

Land Subdivision

CITY OF MOOSE JAW



Land Subdivision means the division of a parcel of land into smaller lots or the consolidation of two or more lots into one bigger parcel. When land is subdivided, a separate title will be issued for each of the new lots.

A proposal to subdivide land must conform to the provisions of *The Planning and Development Act, 2007* and the City's *Zoning Bylaw*. This ensures that subdivisions comply with the basic provincial standards and local land use policies.

Prior to applying, you should discuss the broad outlines of the project with Planning & Development Services. They will assist you to determine if your proposal is justifiable for economic, locational, timing and land use purposes.

Applications for land subdivision are submitted directly to Planning & Development Services and should include the following:

- An application form to subdivide land (Form A) signed by a Land Surveyor, Community Planner or Lawyer.
- A sketch plan showing the proposed subdivision, also signed by a Land Surveyor, Community Planner or Lawyer.
- The sum of \$150 for administrative fees plus \$200 for each new lot to be approved.
- Any supporting material.

The review and appeal process of land subdivision may take up to 90 days from the day that a complete application is received.

Your plans are evaluated and circulated to any other agencies affected, such as SaskPower, SaskEnergy, SaskTel, Department of Highways, Public Health and School Boards, for their comments.

Upon review, your subdivision plans are submitted to the Municipal Planning Commission, which recommends approval or denial of the application to City Council. City Council, as the approving authority, makes the final decision regarding the subdivision application at a regular meeting of City Council.

Your application may be approved, approved with conditions or refused. You will be notified of City Council's decision regarding your application. The approval of the application may be subject to the property owner entering into a servicing/development agreement with the City and/or other agencies, if necessary.



Once all comments have been received and any required servicing/development agreements have been signed, a certificate of approval will be issued. The approved sketch plan is signed by the Mayor and the City Clerk which you must submit, including the approval and other required documents, to Information Services Corporation (ISC) for registration. You are responsible for all ISC fees.

If your application is refused, you may appeal this decision to the Development Appeals Board. Applications to the Development Appeals Board require a \$50 fee.

Once approved by a subdivision approving authority, a proposed subdivision must be registered with ISC within 24 months. This allows the new sites to be legally identified permitting sales to be completed and interests to be legitimized. It also allows the issuance of building development permits that have been applied for.

If a subdivision is not registered, selling any property or any rights to a property may not be legally binding.

Please contact Planning and Development Services at 306-694-4448 for further information.

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