

## What is ORRSC?

- The *Oldman River Regional Services Commission (ORRSC)* is a cooperative effort of 38 municipalities in southwestern Alberta that provides municipal planning services to its members.
- ORRSC is responsible for processing subdivision applications and providing recommendations. The final decision lies with the local municipal Subdivision Authority.

## What is Subdivision?

- Subdivision is the division of land into 2 or more parcels, each to be given a separate title.
- Subdivision approval is also required for title separations, property line adjustments, bareland condominiums and the registration of long-term leases.

## Who Makes the Rules?

The Province — through the **Municipal Government Act**, the **Subdivision and Development Regulation**, and any other Government department.

The Municipality — through the land use bylaw and adopted statutory plans including Municipal Development Plans, Area Structure Plans, etc.



## MEMBER MUNICIPALITIES

**Rural:** Cardston County  
County of Lethbridge  
County of Newell No. 4  
Municipal District of Pincher Creek No. 9  
Municipal District of Ranchland No. 66  
Municipal District of Taber  
Vulcan County  
County of Warner No. 5  
Municipal District of Willow Creek No. 26

**Towns:** Municipality of Crowsnest Pass  
Cardston  
Claresholm  
Coaldale  
Coalhurst  
Fort Macleod  
Granum  
Magrath  
Milk River  
Nanton  
Picture Butte  
Pincher Creek  
Raymond  
Stavely  
Vauxhall  
Vulcan

**Villages:** Arrowwood  
Barnwell  
Barons  
Carmangay  
Champion  
Coutts  
Cowley  
Hill Spring  
Lomond  
Milo  
Nobleford  
Stirling  
Warner

Oldman River Regional  
Services Commission

# BEFORE YOU SUBDIVIDE



OLDMAN RIVER REGIONAL SERVICES COMMISSION

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*I want to apply for subdivision . . .  
where do I start?*

# How do I Start?

## 1 Preliminary Evaluation

It is **essential** that the landowner contact a Planner at ORRSC to discuss their proposal prior to submitting an application. The Planner will discuss site suitability and conformity with local and provincial planning regulations. They can also assist you in determining whether additional processes and professional services will be required and what additional costs you may incur. *If you wish to meet with a planner, a scheduled appointment is recommended.*

## The Big Questions . . .

**How Much Will This Cost?** – The cost can vary greatly depending on the complexity of your subdivision. Some of the basic costs of subdivision are listed below.

Subdivision Application Fee: This fee is payable to ORRSC and due at the time the application is submitted:

- \$500.00 Application Fee
- \$300.00 Per Lot Created

= \$800.00 (for basic 1 lot subdivision)

The fee payable at the time of endorsement is:

- \$150.00 Per Lot

Additional Costs: You may incur additional costs from review agencies and/or professionals for services such as:

- Surveying
- Area Structure Plan Preparation
- Irrigation District Fees
- Municipal Reserve Payment
- Installation of Municipal Services
- Engineering Reports
- Legal Fees

## How Long Will This Take?

- Upon receipt of a completed subdivision application, the Subdivision Authority has 60 days to make a decision.
- If the subdivision is approved, the applicant has one year to meet all their conditions & submit final documents and plans for endorsement by ORRSC.
- After endorsement, the subdivision must be registered with the Land Titles Office within one year.

## 2 Making an Application

**A complete application will include the following:**

- An application form (available at your municipal office, ORRSC office, or on-line at [www.orrsc.com/subdivision/subdivision-application](http://www.orrsc.com/subdivision/subdivision-application))
- a detailed diagram of the proposal which must include lot line dimensions.
- the applicable fee.
- a surveyor's sketch (completed by an Alberta Land Surveyor, A.L.S.) of existing structures when the application is in an urban municipality, County of Lethbridge, Vulcan County or Municipality of Crowsnest Pass.
- a certificate of title printed within the last 30 days. Available at any registry office or on-line at [www.spin.gov.ab.ca](http://www.spin.gov.ab.ca)
- any other info as discussed with your planner.



Please make cheques payable to ORRSC and submit your application to the ORRSC office.

It is imperative that the application be completed in its' entirety and that all associated fees, **detailed** drawings, and documents accompany the application.

**Failure to do so will result in your application being deemed incomplete and will delay your proposal.**



## 3 Approval Process

- After the application is deemed complete, the Planner will evaluate the application and prepare a preliminary report. The application is then circulated to legislated agencies, utilities, and adjacent property owners.
- After the 19 day referral period, the Planner will review the responses, evaluate the planning issues, and prepare a recommendation for the municipality's Subdivision Authority.
- The Planner presents the responses, recommendation, legislation, and any other relevant documentation or reports for the Subdivision Authority's consideration.
- The Subdivision Authority may approve or refuse the subdivision. The applicant and various referral agencies are notified of the decision in writing by the Oldman River Regional Services Commission

## Appeal Period

- A subdivision may not be registered with the Land Titles Office until the appeal period (14 days from date of notice) has elapsed. An appeal may be filed by the applicant, government departments, or a school board on a matter of municipal reserve. Note that an adjacent landowner cannot file an appeal.
- An appeal must be in writing and contain reasons for the appeal. The Municipality may charge a fee to file an appeal.

## Finalization Process

*See ORRSC Brochure– "The Last Three Steps" for detailed information regarding the finalization process.*