

Introduction

Subdivision approval is required to:

- obtain a new title to part of an existing parcel;
- move an existing property line;
- divide land into lots and roadways;
- subdivide property by removing a “parcel tie”;
- separate title to a “legal subdivision” (LSD);
- secure an interest in part of a parcel for a mortgage, sale or easement; or
- 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. a current copy of the title to the land;
4. payment covering the appropriate fees; and
5. any other document required by the Community Planning branch.

Applications that do not meet the above requirements will be returned unprocessed. During the review of an application there may be a determination that additional information and/or fees may be required.

A plan of the proposed subdivision must be prepared by a Saskatchewan land surveyor or a registered professional planner. Websites listing surveyors and planners are at the bottom of this document.

* 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 which:

- are separated by a road, railway or water course;
- contain no buildings or utility lines;
- have suitable topography; and
- where no road widening is required.

Titles and parcel pictures can be obtained from Information Services Corporation (ISC)
10 Research Drive, REGINA SK S4P 3V7
or from the ISC website.

The ISC Help Line number is 1-866-275-4721.

Contact ISC to confirm if a parcel tie is valid.

An Application to Subdivide Land form must be 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 on 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 including distances to boundaries;
- roads, streets, lanes, driveways, trails and highway approaches; and
- topographical details and natural features such as lakes, rivers, creeks, hills, slopes and trees.

Fees

There is a non-refundable examination fee of \$175 per proposed lot as well as \$150 for issuing a Certificate of Approval. The examination fee will increase to \$200 per proposed lot on April 1, 2016.

The fees are exempt from GST and PST and must be submitted by cheques or money orders made payable to the Minister of Finance. Additional fees for land titles documents may be required.

No binding contracts for the land should be made and no construction or site preparation work should be started until the review of an application is done and a decision is issued.

Review Process

The Community Planning branch will send applicants a letter acknowledging receipt of their application(s). 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 the applicant(s) for more details. Letters and permits received by the applicant from these offices should be submitted with a subdivision application.

Applications are reviewed to ensure they conform with provincial and municipal planning standards. Standards include:

- planning and zoning bylaw land-use controls;
- flood protection and slope stability;
- minimum and maximum site dimensions;
- utility and servicing agreements;
- health requirements such as plumbing systems;
- compatibility with surrounding land uses;
- the availability of a suitable water supply and sewage disposal method;
- legal and physical access to a public road;
- traffic safety and highway access;
- protection of heritage resources and rare species; and/or
- provision of public lands such as roads and parks.

Municipal Requirements

Applicants should consult a municipality about its requirements. A subdivision proposal must conform to all provisions in any district plan, 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 the subdivision applicant to enter into a servicing agreement covering the construction of new roads or other services necessitated by the 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 per cent of the gross area as municipal reserve; other subdivisions must provide five per cent. 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 also be required to be dedicated 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.

NOTE:

People planning new construction or excavations must contact all utility companies for line locations and service

connections. Assistance is available by calling Sask1stCall at 1-866-828-4888 or on-line.

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.

In the case of 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 three 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 Highway 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 and/or driveway construction.

Notice of Decision

Once a review is complete 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 ISC in order 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 paying a \$50 fee to the Saskatchewan Municipal Board – Planning Appeals Committee.

Contact Information

For more information and to send completed applications, contact the Government of Saskatchewan's Ministry of Government Relations.

Southern Region

Community Planning Branch
420 – 1855 Victoria Avenue
REGINA SK S4P 3T2
Telephone: (306) 787-2725 Fax: (306) 798-0194

Central and Northern Regions

Community Planning Branch
Room 978, 122 – 3rd Avenue North
Saskatoon SK S7K 2H6
Telephone: (306) 933-6937 Fax: (306) 933-7720

For subdivision application forms and more details about the subdivision approval process and the municipal reserve options visit: www.municipal.gov.sk.ca

Websites

Surveyors and Planners

www.slsa.sk.ca

www.sppi.ca

ISC

www.isc.ca

Line and Service Location

www.sask1stcall.com.