

Subdivisions

This Application Package Includes:

1. Information Sheet
2. Application Checklist
3. Subdivision Application Steps
4. Subdivision Application
5. Landowner Authorization Form

Planning Services recommends that all applicants engage in consultation prior to starting any subdivision application. To discuss your application, please contact Planning Services at 780-874-3700, permits@lloydminster.ca, or in person at the Lloydminster Operations Centre located at 6623 52 Street.

All development regulations can be found in *Land Use Bylaw 05-2025*.

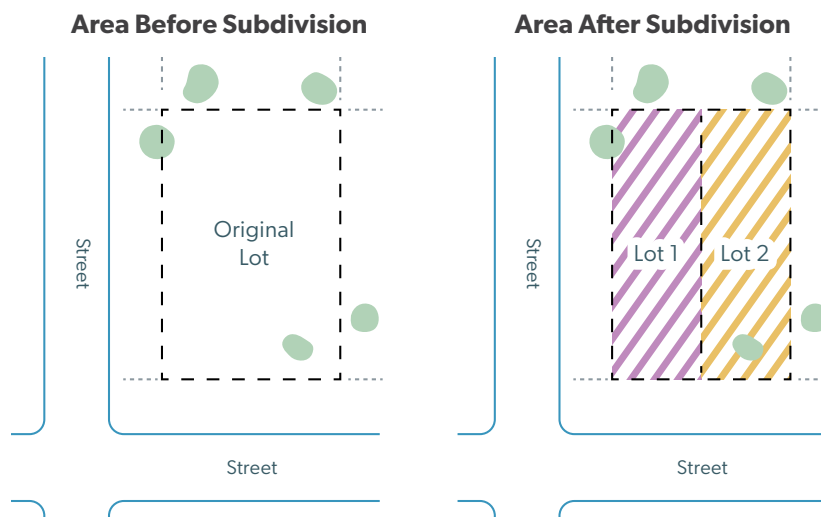
Disclaimer: This information is for reference only. Refer to the complete *Land Use Bylaw 05-2025* for all provisions. In the event of any discrepancy the provisions of *Land Use Bylaw 05-2025* shall take precedent.

Information Sheet

Subdivisions:

What does it mean to subdivide land?

Subdivision refers to the division of land into smaller parcels. This can take place on a large scale (e.g., a quarter section of a farmer's land being subdivided into numerous smaller residential/commercial parcels to form a new neighbourhood) or on a smaller scale (e.g., a single residential property being divided onto two or more parcels).



When is Subdivision Application Approval Required?

Subdivision application approval is required when a number of things take place. These include:

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

Application Information:

- The complete subdivision process can be found in *subsection 2.5 of Land Use Bylaw 05-2025*.



- In addition to the completed application, the applicant will need to provide:
 - a Plan of Proposed Subdivision from a Registered Provincial Land Surveyor including an AutoCAD file and PDF,
 - a Certificate of Title from Information Services Corporation (ISC) or Alberta Land Titles (SPIN),
 - Landowner Authorization (if necessary), and
 - oil and gas well information from ERCB (Alberta) or Digital Well log Data Base (Saskatchewan).
- The fee for a subdivision application is indicated in the City's *Fees and Charges Bylaw* as amended.
- If Subdivision occurs without first obtaining approval, you may be charged double the permit fees.
- If your application is refused or you do not agree with conditions of your approval you can appeal the decision to the Subdivision and Development Appeal Board (SDAB) within twenty-one (21) days of the decision being rendered.

