



## CLEARWATER COUNTY APPLICATION FOR SUBDIVISION

**EFFECTIVE DATE:** April 1995  
**REVISED:** February 2014  
**SECTION:** Planning and Development

**POLICY STATEMENT:** To establish the procedure for processing applications for subdivision, and to set out the fee structure associated with an application.

**DEFINITIONS:** **Subdivision Approving Authority:**  
The Municipal District of Clearwater No. 99 assumed the responsibility of Subdivision Approving Authority as at April 1, 1995. The Council of the municipality subsequently delegated this authority to the Municipal Planning Commission. The Municipal Planning Commission has delegated limited approval to the Chairman of the Commission, and, in the absence of the Chairman, the Vice-Chairman assumes these responsibilities. Approval, by either of these two members, is limited to proposals to create a single parcel, where the parcel meets all of the criteria for the first parcel out provision of the Subdivision Regulations, or, where the proposed parcel has been re-designated by Council via the Land Use Amendment process.

**PROCEDURE:**

1. Initial consultation with applicant by Development Officer.
2. Submission of completed application to Development Officer, complete with supporting documentation as required. Proposed parcels, which meet the criteria of the "first parcel out" provision of the Subdivision Regulation, will not be processed until such time that a Surveyor's Sketch is submitted for a developed site.
3. Development Officer initiates the referral process as outlined within the Subdivision Regulation. A period of 30 days is herein deemed to be an adequate time period in which to receive responses to the aforementioned referrals.
4. Development Officer may conduct a physical inspection of the proposed subdivision if necessary.
5. Upon expiry of the 30 day referral period, the Development Officer shall place the subject application on the Municipal Planning Committee Agenda, unless the application meets the criteria for approval by the Chairman of the Municipal Planning Commission.

POLICY

6. The Development Officer shall prepare a brief background report on the proposal, as well as a “Staff Recommendation”, as to a decision on the application. Said report shall be provided to Commission members prior to the regular tour and meeting. A site inspection shall remain an option to the Commission membership.
7. The Subdivision Regulation stipulates that a decision, on any given application, must be reached within a 60-day period from the date of receipt of the completed application. In this regard, the Development Officer shall ensure that an application is placed before the MPC within the regulated time period. An application, which is tabled pending the submission of further information, or other valid reason, will require a signed document, indicating that the applicant has willingly granted the Subdivision Approving Authority an extension of time.
8. The Development Officer assumes the responsibility of determining the requirement for the applicant to attend the MPC meeting where the decision, regarding the application for subdivision will be made. An applicant, requesting an appearance before the MPC, will be accommodated at an appointed time.
9. The Development Officer shall assume the responsibility for issuance of a letter of decision in a local newspaper.
10. An appeal, resulting from a decision of the MPC or its designated member, will require municipal representation at the appeal hearing. This responsibility shall fall to the Development Officer, and, in the event that his/her attendance is precluded, the designated member shall be assigned that responsibility.

**Fees Associated with an Application for Subdivision:**

The fee and refund structure attached to this Policy shall be as outlined on the attached “Schedule A”, which forms part of this Policy.

**Appraisal Fee**

Where there is a requirement for the applicant to provide a payment for money-in-lieu of municipal reserves, the applicant shall provide the Subdivision Approving Authority with an appraisal meeting the requirement of the Planning Act. Said appraisal is subject to review and modification by the Development Officer prior to submission to the Municipal Planning Commission. The applicant has the right to appeal a condition of subdivision which specifies a requirement for payment of money-in-lieu of municipal reserves.

The applicant may also accept a predetermined value for money-in-lieu determined by the Subdivision Approving Authority.



## **SCHEDULE A**

### **FEE AND REFUND STRUCTURE PLANNING AND DEVELOPMENT**

#### **DEVELOPMENT PERMITS**

Standard Permitted	\$150
Standard Discretionary	\$250
Commercial - Communication Tower	\$300
- Resort/Campground	\$500
- Recreation/Golf Course	\$500
Industrial - Natural Resource/ Aggregate Extraction	\$1,000

#### **REAL PROPERTY REPORT**

Real Property Report – Compliance Request	\$80
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#### **SUBDIVISION**

Boundary Adjustment	\$500
First Parcel Out	\$600
Fragmented Parcel	\$500 + Lot Fees
Multi-Lot Subdivision	\$500 + Lot Fees
Lot Fees – Per Parcel	\$150

#### **Subdivision Endorsement Fees**

Single Residential Parcel & Boundary Adjustment	\$150
Fragmented Parcel	\$150 (+\$100 per additional lot)
Single Industrial/Commercial	\$200
Multi-Lot Residential	\$100 per lot
Multi-Lot Industrial/Commercial	\$150 per lot

#### **Subdivision Offsite Levy**

Off-Site Levy – Per Parcel	\$200
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### **Subdivision Time Extension**

First Time Request	\$100
Additional Requests	\$200

### **Subdivision Refunds**

Prior to Circulation	100% refund of fee
After Circulation	75% refund of fee
After Site Inspection	No Refund

### **APPEALS**

Development Permit Appeal	\$300
Subdivision Permit Appeal	\$300

Appeal fees are non-refundable.

However, should the appeal be withdrawn before six working days (i.e. working days do not include Saturdays, Sundays or holidays) of the scheduled date of appeal where the date of the appeal is deemed to be one of the six days, the appeal fee will be 75 percent refunded.

### **LAND USE AMENDMENT**

REZONE TO:

"A" "CR" "CRA" "CRMI" "HR" "LR" "RR" "RE"	\$500 + \$100 per lot
"P" "LI" "IA"	\$500 + \$35 per acre
"I" "HD" "HC" "RF" "MHP"	\$1000 + \$35 per acre

### **Land Use Amendment Refunds**

After First Reading	50% refund of fee
After Second Reading	25% refund of fee

### **DISCHARGE OF CAVEAT**

Discharge of Caveat on Title	No Fee
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**PRINTING/ DOCUMENT FEES**

Land Use Bylaw (Text Only)	\$20 per copy (plus G.S.T.)
Land Use Bylaw (Text and Color Maps)	\$50 per copy (plus G.S.T.)
Municipal Development Plan (Text Only)	\$5 per copy (plus G.S.T.)