

# SUBDIVIDING LAND

## PLANNING & DEVELOPMENT



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Subdividing typically means dividing one parcel of land into two or more smaller parcels so that each will have its own legal title.

### Subdivision approval is required when:

- creating lots for new development;
- creating separate land titles for each unit of duplex or row housing;
- creating separate land titles for each dwelling on a single property; or
- joining properties, or pieces of properties together, under one title.

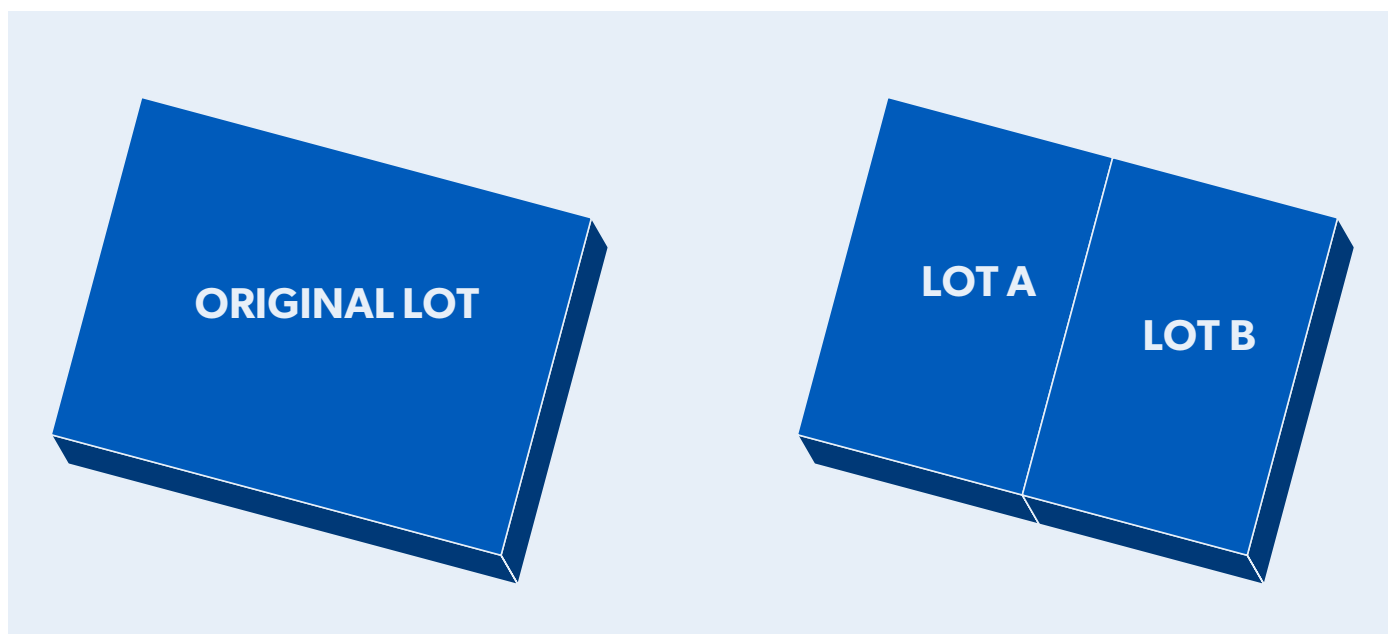
Redistricting (if needed) will occur prior to a subdivision, which includes a Public Hearing and a separate process.

The Subdivision Authority has been appointed by Council in Bylaw 25-2016. For the City of Lloydminster, the Subdivision Approving Authority is the City Manager or designate.

A complete application form, in addition to the documents listed below, are required in order to subdivide a parcel of land:

- Subdivision Application;
- Plan of Proposed Subdivision from a Registered Provincial Land Surveyor including an AutoCAD file and PDF;
- Certificate of Title from Information Services Corporation (ISC) or Alberta Land Titles (SPIN);
- Owner Authorization (if necessary)
- oil and gas well information from ERCB (Alberta) or Digital Well Log Data Base (Sask);
- an application fee as per Bylaw 28-2016; and
- other information deemed necessary by Planning & Development.