Application Checklist

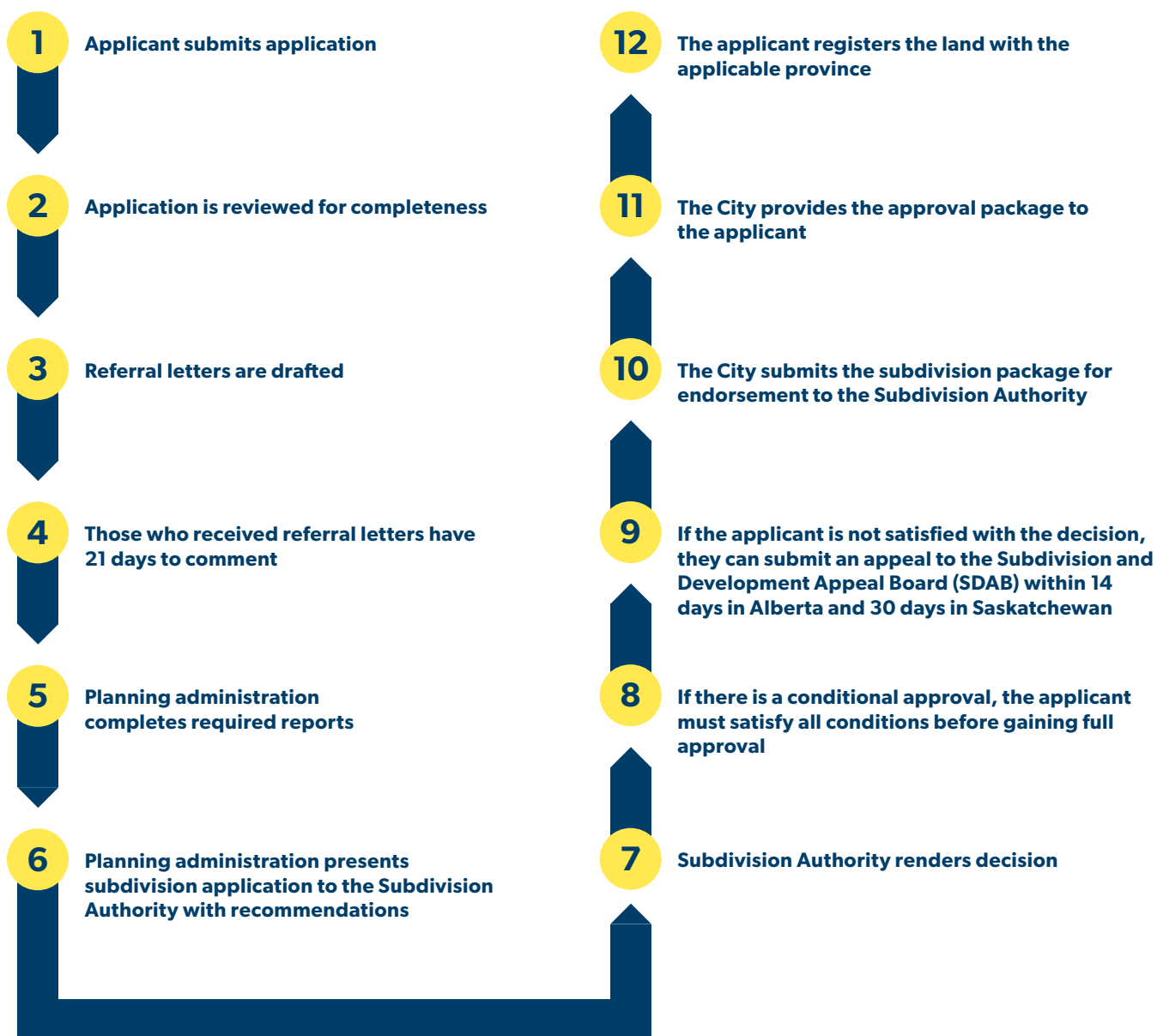
Applications for subdivisions may require the following:

- ☐ Completed application form
- ☐ Application fee
- ☐ Landowner Authorization
- ☐ Certificate of Title
- ☐ Plan of Proposed Subdivision
- ☐ CAD File
- ☐ Oil well information

Additionally, it is recommended that all applicants engage in consultation prior to starting any subdivision application. To discuss your application, please contact Planning Services at 780-874-3700, permits@lloydminster.ca, or in person at the Lloydminster Operations Centre located at 6623 52 Street.

Additional information may be required by the Development Authority.

