

**CITY OF LEDUC
SUBDIVISION AUTHORITY
REQUIREMENTS FOR APPLICATIONS FOR SUBDIVISION**

Application for subdivision may be made in hard copy, although preference is for digital applications sent to Planning@leduc.ca. The following items must be submitted at the time of application:

(1) **FEES:**

Each application for subdivision is to be accompanied by an initial application fee, payable by cash, cheque, or [credit card](#). An endorsement fee is also due prior to the City's endorsement of the plan of survey (following subdivision approval). All fees are charged per lot created including public utility lots, municipal reserve, and environmental reserve parcels. Fees are charged in accordance with the [City's Fees Bylaw](#) and are subject to change.

(2) **APPLICATION FORM:**

A completed application form must be signed by the registered owner(s) of the land that is the subject of the application or an authorized person who is acting on behalf of the registered owner(s).

If a company or individual is the owner of the said land under an agreement for sale, submit a copy of the signed agreement for sale with the subdivision application.

(3) **AUTHORIZATION FORM:**

A completed authorization form signed by the registered owner(s) is required only if the application is being submitted by a person other than the registered owner(s).

*** Please note that in those instances where a surveyor is making application on behalf of a developer that has an option to purchase the land, this office also requires a written authorization from the developer to the surveyor in addition to authorization from the current property owner(s).*

(4) **RIGHT-OF-ENTRY AUTHORIZATION FORM:**

A completed right-of-entry authorization form permitting the right-of-entry on a site by an authorized person from the City of Leduc must accompany the application submission.

(5) **CONSENT TO EMAIL DOCUMENTS FORM:**

A completed consent form related to emailing documents pertaining to the subdivision must be submitted.

(6) **CERTIFICATE OF TITLE:**

An up-to-date copy of the current Certificate of Title for each affected parcel on file in the Land Titles Office must be submitted with the application.

(7) **PROPOSED PLAN:**

The tentative plan of subdivision shall be submitted by email to city administration in both PDF format as well as in Shapefile or AutoCAD format (shapefile is preferred). All plans should be spatially referenced in 3TM Grid NAD83 (EPSG: 3776). The subdivision plan shall be prepared by a land surveyor and shall show:

- a) The location, dimension and boundaries of the existing parcel of land to be subdivided, showing the location of existing rights-of-way on the property proposed to be subdivided.
- b) The area of the proposed subdivision. If phased, the area must be described for each individual phase of subdivision shown on the plan. If the subdivision proposes residential, the net residential area should be identified.
- c) The location, area and proposed dimensions of all parcels, including reserves, roads and points of access to all the proposed parcels. The proposed lots and blocks are to be numbered. Streets shall be identified.
** Please note that street names must be approved by the City's Naming Committee prior to registration of the subdivision plan. Where street names have not yet been approved, the applicant must follow the process outlined in the City's Naming Policy.
- d) The width of proposed road right-of-way, the radius of all cul-de-sac bulbs and curved road corners, as well as cut corner dimensions as required.
- e) Contour information (where required) at an interval of 1.0 m is to be superimposed over the tentative plan, and the contour data is to be related to a geodetic datum where possible.
- f) The location, dimensions, numbers, names and other designations of any:
 - highways
 - secondary roads,
 - public roadways,
 - road widening
 - existing or proposed railways and/or spur tracks,
 - rights-of-way or easements (on record in a Land Titles Office) which exist on land adjoining or in the vicinity of the land to be subdivided including:
 - (i) Pipelines:
 - location and size
 - rights-of-way identifying registered plan number
 - product in the line
 - ownership
 - proposed change in rights-of-way
 - (ii) Electrical power transmission and distribution lines:
 - existing rights-of-way identifying registered plan number
 - voltage
 - ownership
 - proposed change in rights-of-way
 - (iii) Gas and oil wells and pipelines:
 - status (active, suspended, abandoned)
 - type of fuel (sour gas, non-sour gas, etc.)
 - license number
 - ownership information
 - all other information required under Provincial subdivision and development regulation.

Site information can be obtained from AER Customer Contact Centre by phone at 1-855-297-8311. Site information can also be viewed through the Alberta Energy Regulator's OneStop application at <https://extmapviewer.aer.ca/Onestop/Public/index.html> or Government of Alberta's GoeDiscover application at <https://geodiscover.alberta.ca>.