Planning & Development encourages applicants to set up a pre-application meeting prior to submitting an application. Please email [planning@lloydminster.ca](mailto:planning@lloydminster.ca) or call 780-874-3700 to book a meeting.



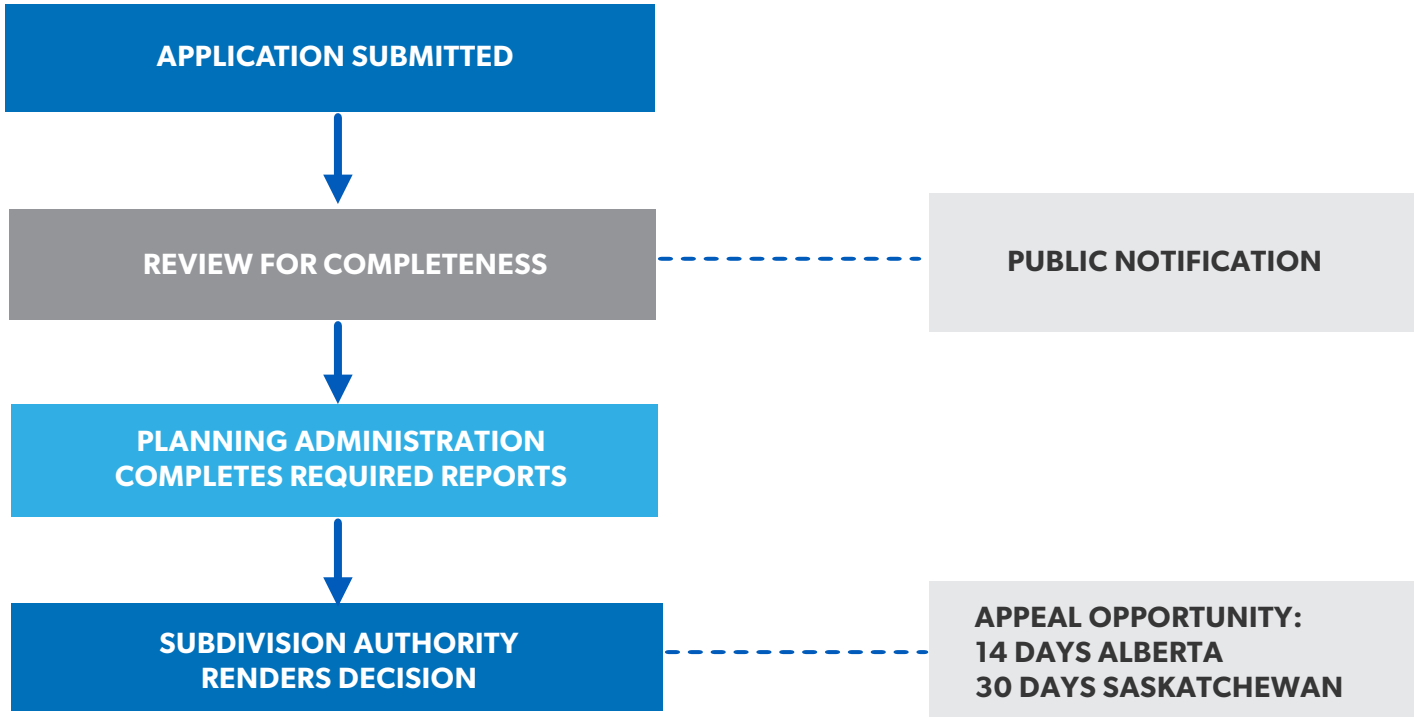
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**Figure 1 - Subdivision Process**

