



## **GUIDELINES FOR “FIRST PARCEL OUT” SUBDIVISIONS**

### **What is a “first parcel out” subdivision?**

This is the provision for the owner of an unsubdivided quarter section to create title to a single residential acreage subject to conditional subdivision approval issued by the subdivision approving authority, that being the Municipal Planning Commission. In other words, if a quarter section has already had a previous residential subdivision, it is no longer eligible for a first parcel out. There are certain exceptions, however, these are site specific, and therefore, you are requested to consult with a member of our Planning staff if you are unsure of the eligibility of a specific parcel of land.

### **What size of parcel am I allowed to subdivide?**

The answer to this question is dependent upon the future land use designation (zoning) that you wish to have attached to the parcel. There are two acceptable land use designations, those being Country Residence District “CR” and Country Residence Agricultural District “CRA”. The “CR” district encompasses parcels between 2.25 acres and 3.60 acres and does not allow for minor agricultural pursuits such as the keeping of livestock. The “CRA” district encompasses undeveloped parcels between 3.60 and 5.00 acres in size or a developed parcel up to 7.00 acres in size. A “CRA” parcel allows for the keeping of livestock for the personal use and enjoyment of the occupants of the property. It does not allow for a commercial agriculture business.

### **Does the first parcel out have to encompass an existing developed building site?**

No, it may be a vacant area providing it contains a suitable building site, both legal & physical access can be accommodated, and, providing all required setbacks can be met.

### **What is a suitable building site?**

A suitable building site is one that contains a minimum of 1.00 acre of contiguous land with slopes less than 15% and is capable of supporting private utilities, in particular, a water well and sewage disposal. Additionally, a suitable building site is one that has a ground water table greater than 6 feet from the surface.

### **What is legal and physical access?**

Any parcel proposed to be created must have legal & physical access onto a public road system whether it be under the control of the municipality or the province. The legal aspect is satisfied when the parcel proposed to be created lies adjacent to a roadway,

however, the physical access is only satisfied when there is a constructed approach onto the parcel.

### **What kind of setbacks are required for a suitable building site?**

The most common setback requirement is distance from the centerline of rural roads, secondary highways and primary highways. The minimum setback distances are 50 metres (165 ft.), 60 metres (200 ft.) and 70 metres (230 ft.) respectively.

The Energy Resources Conservation Board (ERCB) requires that a proposed residence be setback a minimum distance of 100 metres (330 ft.) from any well head. Additionally, there are setbacks from pipeline right-of-ways and sour gas facilities. These requirements are established through a consultation process that the subdivision approving authority conducts prior to issuance of a conditional approval.

Less common setbacks are ones where the proposed parcel might be located in close proximity to an intensive livestock operation, a body of water, or, some other significant environmental feature.

### **How do I apply for a first parcel out subdivision?**

First, contact the Planning Department via telephone or a personal visit to the County office, located on the lower level. The purpose of this initial contact is to assure that the quarter section is eligible for a first parcel out. Assuming that it is, we will then provide you with an "Application for Subdivision" form. This form asks for a number of questions to be answered and requires legal signatures of both the applicant and the landowner if they are not one and the same.

If the proposed parcel contains existing buildings, a "Surveyors Sketch" showing the exact boundaries of the proposed parcel, the location of all significant structures, inclusive of above ground utilities, type and location of septic system, shelterbelts, and the relevant distance of these from the proposed parcel boundaries must accompany the application.

Once we have received a completed application and an application fee of \$600.00 we initiate the subdivision process. Staff will provide you with any assistance that you require in completing the application.

### **What is involved in the subdivision process?**

If you have not provided us with a current title to the subject quarter section we obtain one from Alberta Land Titles Office. The purpose of this is to review any registrations that may have an impact on the proposal. Additionally, the holders of any encumbrances form part of the subdivision referral process.

The referral process is mandatory and includes notification to adjacent landowners and various agencies as well as the aforementioned encumbrance holders. Typically, these are oil & gas companies, gas co-ops, rural electrification associations, etc. Typical agencies are Energy Resources Conservation Board, our own Director of Public Works,

TransAlta Utilities, school districts, Alberta Health Services, etc.

