show:
  1. the location, boundaries, and dimensions of your land;
  2. the land you wish to register with the Land Titles Office;
  3. the location, boundaries, dimensions of each new parcel to be created;
  4. the location of roads, parks, right-of-way, and proposed or existing railway tracks;
  5. the location of all existing utility services (electric power, natural gas, or telephone);
  6. the location and size of any existing buildings on the property, including those that will be removed or demolished, if any and;
  7. the proposed location of access points to each new parcel;
  8. a Real Property Report if there are existing buildings;
  9. other information as required.

### APPLICATION PROCESS