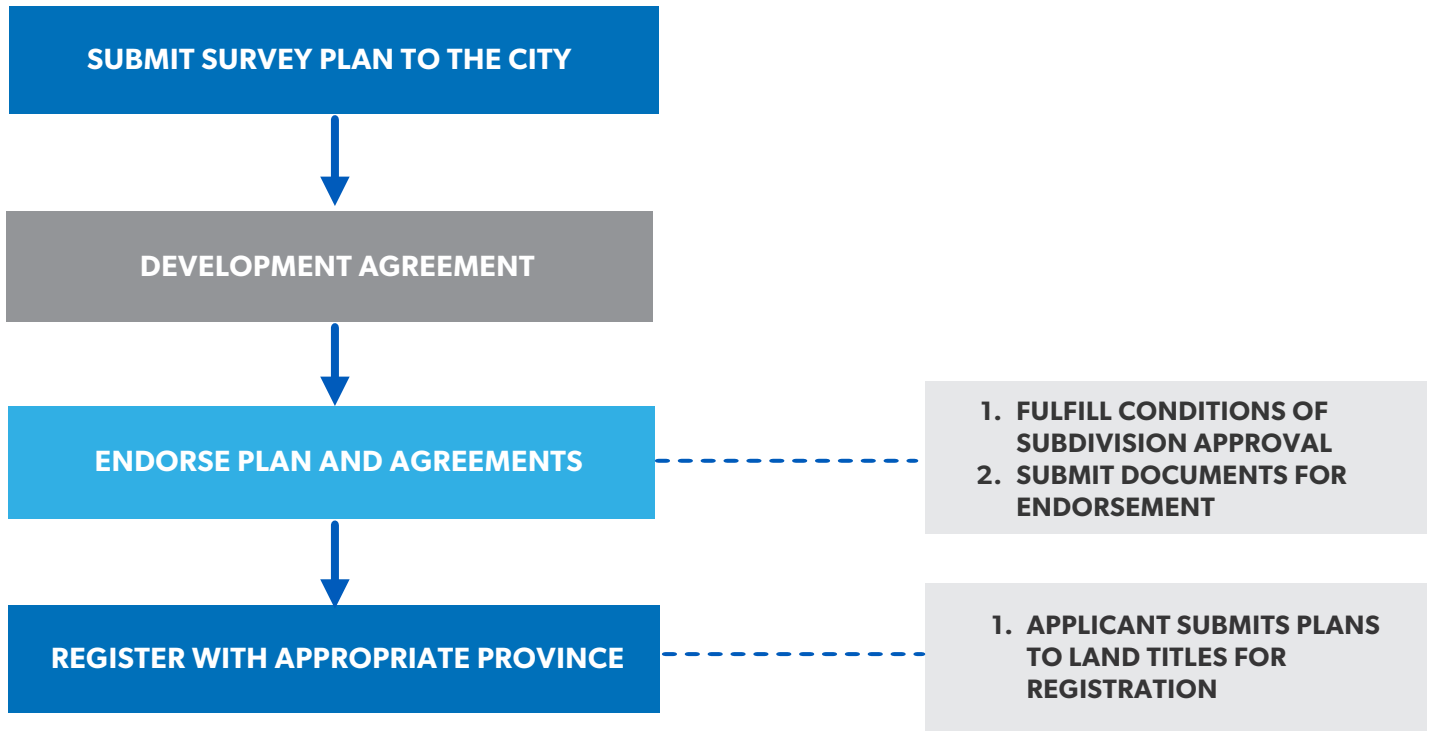


(approximately 6 - 8 weeks)





**Figure 1.1 After the Decision**



## APPEALS

Subdivision Appeals will be handled in accordance with the provincial legislation in which the lands are located.

Within 14 days (Alberta) or 30 days (Saskatchewan) of receiving written notice of the decision, an appeal may be filed by the applicant. The intention to file an appeal must be submitted in writing. The applicant may appeal the decision or any condition associated to the decision.

Please contact Planning & Development for specific provincial requirements.

### Let's stay in touch!

- Landowners within 30 metres of the land being subdivided will receive notification in the mail.
- Questions may be directed to Planning & Development.

For subdivisions, there is no requirement to hold a Public Hearing. Amendments to statutory plans and the Land Use Bylaw require Public Hearings prior to approval.