



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:
ADMINISTRATION

POLICY NUMBER: AD 25

POLICY TITLE: SUBDIVISION PROCESS

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Date Adopted by Council / Motion Number:

09.12.661

PURPOSE:

The purpose of this policy is to have in place a formal process for considering subdivision applications.

POLICY:

The "Municipal Planning Commission" (M.P.C.) is the subdivision approval authority for the Municipal District of Greenview No. 16 subject to the conditions set out in this policy.

- 1.0 Subdivision applications must be delivered to the Municipal District office, accompanied by the appropriate fees and all required supporting documents as outlined in the application package. Upon receipt, the application will be checked for completeness. Incomplete applications will be returned or must be completed before they will be officially considered; therefore, the time limit will not be started until the application is complete.
- 2.0 Applications received will be forwarded for comment to all affected agencies listed in Schedule A.
- 3.0 Site inspection reports will be included in the information provided to the MPC for each application.
- 4.0 Council will set the public hearing date for subdivision applications at the time of first reading.
- 5.0 Appeals to subdivision decisions shall be made in accordance with provisions of the Municipal Government Act.
- 6.0 The Subdivision Authority Approval and ancillary documents will be returned to the applicant or his agent once the applicant has met all the conditions of the Developer's Agreement.
- 7.0 Final approval of the plan will be provided concurrent with registration of any caveats or easements imposed by the M.P.C.

(Original signed copy on file)
REEVE

C.A.O.

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SCHEDULE "A"

COMMENTING AGENCIES (May include but not limited to)

- 1) Alberta Agriculture, Food & Rural Development;
- 2) Alberta Sustainable Resource Development - Public Lands (within Green Area or contains water, except dugout);
- 3) Director of Engineering & Environmental Services (M.D. 16);
- 4) Telus Communications;
- 5) Alberta Community Development (Historical Resources);
- 6) ATCO Electric (local office / please circulate);
- 7) Local School Division/District (only if more than one lot);
- 8) ATCO Gas or East Smoky Gas Co-op;
- 9) ATCO – Peace Country Area
- 10) Alberta Environment (creeks, rivers, lakes within 300 meters of a landfill);
- 11) Alberta Transportation (primary highway);
- 12) A.E.U.B. (if within 1.5 km of sour gas facility or building site within 100 meters of any well site);
- 13) Alberta Municipal Affairs – Public Safety Division (Provincial Plumbing);
- 14) Adjacent Municipality
- 15) Adjacent Landowners; or
- 16) Any other persons and local authorities the subdivision authority considers necessary.

POLICY TITLE: PROCEDURES FOR SUBDIVISION PROCESS

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Date Adopted by Council / Motion Number:

09.12.661

PROCEDURE:

1.0 GENERAL POLICIES:

- 1.1 Once the application has been deemed complete, the M.D. will prepare a subdivision sketch and will circulate the application to the appropriate commenting agencies (see Schedule "A" attached). Commenting agencies will be allowed 30 days to respond. In accordance with the Municipal Government Act, adjacent landowners are to be notified of the proposed subdivision. The Manager of Development will review the application to determine if a Land Use Amendment is required, and will forward the Land Use Bylaw Amendment application form to the applicant if necessary, and ensure a Time Extension is completed for the Subdivision Application.
- 1.2 If rezoning is required, the completed Land Use Amendment application will be forwarded to the M.P.C. for a recommendation to Council. The Manager of Development will prepare an RFD with this recommendation to Council for first reading and to set the public hearing date. Council will decide on the proposed bylaw after the public hearing.
- 1.3 Prior to the subdivision application being heard, the Manager of Development will conduct a site inspection and will research the relevant legislation to determine conformity. A site inspection report will be presented to the M.P.C. by the Manager of Development, outlining the proposed subdivision. The M.P.C., on hearing the presentation and considering the staff recommendations, will rule on the application imposing any necessary conditions.
- 1.4 Following the M.P.C. meeting, written notification will be sent to the applicant and to the Government departments of the decision of the Subdivision Authority in accordance with the M.G.A.
- 1.6 Upon receipt of the plan, the Subdivision Authority Approval will be endorsed by the M.D.'s C.A.O. or alternate.