

## Information Required to Apply for a Property Subdivision

- Name and Address of Applicant
- Location of Property
- Existing and proposed future use of property
- Purpose of proposed subdivision
- Plan of proposed subdivision
- Letters from utility agencies providing comments
- Site Plan

### Subdivision Fees

Application Fee	\$550.00
Approval Fee	\$90.00/lot or bareland unit to a max of \$3600.00
Re-issue Fee for a Certificate of Approval	\$25.00

### Publications of Interest

If you are interested in subdividing property, you may want to review the following City of Saskatoon publications, available from the Planning & Development Branch, 3<sup>rd</sup> Floor, City Hall, or online at [www.saskatoon.ca](http://www.saskatoon.ca):

- Subdivision Regulations 6537
- Zoning Bylaw 8770
- Official Community Plan 8769
- Procedures/Requirements for Development Appeals



For more information contact:

Community Services Department  
Planning and Development Branch  
222 3<sup>rd</sup> Avenue North  
Saskatoon SK S7K 0J5

Phone: (306) 975-2645

Fax: (306) 975-7712

Website: [www.saskatoon.ca](http://www.saskatoon.ca)

Email: [development.services@saskatoon.ca](mailto:development.services@saskatoon.ca)

### Office Hours

Monday - Friday, 8:00 a.m. to 5:00 p.m.



January 2012

## Procedures & Requirements for

# Subdividing Property



This pamphlet has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Planning and Development Branch for assistance, as the City of Saskatoon accepts no responsibility to persons relying solely on this information.

# Subdividing Property

Property owners may apply to the City of Saskatoon for approval to subdivide their property. A subdivision is used to divide the land into smaller parcels for the purpose of legally registering separate ownership titles for the parcels with the Provincial Information Services Corporation.

## How to Apply:

In order to file an application to subdivide, an applicant must:

1. Complete the application form (available for pickup from the Planning & Development Branch, 3<sup>rd</sup> Floor, City Hall or on our website on [www.saskatoon.ca](http://www.saskatoon.ca)).
2. Include a cheque or money order for \$550.00 made payable to the City of Saskatoon.
3. Submit application, fee and any appropriate supporting materials to the Planning & Development Branch, 222-3<sup>rd</sup> Avenue North, Saskatoon, SK S7K 0J5.



## We're here to help...

Planning & Development Branch offices are open 8:00 a.m. to 5:00 p.m., Monday through Friday (excluding statutory holidays). Please feel free to stop in, call us at (306) 975-2645 or email [development.services@saskatoon.ca](mailto:development.services@saskatoon.ca).

## The Process:

### Planning & Development Branch Review

The application will be examined by the Planning & Development Branch to determine if all relevant documents have been submitted. If complete, the application is evaluated for conformance with the *Subdivision Regulations 6537*, *Official Community Plan 8769*, and *Zoning Bylaw 8770*, and any other applicable policies and regulations. The Branch may request comments from other civic departments and other government agencies where applicable. A report is prepared containing recommendations, concerns, or conditions of approval and submitted to the Technical Planning Commission (TPC) for approval.

An application *may* require the Dedication of Lands for Public Use pursuant to Section 181 of *The Planning and Development Act, 2007*, at a rate of 10% of the land being subdivided for Residential purposes and 5% of the land begin subdivided for Industrial and Commercial purposes. At the Approving Authority's discretion, money-in-lieu of the dedication requirement may be required.

### Technical Planning Commission Review

The Technical Planning Commission (TPC) receives the Planning & Development Branch report. If approved by TPC, a Certificate of Approval will be issued provided the conditions of approval have been satisfied (i.e. servicing agreement, easement agreements, payment of area development charges, money-in-lieu of municipal reserve and approval fees). If any application is recommended for denial, a report is sent to City Council.

### Certificate of Approval

Upon issuance of the Certificate of Approval, the applicant may proceed to submit a Plan of Survey to the Controller of Surveys for approval to register the Plan of Survey. An approval fee of \$90.00/lot or Bareland Unit to a maximum of \$3600.00, excluding those parcels designated on the plan as dedicated lands or parcels for public works is payable upon issuance of the Certificate of Approval. The fee for reissuing a Certificate of Approval is \$25.00.

### Decision Appeals

Subject to Section 228 of the *Planning & Development Act, 2007*, an applicant may appeal the decision of the approving authority to the Development Appeals Board.