



SECOND PARCEL OUT INFORMATION & PROCESS

In order to apply for subdivision for a second parcel out on a quarter section, the applicant must first apply for a Land Use Amendment to redesignate the portion of land to be subdivided. The timeline for the Land Use Amendment is approximately 8 weeks. The Land Use Amendment is at the discretion of Council whether or not they approve the application.

The next step after the Land Use Amendment is to apply for subdivision to create separate title. This step can take approximately 8 weeks. However, staff have the discretion to accept a subdivision application with the Land Use Amendment application.

Once a subdivision is conditionally approved, the applicant is responsible to meet the conditions within one year. Possible conditions, but not limited to, are upgrading existing services (septic), approach construction/widening, future acquisition of land for road widening, payment of municipal reserves, and the payment of property taxes, endorsement fee, and the rural addressing fee.

Municipal Reserves may be owing at the subdivision stage as per the Municipal Government Act and the Municipal Development Plan policies. Municipal Reserves are taken in the form of cash in lieu of land. This money is used for public amenities throughout the County.

If you have any questions, please contact the Planning and Development Department at planning@clearwatercounty.ca or (403)-845-4444.

STEP 1 – Land Use Amendment Process

1. APPLICATION

Submit application for a Land Use Amendment to the Planning and Development Department with the following:

- a. site plan (if undeveloped) or a survey sketch (if developed, to show existing buildings and services with the proposed boundaries)
- b. payment based on the Fee Schedule
- c. business plan, if redesignating for the operation of a business.

2. FIRST READING

Administration will present the application to amend the Land Use Bylaw to Clearwater County Council for First Reading of the Bylaw.

3. REFERRALS

Administration will circulate referral letters to agencies and adjacent landowners for an opportunity to provide comments on the application. The timeline is generally 30 days from the date of the letter to the Public Hearing.

4. PUBLIC HEARING

After the referral period has ended, Council will hold a Public Hearing to hear any comments received during the referral period and to hear directly from members of the public during the Council meeting.

5. SECOND AND THIRD READINGS

After the public hearing closes, Administration will present the Land Use Amendment to Council for Second and Third Readings. Based on the representations made at the Public Hearing, Council will consider whether or not to grant Second and Third Readings to the Bylaw. In some instances, Council may table Second and Third Readings and request more information on the subject Land Use Amendment.

6. APPROVAL

Should Council grant Second and Third Readings to the Bylaw, administration will notify the applicant(s) of approval. At that time the applicant would proceed with the subdivision process to create separate title to the redesignated lands.

STEP 2 – Subdivision Process

1. APPLICATION

Submit an application for a subdivision to the Planning and Development Department with the following:

- a. survey sketch (showing all buildings and services for a developed site)
- b. site plan showing location on subject parcel
- c. payment based on the Fee Schedule
- d. business plan, if the subdivision is for the operation of a business.

2. REFERRALS

Administration will send referrals to agencies and adjacent landowners (only if the joint referrals were not sent during the LUA stage).

3. REPORT

Administration will prepare a report to be presented to the Municipal Planning Commission. The Municipal Planning Commission will decide whether or not to approve the application based on policy, and will consider any comments received from landowners and agencies.

4. APPROVAL

Should the Municipal Planning Commission approve the application, Administration will send out a conditional approval letter to agencies and the landowner/applicant.

5. CONDITIONALLY APPROVED

The applicant will have one (1) year from the date of approval to complete the conditions as approved by the Municipal Planning Commission.