- g) The location, siting and plotting of natural and man-made physical features such as:
 - bodies of water and drainage ditches, sloughs or organic areas
 - top and bottom of banks
 - wooded areas
 - pits or mounds
 - existing structures
- h) The location and dimension of all existing buildings or structures on the land to be subdivided, and/or any other buildings or structures on adjoining or in the immediate vicinity of the land to be subdivided must be plotted.
- i) A description of the use or uses proposed for the parcels within the subdivision area.

(8) **KEY PLAN:**

A key plan showing the location of the proposed subdivision in the City and drawn to a scale to ensure legibility must be provided in conjunction with the application submission. If desired, the applicant may use a key plan as provided by the Planning & Economic Development department.

(9) **SNOW STORAGE PLAN:**

For residential subdivisions, the applicant is required to provide a plan of the driveway locations on pie-shaped lots identified on the plan of subdivision showing the snow storage space required under the City's Land Use Bylaw. Driveways with initial development shall not encroach into this snow storage space.

(10) **DRIVEWAY PLAN**

For residential subdivisions, the applicant is required to provide a plan showing proposed driveway locations on any lots containing a front or rear corner cut. This plan will be used to evaluate potential conflicts with traffic and pedestrian safety in relation to these corner cut areas on both primary streets and lanes.

(11) **HOUSING CONCEPT PLAN:**

For residential subdivisions where multiple types of dwellings are proposed, a coloured concept plan showing the location of each type of housing shall be provided to support the review process.

(12) **HISTORICAL RESOURCES ACT APPROVAL:**

For subdivisions wholly or partially overlapping an area identified as having Historical Resources Value under the Listing of Historic Resources (<https://www.alberta.ca/listing-historic-resources.aspx>), Historical Resources Act Approval is required. A Historical Resources Application must be submitted by the applicant to Alberta Culture and Tourism, and the written approval from Alberta Culture and Tourism must accompany the initial subdivision application to

the City. Any further obligations outlined in the response from the Province must be met prior to subdivision and/or development approval.

(13) **ALBERTA ENERGY REGULATOR INFORMATION:**

For subdivisions within one of the distances prescribed by the Alberta Energy Regulator (AER), detailed information pertaining to any pipeline, well site, or other infrastructure within proximity to the subdivision area shall be provided.

(14) **LOCAL SERVICES:**

The applicant/owner may be asked to provide an Area Structure Plan or an Outline Plan for major applications or to provide satisfactory data in the form of a qualified consultant's report with respect to the following:

- (a) The method of providing the proposed subdivision with municipal water.
- (b) The method of providing storm and sanitary sewage disposal facilities to the proposed subdivision.
- (c) The methods of handling surface drainage for the subdivision area and any other land area that may be affected by the proposal.
- (d) The arrangements that may have to be made to effect the collection and disposal of solid waste.
- (e) Transportation circulation and traffic functionality of the subdivision area, both locally and as part of the larger municipal context.

(15) **RESERVE REQUIREMENTS:**

The applicant shall identify any parcels to be designated as municipal reserve, environmental reserve or conservation reserve as required by Provincial subdivision and development regulation.

*** Please note that the City of Leduc requires that any park adjacent to a residential subdivision area, particularly that located next to a new stage of development, must be included within the subdivision boundary, and those park amenities (ex. multiway, playground, etc.) must be developed along with the primary stage.*

(16) **ADDITIONAL INFORMATION:**

Pursuant to Provincial subdivision and development regulation, additional information may be required. If such information is required, the applicant will be notified accordingly.

