

## The Last Three Steps . . .

1. **Survey Plan** – Contact an Alberta Land Surveyor to prepare your final plan of survey.
2. **Fulfilling the Conditions**—All the conditions that were placed on the approval must be met and written verification must be provided to your Surveyor and/or ORRSC. (see Resolution attached to your approval letter)
3. **Endorsement and Registration**—

Upon written confirmation that all conditions have been met, payment of the Final Fee, and receipt of the surveyor's package, ORRSC will prepare an "Endorsement" document.

The documents will be returned to your surveyor for registration with the Land Titles Office. Land Titles will then issue new titles for the newly created lot(s).



*The last three steps will require coordination between yourself, your surveyor, ORRSC, and your municipality.*



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September, 2009

Oldman River Regional  
Services Commission

## FINALIZING A SUBDIVISION

### The Last Three Steps



*I have my conditional subdivision approval . . .*

***what's next?***

Upon receiving “Conditional Approval” of your subdivision, an appeal period is in place. Details of the timelines and appeal process are outlined on your approval letter. If no appeals have been filed within the specified time period, you may proceed with finalization.

#### How long will this take . . . .

This is dependant on a number of factors such as: the size and location of the subdivision, the number of outside agencies that are involved, additional reports required, or the scope of your development agreement.

It is advisable to begin the finalization process as soon as the appeal period has expired. You have one year from the date of decision to have ORRSC endorse the final plan of survey.

**(Extensions may be requested through ORRSC by submitting a written request and a \$300.00 fee. Municipality fees may also apply)**

## 1 Survey Plan

Contact your surveyor so they may begin preparation of your survey plan. This will require fieldwork, monument placement, and document and plan preparation. To register your subdivision plan, the surveyor will require Consent Forms from all the titled landowners as well as anyone with a registered interest on the title.

It is important that you discuss with your surveyor and/or agent what they will assist you with and what responsibilities will fall upon you. *E.g. If easements are required, who will initiate these?*



## 2 Fulfilling the Conditions

Your subdivision has been approved subject to conditions. As the applicant, **you are responsible** to ensure that all the conditions of subdivision are met and that written verification is provided to our office.

For your assistance we have described some of the more common conditions of subdivision.

**You will find the conditions of your subdivision attached to the approval letter with the heading, “Resolution“.**

**Municipal Reserve:** You may be required to pay or provide Municipal Reserve for park/school purposes. This payment is made to the Municipality and ORRSC will require a letter verifying that the payment was made. ORRSC will be responsible for preparing any deferred reserve caveats or discharges if they are required.

**Taxes:** Submit a paid tax receipt or a letter from the Municipality indicating that taxes are paid for the current tax year.

**Development Agreement:** Contact the municipality to determine whether you need to enter into a Development Agreement with them. A Development Agreement ensures that any infrastructure the municipality requires (i.e. services, roads, approaches, etc.) are constructed in accordance with municipal standards. ORRSC requires either a copy of the signed Development Agreement or a letter from the municipality indicating that no development agreement is required.

**Easement(s):** Typically in subdivision, easement agreements may be required for either utilities or access purposes. Discuss any easements that may be required with your surveyor.



## 3 Endorsement and Registration

In order for your surveyor to register your subdivision at Land Titles Office, they must receive an “Endorsement” from our office. ORRSC will provide the Endorsement document upon receipt of the following:

- written confirmation that all the conditions of your approval have been met
- payment of the Final Fee (\$150.00 for each new lot to be created)
- receipt of your surveyor’s package, which includes the Plan of Survey, signed consents, etc.
- any other supporting information required by the Subdivision Authority

After Endorsement, we will return the documents to your surveyor who will register them with the Land Titles Office.

Land Titles will then issue new titles for the newly created lot(s). Once you have received your new titles, you can consider the process complete.

Should you have questions about the finalization process, please contact the

### OLDMAN RIVER REGIONAL SERVICES COMMISSION

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