



Subdivision Process

The Community Planning Branch (CPB) is committed to working with you and your surveyor or agent to ensure your application is reviewed and completed in a timely matter.

The following information outlines what may be expected from the CPB in assessing your proposed subdivision. More information on our process and requirements is available at www.municipal.gov.sk.ca. Specific questions regarding your application may be directed to the Planning Consultant who signed the attached letter or our general inquiry lines at (306) 933-6937 in Saskatoon or (306) 787-2725 in Regina.

Please remember, until the review of an application is complete and a decision is issued, no binding contracts for the land should be made and no construction or site preparation work should be started. The subdivision design may have to change.

Review Process

The CPB completes a preliminary review of the proposed subdivision. CPB assesses which provincial agencies may have an interest in your development and refers your application to them. A copy will also be sent to the municipality for its input on the proposal. Our referral agencies have 40 days to provide comments on your application and one or more of the offices may contact you for additional information. The following matters will be considered.

Municipal and Provincial Requirements

Applications are reviewed for conformance with provincial and municipal planning standards. Some standards involve:

- planning and zoning bylaw land use controls;
- minimum and maximum site dimensions;
- utility and service facilities;
- acceptable water supply and sewage disposal systems;
- compatibility with surrounding land uses;
- connection of each parcel to a public road;
- traffic safety and highway access;
- protection of heritage resources and rare species;
- flood protection and slope stability; and
- provision of public lands (e.g. roads, parks).

Our specific concerns with your proposal are detailed in the attached letter that was mailed to you and your surveyor or other agent. More information may be required as our review proceeds.

If you have not done so already, please contact your local municipal office to discuss its requirements for your subdivision. You may inquire about compliance with any local official community plan and zoning bylaw and how your proposal complies with these regulations. Any bylaws in effect limit permitted land uses, specify minimum lot or parcel sizes, and regulate building locations. Revisions to your plan of proposed subdivision may be required.

Alternatively, you may request that Council consider an amendment to these bylaws to accommodate your proposal. Please note that not all municipalities have planning bylaws. You should also discuss servicing needs with the municipal office. A municipality usually requires a servicing agreement covering the construction of new roads or other capital works necessitated by a subdivision. Landowners are normally responsible for all the capital and associated administrative costs caused by new development. These costs should always be considered in the developer's selling or operating budget.

Subdivision applicants must provide municipal reserve land for public use. Exceptions exist for the first parcel in a quarter section, agricultural parcels larger than four hectares, or property line relocations. Applicants may be allowed to defer the requirement to an area of future subdivision or, in lieu of dedication, make a monetary settlement with the municipality. Monetary settlements are common in rural acreage subdivisions. Any flood prone or unstable land may be required as environmental reserve, in addition to the required municipal reserve.

Municipal matters must be addressed by the Council before the CPB may proceed with a decision on your application. The subdivision process is most efficient when the landowner or applicant and his agent approach the Council directly to address these matters.

Provincial Referrals

Your application is reviewed for flood potential, slope stability, potential for impact on heritage resources or environmental implications and other provincial interests. A complete list of agencies asked to review your proposal is included on the initial letter. In some cases, these agencies will ask for more information or specific studies. You will be advised by CPB or contacted directly by the referral agency when such requests are received to discuss options. The subdivision review process is designed to ensure safe and efficient subdivision in Saskatchewan. Planning Consultants strive to achieve a timely decision on your application.

Notice of Decision

It is the goal of the CPB to issue our decision within 90 days of receipt of your completed application. Due to the varying complexities of each application, some reviews may not be completed in that time frame. Each Planning Consultant is dedicated to working with landowners to finalize applications as soon as possible.

Once a review is complete, a written decision is issued to the surveyor or applicant. Approved applications are issued a Notice of Decision that must be sent with a plan of survey and other documents to Information Services Corporation to register the subdivision. Your Planning Consultant will explain options for applications approved with conditions, approved in part, or refused. Some decisions may be appealed by filing a written Notice of Appeal and a \$50 fee with the Saskatchewan Municipal Board - Planning Appeals Committee.