



SUBDIVISION

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 signed by a Land Surveyor, Community Planner or Lawyer
- A plan of proposed subdivision signed by a Land Surveyor, Community Planner or Lawyer
- A current copy of the title to the land
- The sum of \$150 for administrative fees plus \$300 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.

City Administration 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 servicing/development agreements 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 City Clerk, which you then 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 the decision to the Development Appeals Board along with a \$50 fee.

Once approved, 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 development and/or building permits that have been applied for.

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

Please call 306-694-4443 or email planning@moosejaw.ca for further information.