



# Ponoka County

June 23, 2014

## PROCESS FOR SUBDIVISION APPLICATION AND APPROVAL

### (1<sup>ST</sup> PARCEL OUT OF QUARTER SECTION)

1. Complete a subdivision application form – available at the County Office or West Central Planning Agency (WCPA) in Wetaskiwin. Both organizations also have the form on their websites. Submit the completed application, sketch and fee to the County or WCPA.
2. WCPA will notify adjacent landowners of your intent to subdivide. A waiting period of 14 days is required to give them time to register an objection.
3. Once the waiting period expires, and assuming there are no objections, a letter will be mailed to you advising of the County's approval and outlining the conditions of approval.
4. The conditions of approval are simply that an approach must exist to the subdivided parcel and one to the balance of the quarter. This is also when you must hire a land surveyor to either:
  - a) complete a descriptive plan – which is simply a plan on paper that is registered with Land Titles, or
  - b) complete a legal survey that includes placing survey pins in the ground.

Keep in mind that a legal survey is normally more costly. You should talk to a surveyor to get a firm quote before you proceed. Descriptive plans are only an option for '1<sup>st</sup> parcel out' subdivisions.

5. Once the survey is complete, the surveyor will submit the plan for endorsement and registration.
6. The Land Titles office in Edmonton will send you a title to the newly created parcel usually within 30 days of registration.