

MORE HELP . . .

Further assistance is available from:

**Town of Sundre
Planning and Development Department**

Town of Sundre
717 Main Ave West
Sundre, AB T0M 1X0

Phone: 403-638-3551
Fax: 403-638-2100
Website: www.sundre.com

This brochure is for information purposes only and is intended to assist applicants. It is neither an authoritative nor complete statement of law and is not legally binding. Further reference to the Intermunicipal Development Plan, Municipal Development Plan, Area Structure Plans and/or Area Redevelopment Plans, Redesignation, Town of Sundre Land Use Bylaw 705, and/or planning documents is necessary to ensure compliance with their provisions.

Note: When you apply, personal information may be collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s), and your name and address may be included on reports that are available to the public. If you have any questions on the collection and use of this information, please contact our office.

SUBDIVISIONS



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What is a "subdivision"?

"Subdivision" usually occurs when a property owner divides a parcel of land into several smaller lots or combines two or more lots into one larger parcel. Bareland condominium plans and conventional condominium plans are also considered to be a form of subdivision.

GENERAL INFORMATION:

Subdivision can be as complex as creating a whole new neighbourhood or as simple as an owner dividing his/her property into two. Even the smallest subdivisions have impacts on the character of a neighbourhood, the environment, neighbours, water and sewage utilities, emergency services, and schools. A proposed subdivision, then, requires considerable work by both you and the Town to make sure it is feasible.

The first step to subdivide property is to identify the land use designation(s) (or zoning) of your property by checking your address against the Land Use Map (available at the Town of Sundre or on-line at [sundre.com](http://www.sundre.com)). The Land Use Bylaw 705 sets out the land use rules for each designation. This Bylaw states whether a subdivision is allowed and, if so, the minimum width, depth, and area for each lot. You will also find other rules on density, site coverage, height, setbacks, etc. to help design your subdivision.

Where technical feasibility needs to be demonstrated (e.g., a utility servicing concept), you may have to hire a specialized consultant(s) to assist you.

APPLICATION:

The application form must be completed in full and submitted with the supporting information and a processing fee as established by Town of Sundre Council. We may require more detailed information and studies, at your cost, depending upon the size, complexity and potential impacts of your proposed subdivision.

For larger subdivisions, such as new neighbourhoods, an area structure plan and/or outline plan may be required. These plans will form the basis for redesignations (or zoning) and subsequent tentative plans of subdivision.

NEXT STEP:

Once your application is submitted, the Planning & Development Department will review the application and supporting documents and determine if there is sufficient information to make a decision. If the information is insufficient the Planning & Development Department will request the necessary documents to make the application complete. A list of requirements is available on the back of your application form.

The completed application will then be circulated to various departments and outside agencies for comment. The Municipal Planning Commission will render a decision on the application as soon as possible but within 60 days of receipt of the completed application or until such time as an extension is granted.

After reviewing the subdivision proposal, comments and recommendations, the Municipal Planning Commission may approve the application with or without conditions.

If the Municipal Planning Commission approves your application, it may be subject to certain conditions such as the request for an easement to protect a utility service or access to a property or properties. Another common condition of larger or more complex developments is that the applicant enters into a Development Agreement with the municipality.

APPEALS:

If your application for subdivision is not approved, or you disagree with a condition, you may appeal to the Subdivision and Development Appeal Board or the Municipal Government Board. An appeal containing a statement of the grounds of appeal accompanied by the appeal fee of \$200.00 as established by the Town of Sundre Council, may be delivered personally or by mail so as to reach the Secretary of the Subdivision and Development Appeal Board at the Town Office not later than 4:00 p.m.

APPLICATION FEES:

Please contact us or check the Town of Sundre website (www.sundre.com) for the fee that is applicable to your proposal.

ADVICE: We strongly advise you to discuss your proposal with Planning & Development Staff as soon as possible. We can provide early guidance, describe the process and ensure that you are heading in the right direction.