



Ponoka County

SUBDIVISION GUIDE

With the cessation of West Central Planning Agency in August of 2020, Ponoka County has assumed responsibility for subdivisions.

This guide is a brief overview of the subdivision process within Ponoka County.

**If you have any questions,
please do not hesitate to contact us
at 403-783-3333
during normal working hours.**



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Process:

Usually an application for subdivision follows these steps:

- ✓ Submission of an application to the County with the required fee (see Costs)
 - ✓ The County has 20 days to determine if the application is complete (we will contact you if further information is required)
 - ✓ Once deemed “complete”, the application is sent to referral agencies (utility companies, government departments, etc.) for their comments, as well as to all adjacent landowners. Comments must be received within 2 weeks of notification.
 - ✓ County staff will review the application (usually by visiting the site) and bring a recommendation for approval/refusal and any required conditions to ensure that the subdivision area will be a **feasible, serviced** site.
 - ✓ The Subdivision Approving Authority will issue its decision within 60 days.
 - ✓ A 10-day appeal period is granted to referral agencies and the applicant following the decision.
 - ✓ If no appeal is received, the applicant can commence fulfilling the conditions imposed on the decision.
 - ✓ Once all conditions are met, the final survey plan can be submitted to the County (along with the \$100 per lot endorsement fee) for final review and approval.
 - ✓ Your surveyor will submit the final plan and documentation to the Land Titles Office for registration and creation of new titles.
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Costs:

Ponoka County has established the following fees for administering the subdivision process, to be paid by the applicant or his agent:

- A. Application fee (single lot): \$600
- B. Application fee (multi-lot): \$1,000, plus \$100 per lot to be created
- C. Boundary adjustment fee: \$200
- D. Endorsement fee: \$100 per lot to be created

**The per lot fee is waived for utility lots, reserve lots and roads.*

- E. Extension of approval period: \$10

These rates are subject to change from time to time and can be amended by Council as required.

There are other fees you should consider, including (but not limited to):

- ✓ surveying costs which can vary depending on complexity of the shape, number of lots, location, etc.
 - ✓ the cost to construct/upgrade approaches and roads
 - ✓ payment of any outstanding taxes to the County
 - ✓ Land Titles fees to register the plan and get new titles
 - ✓ Multi-lot subdivisions may require the completion of an Area Structure Plan, drainage plan, water/sewer plan, etc.
 - ✓ An application to create the 6th lot on a quarter triggers the need for a water study
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Timelines:

Please note – these timelines are for single parcel applications and are approximate. Timelines can be affected by appeals, location to water bodies, etc.

- ✓ Application deemed “complete” - Up to 20 days after receipt of the application and fee
- ✓ Decision rendered – Up to 60 days following submission of a completed application
- ✓ Fulfillment of conditions – this is under your control, but the quicker you fulfill the conditions, the sooner you can have title to the new lot
- ✓ Endorsement – 1 week depending on mail service
- ✓ Registration at Land Titles – approximately 4 weeks

APPLICATIONS CAN BE SENT BY:

<u>MAIL TO:</u>	<u>EMAIL TO:</u>	<u>FAX TO:</u>
<i>Ponoka County</i>	subdivisions@ponokacounty.com	<i>403-783-6965</i>
<i>4205 Hwy #2A</i>		
<i>Ponoka, AB</i>	<i>For fax or email applications, please mail or drop-off the application fee.</i>	
<i>T4J 1V9</i>		