



RULES FOR SUBDIVISION

Procedures to subdivide land outlined in:

- The Municipal Government Act of Alberta
- The Matters Related to Subdivision and Development Regulation
- The Municipal Development Plan (MDP)
- Any applicable Area Structure Plans (ASPs)
- Other documents may also apply

The MDP and ASP's can be viewed on our website.

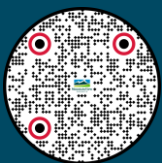
WHO CAN APPLY?

- Titled landowners
- Agents appointed by the landowners

WE'RE HERE TO HELP!

The staff at Mountain View County are available to assist with any questions you have. Contact us today!

Visit the Planning & Development Website or Scan the QR Code below



WHAT IS SUBDIVISION?

Dividing an existing parcel of land into two or more pieces so that each new parcel will have its own Title. Approvals from the municipality are required before any new Titles can be created.

SUBDIVISION PROCESS

Once a completed application has been submitted, the subdivision process will include:



Mapping: aerial photos, oil and gas infrastructure, environmental and topographical features, etc.



Circulation: Application shared with neighbours, utility companies, government departments and others, as necessary.



Comments Received: Comments received will be shared with Applicant.



Site Visit: Planner to inspect subject property and surrounding land uses.



Meeting with Subdivision Authority: Meeting scheduled with a Subdivision Authority, who will determine the approval or denial of the application.



Subdivision Decision: Will be provided in writing, following the meeting.



Options for Appeal: Should the application be denied or conditionally approved with conditions that you disagree with; it may be appealed to the applicable Appeal Authority:

- **Subdivision and Development Appeal Board:** The authority for appeals within Mountain View County's jurisdiction.
- **Land and Property Rights Tribunal:** The authority for appeals within provincial jurisdiction.



Conditional Period: Once an application is approved, applicants have 1 year to meet the conditions of approval.



Endorsement: Once all conditions are complete, registration documents may be completed and sent back to your surveyor, who will register them with the Land Titles Office.



CONDITIONS OF SUBDIVISION APPROVAL

COMMON CONDITIONS INCLUDE:

- Endorsement Fee
- Property taxes are up to date
- One approach to new lot and one to remnant land meet current standards
- Road Widening and Utility Right of Way Agreements (if applicable)
- Municipal Reserve (if applicable)
- Plan of Survey
- Real Property Report (if applicable)

VISIT:

www.mountainviewcounty.com/p/policies for a full list of Standard Conditions.

ADDITIONAL CONDITIONS:

Some subdivisions (i.e., multi-lot, business/industrial, within an ESA, etc.) may include additional conditions:

- Groundwater Supply Evaluation
- Drainage and Grading Plans
- Landscaping and Fencing Plans
- Environmental Impact Assessment
- Engineering plans
- Servicing Studies
- Others

DEVELOPMENT AGREEMENTS & LETTER OF CREDITS:

Development Agreement specify obligations and responsibilities of landowner to construct municipal improvements for the subdivision.

When required, a letter of credit representing 125% of estimated cost of municipal improvements shall be required to ensure that the subdivision improvement are completed.

ENDORSEMENT:

When all conditions are met, County will finalize registration documents.

The final documents will be sent to your surveyor. Your surveyor will send them to the Land Titles Office. The Land Titles Office will then create the new Land Title.

SUBMISSION REQUIREMENTS

- Completed Application signed by all Titled landowners
- Application Fees
- Recent copy of Land Title (30 days or less)
- Copy of Abandoned Well Map from Alberta Energy Regulator (AER)
- Some applications may require supportive studies (i.e., Environmental Impact Assessment, Engineering Report, Planning & Design Documents, etc.)

APPLICATION PROCESSING TIME:

- If redesignation is required: 4 to 12 months
- If only subdivision is required: 60 days, unless Time Extension is provided

TIME EXTENSION AGREEMENT:

- The regulations for subdivision state that subdivision decisions must be made within 60 days of application submission, however, if redesignation is required for an application, a Time Extension Agreement is necessary.
- Redesignation and subdivision applications must be submitted concurrently should it be necessary for you to rezone or redesignate your property.

GET THE INFORMATION YOU NEED:

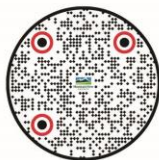


Download Our App!

By downloading our app, it's easy to stay connected to what's happening in our community.

The MVC app features: latest notices, upcoming events, reporting features & more!

Visit our website or scan the QR Code below:



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COUNTY