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***MUNICIPAL DISTRICT OF  
BIG LAKES***

***PLANNING &  
DEVELOPMENT***

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***MULTI-LOT  
SUBDIVISION GUIDE***

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***EFFECTIVE FEBRUARY 2011***

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## ***INTRODUCTION***

This guide has been prepared to provide additional information for developers of larger urban subdivisions and rural subdivisions where infrastructure services such as internal roads, extension of piped water and waste-water services or a land use plan is to be prepared.

## ***DEVELOPER RESPONSIBILITIES***

When undertaking a larger scale project, the Developer is expected to be aware of the following:

- The Municipal District of Big Lakes will fairly review all proposals,
- Any amendments required to an Area Structure Plan, Land Use Bylaw or the Municipal Development Plan will be supported by information provided by the applicant.
- The Municipal District of Big Lakes will facilitate the process, not the project. The Developer is responsible for all consultations, consulting fees and other components required to achieve the project.
- All costs incurred by the Municipal District of Big Lakes for outside consultations including legal, planning and engineering for the benefit of the Municipal District shall be reimbursed by the Applicant.
- The Municipal District may require a deposit in advance of a review of formal land use plan in order to compensate Municipal District consultants, with remaining fees being returned to the applicant at the conclusion of the review.
- All documents related to this project must be submitted in hard copy and electronic form (pdf).

## ***FEE SCHEDULE***

Fees for subdivision, bylaw and land use plan processing are in accordance with the Municipal District of Big Lakes Fees Bylaw

Bylaw Amendment and Adoption Fees:

Residential Single and Multi Parcel	\$200.00 (first lot) \$100.00/ additional lot
Commercial	\$250.00 add \$100.00 per additional lot
Industrial	\$500.00

Subdivision Lot Fees:

Creating fewer than 4 lots - Application fee	\$ 200.00
Per lot created including the balance	\$ 100.00
Per lot at request for endorsement	\$ 60.00
Creating 4 or more lots - Application Fee	\$500.00
Per lot created including the balance	\$100.00
Per lot at request of endorsement	\$60.00

\*Fees are applicable to all park and environmental reserve as well as common area lots that are to be created.

***PROCESSING TIME LINES***

Under provincial legislation, the Municipal District when considering a first reading to an amending bylaw, must provide third reading within two years of the date of the first reading or the Bylaw will fail.

Under provincial legislation, the Municipal District of Big Lakes has 60 days once a subdivision application is received in its completed form to decide your application. If the Municipal District is unable to decide your application within this time frame, the applicant will be contacted to obtain additional time (a time extension) to process and decide your subdivision application.

Note: Where a land use plan or bylaw amendment is required as part of the overall project, the subdivision cannot be determined until such time as the land use plan approval and bylaw amendment have been finally decided.

### ***POST DECISION TIME LINES***

If a proposed land use plan is not accepted by the Municipal District or a proposed bylaw is not approved with three readings, the project effectively ends.

Once a decision has been made on your subdivision application, you will have (21 days) from the decision date to appeal your decision or a condition of the decision. A decision will contain reasons and may be a refusal, approval or an approval with conditions.

After the appeal period has expired and the conditions of approval have been met, the subdivision application may be registered. The applicant will have a year to register the subdivision from the date the appeal period expires.

If the conditions of approval are not met within the one year timeline, a time extension may be applied for to Council requesting up to one additional year or building season to complete the conditions of approval. Generally, more than one time extension will not be considered unless there are extenuating circumstances. Be aware that a time extension request is decided by Council and that there is no recourse from a negative decision.

### ***SUBDIVISION ENDORSEMENT***

Once all conditions of approval are met and the necessary survey work (if required) has been completed, the subdivision decision may be endorsed. Once endorsed, the applicant will have one additional year to register the subdivision with Alberta Land Titles.

As with post-decision time extensions, post-endorsement time extensions are a decision of Council and there is no recourse to a negative decision.

## ***TIME EXTENSION FEES***

As established by Council from time to time under the Municipal District of Big Lakes Fees Bylaw, as amended, time extension fees for subdivisions are as follows:

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|--|----------|
| ○ Time extension fee for endorsements  | \$100.00 |
| ○ Time extension fee for registrations | \$100.00 |

## ***SUGGESTED APPROACH***

### Professional Resources:

All documentation that is prepared in support of your application must be prepared to a professional standard. In particular, professional engineering is required on all internal roads, drainage, piped services, geotechnical and other related services.

As part of a land use plan and a subdivision application, engineering requirements may include:

- water table contour mapping,
- flood plain mapping,
- geotechnical evaluation and on-site waste-water services evaluation,
- slope stability engineering assessment,
- potable water engineering assessment,
- preliminary storm water drainage plan,
- road and infrastructure design,
- verification that sufficient capacity exists at service locations for water, gas, electricity and waste-water disposal lagoons, and
- traffic impact assessment.

There is no requirement for professional planning services, however, this option should be considered in light of the following requirements:

### Planning Awareness:

Be aware that as part of this process, the Developer will be required to:

- Explain how the project will be a net benefit to the Municipal District and in conformance to the policies of the Municipal Development Plan,
- Consult with affected stakeholders in accordance with Part III of the Municipal Development Plan,
- Highlight applicable key policies of the Municipal Development Plan that apply to the project and describe how the project is consistent with those policies.
- Highlight applicable policies of the Municipal Development Plan that the project may be in conflict with, recommend amendments and describe how the amendments will remain consistent with the overall planning goals of the Municipal District of Big Lakes.
- Prepare all land use plans and supporting documents in a professional manner.