**PROCESSING PROCEDURE FOR
SUBDIVISION APPLICATIONS IN THE CITY OF LEDUC**

1. The application made in the form attached is received by the City of Leduc Subdivision Authority and reviewed for completeness. A letter will be sent to the applicant within 20 days of receipt of the application; if deficiencies are noted, any outstanding requirements will be noted in addition to a date by which all items are to be received by the City.
2. When the application is deemed complete, the legislative maximum period for consideration of the application commences. You will be notified of this date shortly thereafter. The application may then be referred to various departments, agencies and landowners for their comment. Those agencies referred a subdivision application may vary. This referral period is typically three weeks.
3. Once comments are received from the referral agencies, the application is then reviewed by City Administration and brought before the Subdivision Authority for consideration.
4. Should extension agreements be requested as a result of a request for additional information or for any other reason, and the extension agreement and/or information is not received by the Subdivision Authority before the expiry of the period allowed for consideration, the Subdivision Authority will proceed with a decision before the expiry date. The Subdivision Authority will attempt not to allow an application to be “deemed refused.” A refusal to provide any such additional information as the Authority may require may cause the Authority to render a refusal on the application.
5. When a decision has been rendered, the Subdivision Authority will notify the applicant of the decision.
6. In all cases, the applicant has the right to appeal the decision of the City of Leduc Subdivision Authority on subdivision applications to either the City of Leduc Subdivision and Development Appeal Board within 21 days of the date of the decision, or the Land and Property Rights Tribunal as the case may be.

*** Please note that it is strongly recommended that all engineering planning is completed with the required area structure plan and/or outline plan for a neighbourhood. If deferred to a later point in the development process, it is recommended that this Neighbourhood Design Brief, which consists of detailed servicing information proving the functionality of a neighbourhood, be completed prior to subdivision approval. Should a subdivision application proceed without this information, the subdivision may be subject to change at the discretion of the City.*

7. Following the mandatory appeal period, the subdivision can be submitted for endorsement to the Planning & Economic Development department. The endorsement fee is payable at this time. Lot area information must be submitted in Excel format. The document package shall be submitted in hard copy format and shall include a current copy of the Certificate of Title to the lands and one copy of all plans. Documents shall be prepped in advance for submission to the City for review. Templates for any necessary agreements can be provided. Documents prepared by the City may include caveats regarding development agreement, deferred reserve, and restrictive covenant as necessary. At the direction of the City and in an effort to unencumber the subdivision area to the benefit of the applicant, it is the expectation that the applicant register any necessary discharge of instruments where possible as they pertain to the subdivision area. Any questions about document registration can be made to the Planning & Economic Development department.
8. The endorsement package is reviewed in detail to ensure consistency and that all conditions of the subdivision have been met. Documents are then put in process for signature.

9. The executed package will be returned to the applicant by way of regular mail. If faster service is requested, the package can be set aside at the main reception desk for pick up, arranged by the applicant (#1 Alexandra Park, Leduc, AB T9E 4C4).

CITY OF LEDUC
SUBDIVISION APPLICATION FORM
(in accordance with S. 6 of Matters Related
to Subdivision and Development Regulation)



FILE NO. _____

Date of receipt: _____

Fee Submitted:

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS THE SUBJECT OF THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNER'S BEHALF.

1. Name of registered owner of land to be subdivided: _____ Address (incl. postal code): _____
Phone No: _____ Email: _____

2. Name of agent (person authorized to act on behalf of owner), if any: _____ Address (incl. postal code): _____
Phone No: _____ Email: _____

3. LEGAL DESCRIPTION AND AREA
All/part of the _____ ¼ sec. _____ twp. _____ range _____ west of _____ meridian
Being all/parts of Lot _____ Block _____ Reg. Plan No. _____ C.O.T. No. _____
Total area to be subdivided: _____ ha Net Residential Area (if applicable): _____ ha
Municipal address (if applicable) _____

4. LOCATION
- a) The land is situated in the municipality of _____
 - b) Is the land located immediately adjacent to the municipal boundary? Yes No
Adjacent Municipality: _____
 - c) Is the land located within 1.6 kilometres of a highway? Yes No
Hwy No: _____
 - d) Does the proposed subdivision contain, or is it adjacent to, a river, stream, lake, drainage ditch, or canal, or other body of water? Yes No
Name: _____
 - e) Is the proposed parcel within 1.5 kilometres of a sour gas facility? Yes No
 - f) Does the proposed subdivision contain, or is it in proximity to a well site as defined by the Alberta Energy Regulator? Active Suspend Abandon No
 - g) Is the proposed subdivision within 300 m of the working area of a wastewater treatment plant? Yes No
 - h) Is the proposed subdivision in proximity to a landfill, waste, or wastewater treatment site as outlined under Section 17 of Matters Related to Subdivision and Development Regulation? Yes No
 - i) Is the proposed subdivision subject to Historical Resources Act Approval? Yes No

5. EXISTING AND PROPOSED USE

- a) Description of existing use of land: _____
Land Use District (as classified under the City's Land Use Bylaw): _____
- b) Description of proposed use of land: _____
Land Use District (as classified under the City's Land Use Bylaw): _____

