

SUBDIVISIONS

Planning & Development | Town of High River

A subdivision is the division of a single parcel of land into two or more parcels, each to be given a separate title. These lots can be freehold or condominium. The subdivision process is also used to adjust existing lot lines and to convert an existing free-hold development into a condominium.

This information is a simplification of the subdivision process. We will discuss the process in more depth and specifically in relation to your proposal at the pre-application meeting.

Pre-application meetings are required for subdivisions. To book a pre-application meeting or if you would like to speak with the Planning & Development Services Division about your proposal, please contact us at planning@highriver.ca or at 403.652.2110 and we would be pleased to assist you.

Applicants must fill in either the [new subdivisions/new condominiums/lot line adjustments form](#) or the [condominium conversions form](#) and submit all requirements (unless otherwise discussed with staff). The Town does NOT accept incomplete applications.



SUBDIVISIONS

Planning & Development / Town of High River

What does the Town look for during the review process?

Guiding Principles for evaluating applications

- The Town's Land Use Bylaw includes two guiding principles. These guiding principles are very critical and the Town will use them to evaluate the suitability of your application.

A Pedestrian as the Universal Measure of Design:

- The Town of High River is to be designed based on a scale that is comfortable to people, encourages walking, accommodates a variety of functions, can change and adapt over time, and that will foster an environment that supports and reinforces the social aspects of the Town.

Stewardship through Sustainable Design:

- The Town, the community, and the development industry act as stewards for the High River of tomorrow. All development shall focus on long term quality over short term gains.
- The Town also reviews the application to ensure that it complies with all of the Land Use Bylaw regulations as well as the policies in the [Town Plan](#) and in any other applicable policy documents (Area Structure Plans, Area Redevelopment Plans, Neighbourhood Outline Plans, etc. found [here](#)).
- If there are aspects of your proposal that do not comply with the Town's regulations/policies, staff will go through options with you. Options could include applying for a variance or applying to amend the applicable policy document.



SUBDIVISIONS

Planning & Development | Town of High River

The subdivision process

PRE APPLICATION MEETING

- Before applying, it is required that applicants contact planning staff at 403.652.2110 or at planning@highriver.ca to book a pre-application meeting.
- The pre-application meeting is an opportunity to identify concerns and answer questions early in the process.
- Representatives from all relevant departments attend.
- We will go through policies, procedures, and bylaws and will raise any potential “red flags” (e.g. necessary policy amendments, engineering studies, municipal reserve, servicing considerations, off-site levy requirements, flood mapping, municipal reserve/environmental reserve requirements etc.).
- There may be work required before a subdivision can be supported (e.g. the creation of an Area Structure Plan if one is not already in place, and rezoning if required).

APPLICATION

- Application fee for title separation: \$500.
- Application fee for max. 2 lots/lot line adjustment: \$1,500.
- Application fee for more than 2 lots: \$1,500 for first 2 lots plus \$250 for each subsequent lot).
- Application Form which includes the requirement for a tentative plan of survey.
- There are separate application forms for [new subdivisions/new condominiums/lot line adjustments](#) and for [condominium conversions](#).



SUBDIVISIONS

Planning & Development | Town of High River

APPLICATION COMPLETENESS MEETING

- If you had a pre-application meeting, please contact your file manager and let them know that you are ready to apply. They will set up a meeting with you to review the application before it is accepted.
- If you did not have a pre-application, please contact us at planning@highriver.ca or at 403.652.2110 to set up an application completeness meeting for you.

CIRCULATION (TOWN & EXTERNAL AGENCIES)

- Planning staff circulate to internal departments for their comments. They are given 2 weeks to provide comments.
- External agencies are also circulated and given 2 weeks to provide comments. External agencies include the school boards, Alberta Transportation, and utilities companies.
- In the event a subdivision application is not within an ASP or conceptual scheme the adjacent landowners will be notified.
- You will be provided with any comments received through a formally compiled letter.
- These comments may include requests for revisions. You will be asked to advise the Town if you have any comments/concerns or require any clarification.
- If revisions are required, you will need to resubmit applicable drawings in the same size and format as you submitted them in your original application.

TOWN DECISION

- After revisions (if applicable) have been accepted, the Town drafts its Transmittal of Decision and requests that you review it. The decision includes conditions which will typically include entering into a Subdivision Agreement.
- Any issues will be discussed with you.
- The Town must issue a decision within 60 days of accepting the application (unless an extension beyond the 60 days is agreed to with the applicant).
- The Town issues its Transmittal of Decision. If you disagree with it (although typically all issues will have been worked though before the Transmittal of Decision was issued) you have the opportunity to appeal (see next page for appeals process).



SUBDIVISIONS

Planning & Development | Town of High River

ENDORSEMENT OF PLAN

- You must complete the conditions of the subdivision approval and submit all required documents to the satisfaction of the Town within 1 year of the Town's issuance of the Transmittal of Decision. Conditions of subdivision will typically include entering into a [Subdivision Agreement](#) with the Town.
- You may request a time extension from Council (before the deadline expires) but there is no guarantee that they will support the request.
- If Council does not support an extension and/or the deadline expires, you must submit a new application (if you would like to continue to move forward with your development proposal).

REGISTRATION OF PLAN

- You must register the plan at Alberta Land Titles within 1 year of the Town endorsing your Plan of Survey or the endorsement will expire.

The Alberta Land Surveyor's Association's website provides further information about the subdivision process in Alberta at <http://www.alsa.ab.ca>.

APPEALS (BY APPLICANT)

- You can appeal the Town's decision on your application by submitting the Notice of Appeal through the Legislative Services Department through legislativeservices@highriver.ca. You must submit your appeal application within 19 days of the date of the Notice of Decision.
- The appeal fee is \$300 (as per Rate Bylaw).
- Your hearing will take place within 30 days of your appeal being filed. You will be notified in writing of your hearing date at least 5 days prior to the hearing date.
- The public does not have the opportunity to appeal a subdivision (the subdivision application must comply with Town policies (including Area Structure Plans/Area Concept Plans and those policies would have had public consultation).