We allow approximately 30 working days for response from any of the aforementioned parties. Adjacent landowners are advised that they are not allowed to appeal a conditional subdivision approval, however, we do appreciate valid comments as there are sometimes concerns that should be addressed prior to, or, within the conditional approval.

The subdivision approving authority will not issue a conditional approval without first having received comments from the Director of Public Works and the Energy Resources Conservation Board. In all cases, a member of our Public Works staff inspects the subdivision proposal and returns comments regarding the existing approach, sight lines, construction requirements if a new approach is required, or, an existing approach requires upgrading, and, access to the remainder of the quarter section. Energy Resources Conservation Board provides the municipality with comments regarding the presence of any sour gas facilities within minimum setback distances to the proposed parcel.

During the interim 30-day referral period, a member of the planning staff will also conduct an inspection of the proposed parcel. The purpose of this inspection is to determine site suitability and to note any unforeseen issues that should be addressed prior to, or, commensurate with, conditional approval.

Upon expiry of the 30-day referral period, a member of staff prepares a subdivision report. This report provides a written summary of the proposal, summarizes comments received, and finally, a staff recommendation for the conditions under which the subdivision is to be approved. The Municipal Planning Commission then reviews the subdivision report. If the recommended conditions are relatively straight forward, the report is endorsed and staff issues a letter of conditional approval to the applicant. Upon issuance of the conditional letter, there is technically a 19-day appeal period wherein the applicant can appeal one or more conditions. This is a very rare occurrence with first parcel subdivisions, as they tend to be very straightforward. Therefore, if the applicant has no concerns with the conditions, the appeal period can be waived and the subdivision can go forward.

### **What are typical conditions of subdivision approval?**

Conditions of subdivision approval will vary for any given application. Conditions that are generic to each and every "first parcel out" application are as follows:

Subdivision to be effected by an instrument acceptable to the Alberta Land Titles Office. The instrument herein referred to will be in the form of either a Descriptive Plan or a Plan of Subdivision. Said instrument must be prepared by an Alberta Licensed Surveyor.

Payment of a \$150.00 plan endorsement fee.

Payment of a \$200.00 offsite levy.



**PARCEL DIMENSION GUIDELINES  
FOR  
"CR" AND "CRA"  
LAND USE DISTRICTS**

**Country Residence District "CR"**

|                 | Acres |   | Sq. Ft.<br>Per Acre | = | Total<br>Sq. Ft. | Square<br>Root |         |
|-----------------|-------|---|---------------------|---|------------------|----------------|---------|
| <b>Minimum:</b> | 2.25  | X | 43,560              | = | 98,010           | (313 ft.)      | 95.4 m  |
|                 | 3.00  | X | 43,560              | = | 130,680          | (361 ft.)      | 110.0 m |
|                 | 3.50  | X | 43,560              | = | 152,460          | (390 ft.)      | 118.9 m |
| <b>Maximum:</b> | 3.60  | X | 43,560              | = | 156,816          | (396 ft.)      | 120.7 m |

**Country Residence Agriculture District "CRA"**

|                                 | Acres |   | Sq. Ft.<br>Per Acre | = | Total<br>Sq. Ft. | Square<br>Root |         |
|---------------------------------|-------|---|---------------------|---|------------------|----------------|---------|
| <b>Minimum:</b>                 | 3.60  | X | 43,560              | = | 156,816          | (396 ft.)      | 120.7 m |
|                                 | 4.00  | X | 43,560              | = | 174,240          | (417 ft.)      | 127.1 m |
|                                 | 4.50  | X | 43,560              | = | 196,020          | (443 ft.)      | 135.0 m |
| <b>Maximum<br/>Undeveloped:</b> | 5.00  | X | 43,560              | = | 217,800          | (467 ft.)      | 142.3 m |
|                                 | 5.50  | X | 43,560              | = | 239,580          | (489 ft.)      | 149.0 m |
|                                 | 6.00  | X | 43,560              | = | 261,360          | (511 ft.)      | 155.8 m |
|                                 | 6.50  | X | 43,560              | = | 283,140          | (532 ft.)      | 162.2 m |
| <b>Maximum<br/>Developed:</b>   | 7.00  | X | 43,560              | = | 304,920          | (552 ft.)      | 168.2 m |

**Note:** The minimum mean lot width in either land use district is 50 metres (165 ft.)  
 1 acre of land = 63.5 m x 63.5 m (208.33 ft. square)  
 ½ mile = 804.7 m (2,640 ft.)

