

Subdivision Application

Prior to submitting a formal application, you may wish to contact the Planning & Development Services Department for a preliminary consultation.

Subdivision is the division of land to enable the legal registration of streets and parcels of land. Land is subdivided into parcels to accommodate different types of development. A subdivision must comply with the standards indicated in the current Zoning and Subdivision Bylaws. A subdivision application can be processed in conjunction with other development applications (rezoning, street closure, discretionary use, etc.).

Once a Certificate of Approval and an executed Plan of Proposed Subdivision is issued by the City, it is the applicant's responsibility to submit a plan of survey consistent with that approval for registration at the Provincial Land Registry to create legal parcels of land.

Application Requirements

The following is required:

- 1. A completed application form with all questions answered and signed by the applicant and the owner (if different).

Accuracy of information provided on the application form is critical to a legal and binding decision. Be as accurate as possible.

- 2. A cheque payable to the City of Regina, reflecting the current application fee. Alternatively, the applicant may arrange to call in a credit card number to Planning and Development Services department at 306-777-7551. Development Application Fees can also be found on Regina.ca.

Application fees are required to be paid in full at the time of application

- 3. One (1) electronic set or hard copy set (if submitted by mail/in person) of the following plans:

The plan of proposed subdivision shall be drawn to a metric scale of 1:500, 1:1000 or 1:2000 as may be appropriate to clearly show the intent of the plan and must include the following information:

- a) a title with the words "Proposed Subdivision of _____".
- b) the words "The subdivision proposed herein, outlined by a bold dashed line, is approved under the provisions of Bylaw No. _____ of the City of Regina.
Dated this _____ day of _____ AD 20____. City Clerk, _____.
- c) the signature of the owner(s) and of a Saskatchewan Land Surveyor or a Registered Professional Planner (RPP, MCIP) who is a member of the Saskatchewan Professional Planners Institute (SPPI).
- d) the scale to which the plan is drawn, the north point clearly indicated and the date on which the plan was prepared, including the date of any revisions to the plan.
- e) the boundary of the area to be subdivided, including the calculated hectareage of the area and any municipal and/or environmental reserves, existing or proposed.
- f) the location and dimensions of any existing permanent structures and buildings.
- g) topographic and physical features including drainage channels, creek beds, open bodies of water and their normal and high-water elevations, wooded areas, and the location and dimensions of existing pipelines, utility, road and railway rights-of-way for the land to be subdivided.
- h) the name, location, dimensions and designations of every proposed street, lane, lot, block, public reserve or other unit of land.

- i) distances in metres and decimals thereof and areas in square metres or hectares, as may be appropriate to the scale of the plan and the areas involved.
 - j) such other features, particulars or data as may be required pursuant to *The Planning & Development Act, 2007*, *Subdivision Bylaw 7748* and any other applicable regulations herein or by the Development Officer.
4. Auto CAD drawings of proposed subdivision (for complex subdivisions, such as subdivisions involving multiple lots and/ or new streets).
5. Property titles for all land to be subdivided.

Your application will be deemed incomplete and sent back to you in the event that any of the above required elements are missing from your submission.

Appeal

Where:

- a) an application for a proposed subdivision is refused;
- b) an application for a proposed subdivision is approved in part;
- c) an application for a proposed subdivision is approved subject to specific development standards issued pursuant to the applicable section(s) of *The Planning and Development Act, 2007*; or
- d) approval of an application for a proposed subdivision is revoked;

an applicant may, within 30 days of receiving the Development Officer's or City Council's decision, appeal the decision to the Development Appeals Board in accordance with *The Planning and Development Act, 2007*

Refund Policy

Should you wish to withdraw your application after submission, the following refund policy will apply:

- 75 per cent of the fee will be refunded if withdrawn before circulation
- Only the "per lot" fee will be refunded if withdrawn after circulation