6. PHYSICAL CHARACTERISTICS

- a) Topography (flat, rolling, steep, mixed, etc.) _____
- b) Vegetation (bush, shrubs, tree stands, wood lots, etc.) _____
- c) Water bodies (wetland, creek, etc.) _____
- d) Soil (sandy, loam, clay, etc.) _____

7. EXISTING BUILDINGS
Describe any buildings or structures on the land and whether they are to be used, demolished or moved: _____

8. WATER AND SEWER SERVICES
If the proposed subdivision is not to be served a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal: _____

9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF
I _____ hereby certify that
(print full name)
 I am the registered owner, or
 I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.
Address: _____ Signed: _____
Phone: _____ Email: _____ Date: _____

FURTHER INFORMATION MAY BE PROVIDED BY THE APPLICANT ON THE REVERSE OF THIS FORM

RIGHT OF ENTRY AUTHORIZATION

Municipal Government Amendment Act R.S.A. 2000, Chapter M-26, as amended
(Section 542)

Owner's consent to the Right of Entry by an authorized person of the City of Leduc for the purpose of a land site inspection relative to a proposed subdivision application.

Section 542(2) of the Municipal Government Act stipulates that:

"The designated officer must display or produce on request identification showing that the person is authorized to make the entry."

In accordance with this Section and this City's subdivision application requirements, it is necessary that this form be completed and returned with your application submission.

I do ____ or do not ____ grant consent for an authorized person of the City of Leduc to enter upon the subject land for a site inspection.

Legal Land Description

Owner's Name

Address

Date

Signature

Personal information on this form is being collected for the purpose of subdivision application, and is available to the public as part of the requirements of the Municipal Government Act Matters Related to Subdivision and Development Regulation. Information is collected under the authority of Part 17, Section 653 of the Municipal Government Act, and Section 33(a) and 33(c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection, usage or disclosure of this information can be directed to the Subdivision/Development Officer at (780) 980-7159, 31 Alexandra Park, Leduc, AB T9E 4C4

**APPLICANT'S AUTHORIZATION
FOR SUBDIVISION**

I, _____, being the registered owner(s)
(Name of Registered Owner(s))

of _____ do hereby authorize
(Legal Description of Property)

_____ to make application
(Individual or Firm Seeking Application)

affecting the above-noted property.

SIGNED _____

Registered Owner(s)

Address

Date

PLEASE NOTE: This authorization pertains only to the above-noted subdivision application to which it is attached.

Personal information on this form is being collected for the purpose of subdivision application, and is available to the public as part of the requirements of the Municipal Government Act Matters Related to Subdivision and Development Regulation. Information is collected under the authority of Part 17, Section 653 of the Municipal Government Act, and Section 33(a) and 33(c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection, usage or disclosure of this information can be directed to the Subdivision/Development Officer at (780) 980-7159, 31 Alexandra Park, Leduc, AB T9E 4C4

**APPLICANT'S CONSENT TO RECEIVE
ELECTRONIC DOCUMENTS**

In accordance with Section 608(1) of the Municipal Government Act, RSA 2000, Chapter M-26 as amended, I, _____,

(Name of Applicant - print)

being the main contact for the subdivision and/or redistricting application(s) being made in within this application package to the City of Leduc for the property legally described as _____ hereby:

(Legal Description of Property)

do not consent to have any official documents and correspondence produced through the processing of these application(s) sent to me by email/electronic mail.

OR

do consent to have any official documents and correspondence produced through the processing of these application(s) sent to me by email/electronic mail and provide the following email address for the purpose of receiving those documents and correspondence.

Email Address: _____

I acknowledge that I am able to print any documents sent to me in this manner.

SIGNED _____
Applicant

Address

Date

PLEASE NOTE: This authorization pertains only to the above-noted subdivision and/or redistricting application(s) to which it is attached.

Personal information on this form is being collected for the purpose of subdivision application, and is available to the public as part of the requirements of the Municipal Government Act Matters Related to Subdivision and Development Regulation. Information is collected under the authority of Part 17, Section 653 of the Municipal Government Act, and Section 33(a) and 33(c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection, usage or disclosure of this information can be directed to the Subdivision/Development Officer at (780) 980-7159, 31 Alexandra Park, Leduc, AB T9E 4C4