

Single Parcel Country Residential Subdivision

This fact sheet provides information about single parcel country residential subdivision, which is the most common type of subdivision application received by the RM. If you are thinking of subdividing an existing farmstead or subdividing one or two new acreages from a quarter section, please review the information below.

For other types of subdivision inquiries (commercial, industrial, residential with 3 or more lots) please contact the Planning & Development Department.

Subdivision Process

1. Discuss your subdivision proposal with the RM of Edenwold Planning & Development Department.
2. Hire a Saskatchewan Land Surveyor or Registered Professional Planner to create a Plan of Proposed Subdivision showing the boundaries of the new parcel(s) you want to create.
3. Submit an Application to Subdivide Land to the Community Planning Branch of the provincial Ministry of Government Relations. They are the approving authority for subdivisions and will refer the application to the RM and other agencies for review and comment. Many surveyors will submit the application to Community Planning on your behalf.
4. Once the RM office receives the application from Community Planning, RM planners will conduct an initial review of the subdivision. If rezoning of the proposed subdivision area is required, the RM will begin this process. A servicing agreement will be drafted which will include any fees and infrastructure requirements for the development.
5. After the servicing agreement has been signed by the landowner, all associated fees are paid, and any other municipal requirements have been met, the subdivision application will be brought to RM Council for a decision.
6. Council's decision will be forwarded to Community Planning, who will take comments from the RM and other referral agencies into consideration when issuing their final decision on the subdivision.

Rezoning

In almost all cases, the new parcel(s) being subdivided will be rezoned from AR – Agricultural Resource District to CR1 – Country Residential 1 District. A rezoning application form needs to be submitted by the landowner along with the **\$500 rezoning fee** (plus \$50 per additional parcel beyond the first one).

Rezoning a property is done by bylaw. Council must give three readings to a bylaw, with a mandatory public hearing between first and second readings. Notice of the public hearing will be sent to neighbouring property owners by letter and placed for two weeks in the local paper. The applicant is responsible for advertising costs, typically between **\$500 and \$800**.

At the public hearing, any interested party can provide written or verbal comments to Council in favour of or against the proposed subdivision.

DISCLAIMER: This document is not a legal document and does not outline all applicable regulations. Any contradiction, dispute, or difference between the contents of this document and the applicable bylaws and legislation will be resolved by reference to the bylaws or legislation.

If Council gives all three required readings to a bylaw to rezone a property, it will be submitted to Community Planning for final approval.

Servicing Agreements

All subdivision applicants must enter into a servicing agreement with the RM. A servicing agreement is a legal document between the landowner and the municipality. It outlines the responsibilities of all parties for the provision of services to the new subdivision including water, sewer, and roads.

The servicing agreement will also include the subdivision fee as per the RM's Servicing Agreement Fees and Securities Policy. The current single parcel country residential subdivision fee is **\$6,410 per parcel**. This fee is due at the time of signing the agreement and is required prior to the RM bringing your application to Council for final consideration. If for any reason the subdivision is not approved, this fee is returned in full.

Please note that this fee is currently under review and may change.

Municipal Reserve

Municipal Reserve is a provincial requirement for almost every subdivision. The purpose of Municipal Reserve is for land, or cash-in-lieu of land, to be dedicated for public parks, recreation, or other public uses as defined by *The Planning and Development Act*. The first subdivision from every quarter section is exempt from Municipal Reserve requirements.

For residential subdivisions that are subject to Municipal Reserve requirements, 10% of the land proposed for subdivision must be either dedicated for public use, or a payment in lieu of land dedication must be provided to the RM. Because it is impractical for the RM to acquire small public parcels in primarily agricultural areas, the requirement is almost always satisfied through a cash-in-lieu contribution. To calculate the cash-in-lieu contribution, a per-acre value is used by the RM in accordance with the RM's Municipal Reserve-Cash-in-Lieu Policy. If for any reason the subdivision is not approved, this fee is returned in full. Please contact the RM Planning & Development Department for an estimation of Municipal Reserve.

Subdivision Policies and Requirements

The RM Official Community Plan and Zoning Bylaw allow for a maximum of two CR1 – Country Residential 1 parcels to be subdivided from a quarter section. Each CR1 parcel can be between 5 and 22 acres in size and must have a minimum of 46 metres of frontage along a public road.

The Community Planning Branch, the RM, and other subdivision referral agencies have a variety of specific interests to collectively ensure that development occurs in a safe and sustainable manner. The list below summarizes the most common items that arise during subdivision review, however this list is not exhaustive.

- **Road access:** the RM requires that the road providing access to the subdivision is constructed to an all-season standard. The developer, at their cost, may be required to construct or upgrade a road to a standard determined by the RM.

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- **Road widening:** to accommodate future road upgrades and maintenance, the RM may require a 5 metre road widening parcel adjacent to the existing municipal right-of-way.
- **On-site wastewater (sewer) treatment systems:** new systems require approval from the Saskatchewan Health Authority and applicants may be required to demonstrate that the site is suitable for an on-site wastewater treatment system. There are minimum required setback distances between wastewater treatment systems and parcel boundaries.
- **Confirmation of water supply:** where wells are proposed as the domestic water supply, the RM may require a Well Driller's Report that confirms the adequacy of local water resources for domestic use.
- **Flood risk:** additional topographic information or engineered studies/grading plans may be required to demonstrate that the site is safe for construction and not at risk of flooding.
- **Proximity to Intensive Livestock Operations (ILOs):** the province and the RM both have minimum separation distances between ILOs and residential development to limit the potential for land use conflicts.
- **Existing buildings:** all existing buildings must meet minimum setback distances from proposed parcel boundaries, as stated in the RM's Zoning Bylaw.
- **Power, gas, and telecommunications infrastructure:** service providers may require easement agreements to ensure continued access to existing facilities.
- **Heritage sensitivity:** endangered plant and animal species and their habitats need to be identified and protected.

Summary of Subdivision Costs

Fees payable to the RM can be paid by cash, cheque, or debit. The RM does not accept e-transfer but payment using online banking can be arranged.

- Surveying and Land Titles: contact company for cost estimate.
- Community Planning Branch application fee: \$300/lot for processing and \$150 for Certificate of Approval, payable to the province.
- Rezoning fee: \$500 (plus \$50 per each additional parcel) plus advertising costs, typically between \$500-\$800, payable to the RM.
- Single parcel subdivision Servicing Agreement fee: \$6410 per parcel, payable to the RM.
- Municipal Reserve: application specific, payable to the RM.
- Costs of additional studies/reports: application specific, payable to applicable subject matter experts.

For more information

Contact the RM of Edenwold Planning & Development Department:

planning@edenwold-sk.ca

306-771-2522