

# CITY OF ESTEVAN-DEVELOPMENT INFO-SHEET

## \* Subdivision of Land

Subdivision procedures and processes are used by the City of Estevan in order to regulate the splitting up of land into smaller sized parcels intended for purposes of accommodating development. The City's authority to control land subdivision allows the City the ability to control the scope, timing, and extent of development in the interests of the City as a whole. As the subdivision of land will, in one aspect or another, involve the provision of public services and/or use of public infrastructure, the City does have a direct interest in how land is being subdivided and developed. Through review and regulation, the City is able to ensure land subdivision is being undertaken in an efficient and economical manner having regard to the City's land use planning objectives, policies, and development standards.

## Application Requirements

In order to apply for subdivision approval an applicant must complete and submit a prescribed subdivision application form, accompanied by a plan of proposed subdivision prepared by a Saskatchewan Legal Surveyor or Professional Community Planner. The Provincial Subdivision Regulations outline what information is required to be included on a plan of proposed subdivision. The applicant must provide adequate details regarding the proposal which allows the City to properly evaluate the proposal to ensure conformance with its local policies, bylaw and regulatory requirements, as well as Provincial Subdivision regulations. The City may require additional information, and may refuse to accept the application, as complete, if certain information is requested and not provided. In some instances it may also be necessary to apply for property rezoning in order to accommodate a land subdivision. Existing zoning and the standards that apply should be checked prior to proceeding with a formal subdivision application.

As part of the City's subdivision review process, the following items will be taken into consideration:

•Comments of City departments and referral agencies •design and orientation of lots & streets •land use zoning provisions •adjacent land use compatibility •site access provisions •utility servicing, surface & subsurface drainage & waste disposal •vehicular & pedestrian traffic flows •street works •public infrastructure requirements •environmental protection •site topography & soil conditions •municipal reserve/open space provisions •performance standards.

Depending on the complexity and extent of subdivision, the City may require the proponent of subdivision to enter into a development/servicing agreement to outline all requirements and obligations of subdivision including, but not limited to utility servicing/infrastructure development, performance standards and payment of associated off-site development levies.

## Fees

-There is a \$150.00 non-refundable application fee plus a charge of \$100.00 per new lot/parcel created. The charges will be invoiced to the applicant pending the City rendering a decision on the application.

-Offsite development levies are charged based on the size of any new lot created (Base Charge is \$45,792.00 per hectare of new lot/parcel created by subdivision).

## Decisions & Timing

The time limit for processing a subdivision application is 90 days from the date the City determines the application to be in complete and final form. After review is complete, a subdivision application will either be approved with or without conditions, or refused. Under certain circumstances, there are provisions for appealing a decision to the Estevan Development Appeals Board.

**For Further Information, please call the Land Development Services Manager at 634-1821**