Subdivision Application Steps



Subdivision Application

Applicant Information

Name:	Contact Name:	Contact Phone:
Contact Address:	Contact Email:	
City:	Postal Code:	Date (MM/DD/YY):

Are you the landowner? ☐ Yes ☐ No

If you selected No, has the attached Landowner Authorization Form been completed? ☐ Yes ☐ No

Property Information

Lot:	Block:	Plan:	1/4 Sec.	Twp.	Rge.	W	M
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Application Type

☐ Subdivision **OR** ☐ Consolidation # of Parcels created (including any remaining land) _____

Current Structures on Land

Are there currently and buildings or structures on the land? ☐ Yes ☐ No

If yes, describe the building and/or structure on the land _____

Will they be demolished or removed? ☐ Yes ☐ No

Location of Land to be Subdivided

Is the proposed parcel within 1.5 km of a sour gas facility? ☐ Yes ☐ No

Does the proposed parcel contain or is it adjacent to a river, stream, lake or other body water or drainage ditch or canal? If yes, state it's name: ☐ Yes ☐ No

Is the land is situated within 450 metres of an operating or non-operating landfill or hazardous waste management facility? ☐ Yes ☐ No

Is the land situated within 300 metres of a parcel of land that is currently being used for the processing of wastewater? ☐ Yes ☐ No

Abandoned Well Information

Does an abandoned oil or gas well exist within the subject area of the application? ☐ Yes ☐ No

Subdivision Application

Alberta Applications

Please provide a map providing information surrounding oil and gas development in the proposed subdivision area. Alberta site information can be found through the Alberta Energy Regulator's (AER) OneStop application at <https://extmapviewer.aer.ca/Onestop/Public/index.html> or Government of Alberta's GeoDiscover at <http://geodiscover.alberta.ca>

Saskatchewan Applications

Please provide a map providing information surrounding oil and gas development in the proposed subdivision area. Saskatchewan site information can be found using Geoatlas: <https://gisappl.saskatchewan.ca/Html5Ext/index.html?viewer=Geoatlas>

Water and Sewer Services

Is the proposed subdivision going to be served by the municipal water distribution system and wastewater collection system? ☐ Yes ☐ No ☐ N/A

Proposed Disposition of Reserves

- ☐ Land Dedication (location and areas to be shown on plan) ☐ Cash-in-Lieu (see note below)
☐ Deferment (by Caveat) ☐ N/A

Note: In the event that the Subdivision Authority decided that money is to be provided in place of reserves, the registered owners may be required to provide an appraisal of the land referred to in the Subdivision Application.

Right of Entry

The characteristics of the land must be taken into account when subdivision applications are reviewed. A visual inspection of the area proposed for subdivision is necessary to determine these characteristics. As the owner, a person in possession of the land proposed for subdivision, please indicate below whether an authorized person may enter upon your land to carry out a visual inspection.

- ☐ I am in favour of an inspection of the property; or
☐ I am opposed to an inspection of the property

I hereby declare (**select one**) ☐ **I am** ☐ **I represent** the owner of the property on which the work identified in this application will be conducted in accordance to the plans submitted, and upon approval will adhere to the conditions/terms of the Notice of Decision and Land Use Bylaw 05-2016. I/We will notify the Development Authority of any proposed changes to the plans submitted within this application.

By signing below, you confirm that all information submitted in this form is true and accurate.

Signature of Applicant

Date of Application

Important Notice: This application does not permit you to commence construction until such time a development permit has been issued by the development authority and all other permits (if required) are approved. If a decision has not been issued within 40 days of the date the application is deemed complete, you have the right to file an appeal to the subdivision and development appeal board. Appeals to the subdivision and development appeal board. Appeals to the Subdivision and Development Appeal Board can also be filed in regard to permit refusals and/or conditions within 21 days of a decision.

Collection and Use of Personal Information: The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the *Municipal Government Act* and is protected by the privacy provisions of the *Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the *Municipal Government Act*.

CITY USE ONLY

Application No.:

Permit No.:

Receipt No.:

Tax Roll No.:

Landowner Authorization Form

Landowner Information

Name(s):	Contact Name:	Contact Phone:
Contact Address:		Contact Email:
City:	Postal Code:	Date (MM/DD/YY):

To Whom it May Concern,

With regards to

property address

please be advised that I,

full name

- ☐ am the owner of the above mentioned property and that I authorize
- ☐ am an officer or director of the owner(s) of the above mentioned property and that I am authorized by the owner to authorize

agent or company name

and/or its

applicant, consultant, contractor (if applicable)

to apply for any and all

permit type

for the above mentioned property.

I further agree to immediately notify the City of Lloydminster, in writing, of any changes regarding the above information.

date signed

signature of landowner

name of landowner (printed)

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