



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.

<p>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.</p>

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