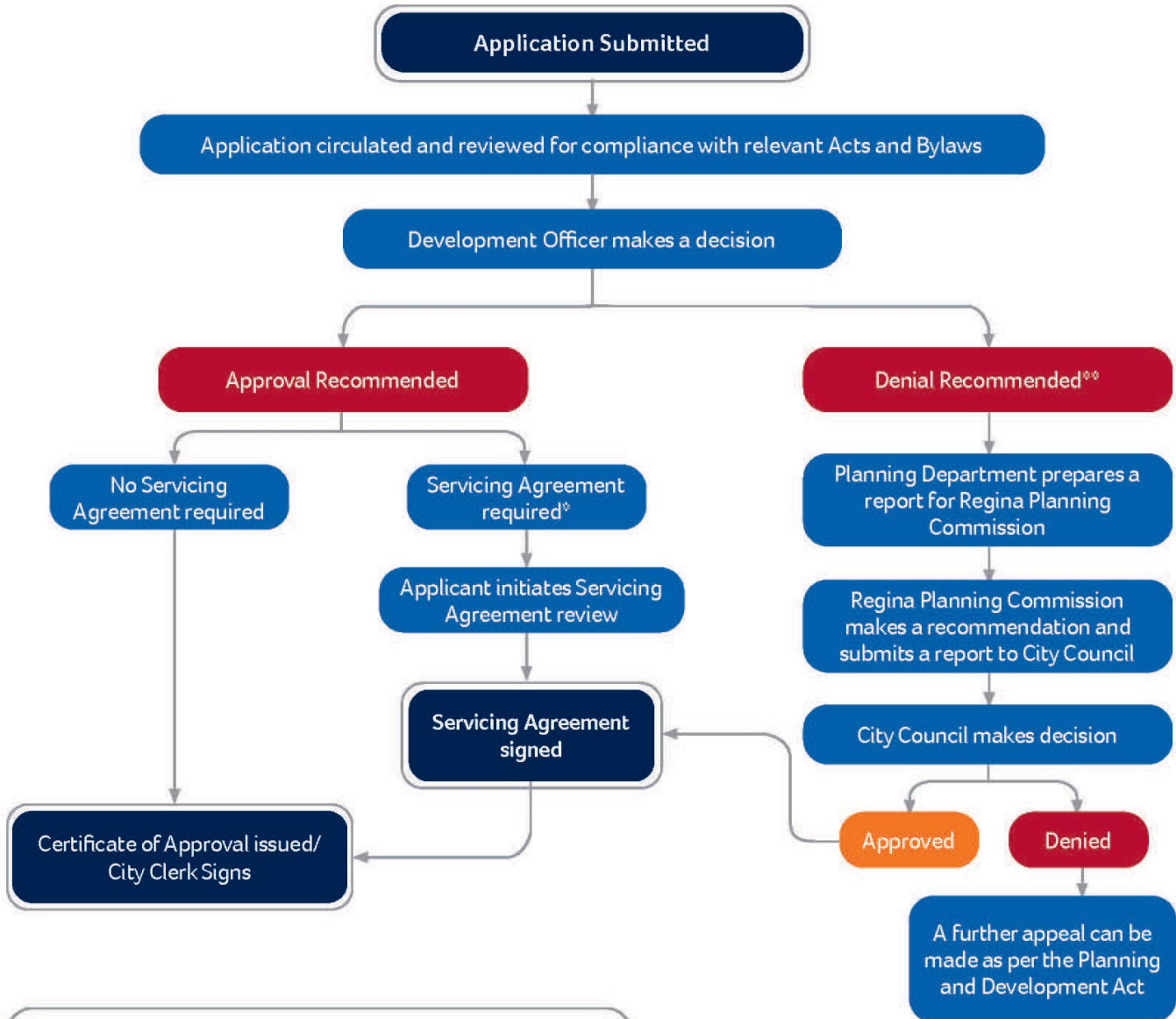
Submission

Submit the completed application form, plans and supporting documents to:

Planning & Development Services
City of Regina
9th Floor, City Hall
PO Box 1790
Regina, SK S4P 3C8

or by E-mail to:
proposeddevelopment@regina.ca

Subdivision Application Process



* IF A SERVICING AGREEMENT IS REQUIRED, SUBDIVISION APPROVAL WILL NOT BE RELEASED UNTIL AFTER THE SERVICING AGREEMENT IS SIGNED

** IF APPLICATION WARRANTS COUNCIL CONSIDERATION

Subdivision Application

Applicant

 Registered Owner Representative of Owner Option to Buy

Name: _____

Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: _____ E-mail: _____

Present Owner (if different from Applicant)

Name: _____

Company (if applicable): _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: Cell: _____ Work: _____ Home: _____

Email Address: _____

Subject Property

Civic Address: _____

Lot(s): _____ Block: _____ Plan No.: _____

¼: _____ Sec: _____ Tp: _____ Rg: _____ W 2nd Meridian: _____

Present Use of Buildings and Property (be specific)

Proposed Use of Buildings and Property (be specific)

Reasons for Subdivision

Suitability of the Land (including a general description of existing topographic and physical features in the area as well as an evaluation and/or analysis of potential problem, such as soil erosion)

Please ensure you have attached:

Application Fee Property Titles Required Plans PDF Copies of Plans

Applicant**Owner(s) (if different than Applicant)**

Applicant Full Name (Print)

Owner(s) Full Name (Print)

Applicant Signature

Owner(s) Signature

Date Signed

Date Signed