

Subdivision Application Process

1. Obtain the M.D.'s Subdivision Handbook which details how to fill out the M.D.'s Subdivision Application forms. (Available for pickup at the M.D. Administration Building or online at www.md.bonnyville.ab.ca – Under Residents section > Planning & Development Department > Subdivision).
2. Upon completion of the Application Forms, please schedule an appointment with a representative from the Planning & Development Department.
3.
 - a) During the above mentioned appointment, your Application will be reviewed by a member of the M.D.'s Planning & Development Department for completion and accuracy.
 - b) Shortly after your appointment an official letter from the M.D. will be issued to you via mail confirming your Application has been accepted and queued for processing. This letter will only be issued if ALL of the required information has been provided to the M.D. The 60-day referral process (Section 6(b) of the Subdivision & Development Regulations in the Municipal Government Act) begins the day the letter is issued.
 - c) During the 60-day referral period the Application is forwarded to referral agencies and individuals. School boards, utility companies, caveat holders registered on title as well as adjacent landowners are some examples of referral agencies and individuals.
4.
 - a) Once the 60 days has passed, the Application is presented to the M.D.'s Municipal Planning Commission (which consists of M.D. council as a whole) for conditional approval.
 - b) Conditions of approval are as per Section 655 of the Municipal Government Act (MGA) where applicable.
 - c) All conditions of an approval can be appealed by the applicant / registered owner or any of the referral agencies. Appeals must be submitted within 19 days of the mailing of the approval letter, as per Section 678 of MGA. On the approval letter it will be indicated which appeal board would hear the appeal. The province's Municipal Government Board will hear appeals on lands that are within a green (dedicated park) area, affect a primary or secondary highway, a body of water, a sewage treatment facility or waste management facility. All other appeals are heard by the Subdivision & Development Appeal Board of the M.D. of Bonnyville, as per Section 678 (2) of the MGA.
 - d) Conditions of approval that may apply to your Subdivision Application are as follows, and as per Section 655(1) of the MGA:
 - Conditions to ensure the Application meets statutory plans like Area Structure Plans (ASP) and the Land Use Bylaw (LUB).

- Enter into a Development Agreement for construction of road required to give access to the subdivision, as per Section 655(1)(b)(i) of the MGA.
- Legal and physical access must be provided to any new lots created by subdivision that do not have an existing access point. Legal and physical access must still be provided to the remnant parcel as well. For lots no more than four, a cul-de-sac design is required where the approaches are installed off of the cul-de-sac. This creates one access onto the municipal road. Once the cul-de-sac and approaches are constructed, an inspection must be scheduled with the M.D.'s Planning & Development Department. This final inspection is to ensure the construction has been done to M.D. standard. Once approved, the maintenance for the cul-de-sac becomes the responsibility of the M.D. (Policy 60.61.03 - Municipal Road Approach Policy).
- Alberta Land Titles will accept two types of plans for registration:
 - A descriptive plan (only when it is the first parcel out of an unsubdivided quarter section).
 - A survey plan (when the subdivision is two or more lots).
- When your survey has been done by descriptive plan, a road widening agreement for 17 feet will need to be entered into for any unwidened road that borders the quarter section.
- When your survey has been done by survey plan, a road widening dedication for 17 feet will be required for any unwidened road that is adjacent to your survey plan. Any other road is by agreement as per Section 662 (1) of the MGA.
- Municipal Reserve (MR) lands, as per Section 666 (1) of the MGA, are required over and above the first parcel out of the quarter section. An MR is taken in two ways – by land dedication or cash-in-lieu of dedication. Land dedication, which is not to exceed 10 per cent of the area to be subdivided, is required for country residential multi-lot subdivision for parks and trail development. Cash-in-lieu is required for subdivisions of four lots or less as park and trails are not required.
- All taxes must be paid on the lands being subdivided prior to registration.

These are the most common conditions of approval; however, the M.D. may put additional conditions depending on the subdivision. All conditions are as per the MGA. All conditions of the subdivision approval MUST be complied with prior to the authorization to registered subdivision.

5. Once you receive your conditional approval from the M.D. it is time to get your surveyor involved. The survey plan must be drafted by an Alberta Certified Land Surveyor and be drafted according to applicable conditions.
6. Once the survey plan is drafted, the plan and related documents must be forward to the M.D.'s Planning & Development Department for endorsement as per Section 682 of the MGA.

7. Endorsement of documents means that the M.D. must prepare a subdivision authority approval and any other documents pertaining to the conditions of approval.

8. Registration of subdivision. Once all documents for registration are complete then the documents are ready to be registered with Alberta Land Titles. Either the M.D. forwards the documents directly to the applicant / registered owner or directly to the surveyor who in turn forwards to Alberta Land Titles for registration.