



## An application when submitted requires:

1. A complete and signed application form.
2. The application fee and applicable long-range planning fee paid upon submission of the application.
3. A detailed sketch showing the proposed subdivision.
4. A current Certificate of Title (issued within the last 30 days).
5. Permission to enter the property.
6. Any other reports and/or studies that may be required at the time of subdivision to complete an evaluation (i.e. concept plan, geotechnical evaluation, groundwater supply evaluation, sewage system evaluation, engineering plans and specifications etc.).
7. Submit Abandoned Oil & Gas Well Records (From AER)

Redesignation and subdivision applications must be submitted concurrently should it be necessary for you to re-zone or redesignate your property.

Application forms can be found on our website at [www.mountainviewcounty.com](http://www.mountainviewcounty.com) or at the County Office.

Have questions or need help? Mountain View County staff is available to assist you with your inquiries.

You can also follow us on  
Twitter: @MVCCounty



**Mountain View**  
COUNTY

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## INFORMATION ON SUBDIVISION



**Mountain View**  
COUNTY

# Mountain View County

## Subdivision Information



### Information for Subdivisions:

The entire Subdivision process can take from 3 months to over a year. This includes the time it takes for the County to process your application and the time needed for you to complete the actual conditions of subdivision approval.

The procedure to subdivide land is outlined in the Municipal Government Act of Alberta, the Subdivision and Development Regulations, the Municipal Development Plan (MDP) and applicable Area Structure Plans (ASP). The MDP and ASP's can be viewed on our website. Other documents may apply as well.

Section 6 of the Subdivision and Development Regulations requires Mountain View County to make a decision on a **completed** application within 60 days, unless a Time Extension Agreement is entered into with the applicant to extend this period.

Prior to making an application, you should meet with a Planner to consider your options.

### Subdivision Process

Once we have received your application, we will begin the subdivision process. This will include:

- Completing mapping of the area you wish to subdivide (i.e. air photos, pipelines, utility right of ways, etc.).
- Circulation of your application to neighbours, utility companies, government departments and others.
- A site visit by one of our Planners to inspect the subject property and surrounding land uses.

- You may be asked to provide additional information in support or as a condition of subdivision approval. These studies can include, but are not limited to, engineer's reports and studies, detailed planning and design drawings and a concept plan.
- Your application will be assigned to our Municipal Planning Commission or Mountain View County's Administrative Subdivision and Development Approving Authority for review and decision.
- You will be advised of the decision in writing.
- If you are not satisfied with the decision, you may appeal it to either the Municipal Government Board or the County's Subdivision and Development Appeal Board. There is a separate fee to appeal to the County's Appeal Board.

### Standard Conditions

- Your subdivision approval will be subject to standard conditions that must be met prior to endorsement of the subdivision. These often take 6-12 months to realize. All conditions must be met within one year from the date of decision.
- Common standard conditions pertain to clearing of taxes on the subject property, approach construction, road widening and utility right of way agreements, municipal reserve payment, the submission of a real property report and the submission of a survey plan by a registered Alberta Land Surveyor.

### Additional Conditions:

- Additional conditions pertaining to subdivision for more intensive forms of development including multi-lot residential subdivision may include all standard conditions and the following: groundwater supply evaluation, a soil texture classification report, drainage and grading plans, landscaping and fencing plans, engineering plans and specifications detailing the design of internal subdivision roads and the provision of utilities to the proposed lots.
- Multi-lot subdivision applications will often trigger the requirement of a landowner to enter into a Development Agreement with Mountain View County. The Development Agreement will specify the obligations and responsibilities of the landowner to construct municipal improvements in support of the subdivision. Where municipal improvements are required, a letter of credit representing 125% of the estimated cost of municipal improvements shall be required for security purposes to ensure that the subdivision improvement are completed.

When all of the conditions have been met, the County will arrange for signature of the final document to allow for the registration of the subdivision at the Land Titles Office.

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

**This brochure outlines general information only. Please call us with your specific questions.**