**ALBERTA LAND SURVEYORS  
FOR THE  
CLEARWATER COUNTY AREA  
(As of April 24, 2019)**

Accelerated Surveys Ltd. Donnie McKee 403-505-5940 Fax: 403-351-0895  
105, 6740 Johnstone Drive Website: [acceleratedsurveys.com](http://acceleratedsurveys.com)  
Red Deer, AB T4P 3Y2 Email: [dmckee@acceleratedsurveys.com](mailto:dmckee@acceleratedsurveys.com)

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Altus Geomatics Allan Maine 403-234-7599  
840 – 7<sup>th</sup> Avenue SW, Suite 900 Cell: 403-597-0115 Fax: 403-261-4712  
Calgary, AB T2P 3G2 E-mail: [nicole.hall@altusgroup.com](mailto:nicole.hall@altusgroup.com)

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Bemoco Land Surveying Ltd. Murray Young 403-342-2611  
100, 6040 – 47 Avenue Fax: 403-342-2910  
Red Deer, AB T4N 1C2 E-mail: [m.young@bemoco.com](mailto:m.young@bemoco.com)

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Compass Geomatics Ltd. Jordan Westera 403-356-0111  
4605A – 63 Street Fax: 403-356-0114  
Red Deer, AB T4N 7A6 E-mail: [jordan.westera@compassgeomatics.ca](mailto:jordan.westera@compassgeomatics.ca)

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High Country Surveys R. L. (Bob) Haagsma 403-845-5974  
P.O. Box 1930, 5015 – 50 Street Cell: 403-844-5359 Fax: 403-845-2974  
Rocky Mountain House, AB T4T 1B4 E-mail: [haagsma@shaw.ca](mailto:haagsma@shaw.ca)

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LN Land Development Technologies Inc. L. R. (Len) Olson 403-782-5358  
Suite 101, 5206 – 51<sup>st</sup> Ave Fax: 403-782-3508  
Lacombe, AB T4L 1J6 E-mail: [lacombe.info@lnldt.ca](mailto:lacombe.info@lnldt.ca)

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McElhanney Geomatics Engineering Ltd. Scott Dufour 403-245-4711  
100, 402 – 11 Ave SE Email: [sdufour@mcelhanney.net](mailto:sdufour@mcelhanney.net)  
Calgary, AB T2G 0Y4

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Navigation Surveys Ltd. Marty Robinson 403-396-4472  
14 Austin Drive Website: <http://navigationsurveys.com>  
Red Deer, AB T4R 2t9 E-mail: [martyrobinson@navigationsurveys.com](mailto:martyrobinson@navigationsurveys.com)

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Snell & Oslund Surveys (1979) Ltd. Dick Vandenberg 403-342-1255 or 1-888-310-1255  
#1, 5128 – 52 Street Doug Rutherford Fax: 403-343-7025  
Red Deer, AB T4N 6Y4 E-mail: [info@snellandoslund.com](mailto:info@snellandoslund.com)

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Urban Systems Survey Inc. (USSI) Colin Keir 403-291-1193 ext 4216  
#101 – 2716 Sunridge Way NE 403-291-1193 ext 4313  
Calgary, AB T1Y 0A5 E-mail: [ckeir@urbansystems.ca](mailto:ckeir@urbansystems.ca)

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Velocity Geomatics Inc. Michael Stewart 780-915-8593  
5317 Cercle Cell E-mail: [mike@velocitygeomatics.com](mailto:mike@velocitygeomatics.com)  
Beaumont, AB T4X 1W6

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For a complete list of surveyors licenced to practice in the Province of Alberta, contact:

Alberta Land Surveyors' Association Phone: 1-800-665-2572 or 780-429-8805  
10020 101A Avenue Suite 1000 Fax: 780-429-3374  
Edmonton, Alberta T5J 3G2 Email: [info@alsa.ab.ca](mailto:info@alsa.ab.ca) Web Site: [www.alsa.ab.ca](http://www.alsa.ab.ca)