



Policy #6004

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Policy Title: Subdivision Standard Conditions

Policy No.: 6004

Approval: County Council

Effective Date: November 22, 2006

Amended Date: April 18, 2007

Amended Date: April 27, 2016

Amended Date: July 11, 2018

Supersedes Policy No.: New

Policy Statement: County Council may establish standard conditions for subdivisions in Mountain View County.

Purpose: The purpose of this policy is for Council to establish a list of standard conditions that the Municipal Planning Commission and Administrative Subdivision and Development Approving Authority shall apply to all Subdivision Applications approved in the County.

Principles:

1. The Council of Mountain View County must ensure that all subdivisions maintain a minimum standard throughout the County.



Procedure # 6004-01

Mountain View
C O U N T Y

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Procedure Title: Subdivision Standard Conditions
Procedure No.: 6004-01
Approval: CAO
Effective Date: November 22, 2006
Amended Date: April 18, 2007
Amended Date: January 16, 2009
Amended Date: July 13, 2010
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Amended Date: April 27, 2016
Amended Date: July 11, 2018

Supersedes Procedure No.: New

1. Procedures

- 1.1 All new subdivision applications approved by the Municipal Planning Commission or Administrative Subdivision and Development Approving Authority shall contain the relevant conditions as listed on Schedule "A".
- 1.2 Municipal Planning Commission, Administrative Subdivision and Development Approving Authority and Development Officer may make recommendations for Council to consider.
- 1.3 The Municipal Planning Commission and Administrative Subdivision and Development Approving Authority may impose additional conditions which are necessary to any subdivision approval.

Schedule "A"

When approved, subdivision applications are subject to the following standard conditions, or standard conditions if applicable.

Standard Conditions

1. The endorsement fee of **(insert amount)** shall be paid to Mountain View County within 30 days from the date of the notice of decision.
2. The applicant shall construct/upgrade the approaches from the municipal road to the proposed and residual lots. All new and existing approaches shall be constructed/upgraded in accordance with the construction specifications of Mountain View County as attached (**insert any special access requirements or unique standards if applicable**).
3. Payment of property taxes in arrears shall be made to Mountain View County.
4. Subdivision to be affected by an instrument acceptable to the Land Titles Office (Descriptive Plan /Plan of Survey).
5. Municipal Reserves
 - (1) Agricultural Parcels, or Low Density Rural Residential Development (less than five (5) titles per quarter section):
 - a. No reserves are required pursuant to Section 663(a) of the Municipal Government Act when one lot is to be created from a quarter section of land;
 - b. Cash in lieu of municipal reserves are to be paid to Mountain View County prior to endorsement of the subdivision. Approximately **(insert acreage)** acres are owing and at a rate of **(assessed land value)** per acre, therefore **(insert dollar amount owing)** is owing to the County. This figure will be subject to confirmation upon receipt of the final plan of survey;
 - c. Cash in lieu of municipal reserves is to be paid to Mountain View County based on a market value appraisal prepared and submitted by the applicant. Cash in lieu of municipal reserves owing shall be based on the review of the market value appraisal and the final plan of survey; or
 - d. Municipal Reserves are to be dedicated as shown on the proposed Plan of Survey and shall be registered by an instrument acceptable to the Land Titles Office.
 - (2) Medium-High Density Residential (more than (5) titles per quarter section), Recreational, Commercial or Industrial Development:
 - a. No reserves are required pursuant to Section 663(a) of the Municipal Government Act when one lot is to be created from a quarter section of land; or
 - b. Cash in lieu of municipal reserves is to be paid to Mountain View County based on a market value appraisal prepared and submitted by the applicant. Cash in lieu of municipal reserves owing shall be based on the review of the market value appraisal and the final plan of survey; or
 - c. Municipal Reserves are to be dedicated as shown on the proposed Plan of Survey and shall be registered by an instrument acceptable to the Land Titles Office.

Standard Conditions if Applicable:

6. The applicant shall enter into an agreement for the provision of road widening (insert direction and metres) across the subject property to the satisfaction of Mountain View County.
7. A qualified surveyor shall prepare a Utility Right of Way (UROW) instrument acceptable to the Land Titles Office (Descriptive/Plan of Survey). The applicant shall enter into a General Utility easement Agreement with Mountain View County. The UROW instrument shall dedicate (insert direction and metres).
8. The applicant shall submit a Real Property Report prepared by a qualified Alberta Land Surveyor showing the setbacks of all structures in relation to the proposed and existing property lines are in compliance with the County's current Land Use Bylaw. The Real Property Report shall include the location of the existing water well and private sewage treatment system (PSTS) in relation to the existing and proposed property lines.
9. If any portion of the PSTS is situated closer than 90 meters to an existing or proposed property line the applicant shall submit a report completed by a Plumbing and Gas Safety Codes Officer confirming that the PSTS complies with the setback distances as outlined in the current Alberta Private Sewage Systems Standard of Practice. Where not in compliance, the applicant shall undertake improvements to the PSTS to comply with the current Alberta Private Sewage Systems Standard of Practice and provide confirmation in this regard to the satisfaction of Mountain View County.
10. The applicant shall submit the following report(s), plans and specifications prepared by a qualified professional. These reports shall be to the satisfaction of Mountain View County and the findings shall guide and be incorporated within the drafting and execution of the development agreement(s) (insert and list applicable requirements and timelines).
11. The applicant shall enter into a development agreement(s) with Mountain View County in accordance with Section 655 of the Municipal Government Act. The development agreement(s) shall address such matters including but not limited to the following:
 - a. the construction of municipal improvements;
 - b. the provision of necessary utilities, easements, and right of ways;
 - c. endeavour to assist provisions;
 - d. water and sewage treatment requirements;
 - e. landscaping and fencing requirements;
 - f. storm water management;
 - g. security requirements;
 - h. inspection provisions.

As required, the development agreement(s) may be registered via caveat on the affected land that provides the nature and intent of the agreement(s).

12. The applicant shall make suitable arrangements with Corporate Services department of Mountain View County to acquire, assign and post rural address signs for non-agricultural lots in accordance with the Rural Addressing Bylaw. The applicant shall provide confirmation in this regard.
13. Environmental protection for riparian and ecological enhancement:
 - a. Where livestock is present on the affected parcel(s), the applicant shall provide confirmation that an application has been submitted for Provincial and/or Municipal funding for Riparian Enhancement Projects. The application shall demonstrate protection of riparian areas affected by the proposed subdivision; or,
 - b. Where livestock is not present on the affected parcel(s), or at the discretion of Mountain View County, the applicant shall enter into an agreement with Mountain View County to have a Riparian Health Assessment conducted by Mountain View County to determine the riparian health of areas affected by the proposed subdivision. Furthermore, a review period of five (5) and ten (10) years will be granted by

the applicant allowing for subsequent assessments of the riparian area within the applicable review period to determine overall change in riparian health.

14. The applicant shall enter into an environmental reserve easement with Mountain View County affecting those lands identified on the conditionally approved tentative plan for the purposes of environmental protection. To affect the development of this easement a plan of survey specifying the easement of lands is required in accordance with the requirements of the Alberta Land Titles Office.
15. The applicant shall dedicate those lands as identified on the conditionally approved tentative plan as environmental reserve. A qualified land surveyor shall include the lands identified as environmental reserve on the plan of subdivision.
16. The applicant shall review necessary off-site (primary and secondary) upgrades to the power distribution system with the power utility provider to service the subdivided lands. Where off-site upgrades are deemed necessary by the power utility provider, the applicant shall enter into an agreement to service the subdivided lands. Confirmation shall be provided to Mountain View County and will form part of the development agreement.