

SUBDIVISION APPLICATION CHECKLIST



Your Application for Subdivision in the City of Lacombe must contain the following in order to be accepted for review:

- Complete Subdivision Application Form**
- Current Land Title (dated no more than one month prior to the date of application)**
- 2 paper copies of the proposed subdivision plan drawn to scale**
- Electronic copy of the proposed subdivision plan in addition to the paper copies**
- Location of Existing Buildings shall be included on the proposed subdivision plan (if applicable)**
- Application Fee**
 - Up to 2 lots = \$850.00
 - 3 – 5 lots = \$1100.00
 - 6+ lots = \$1100 for the first 5 lots and
\$175/lot for every additional lot
 - Lot Fees are not required for the creation of Municipal Reserve lots, Environmental Reserve lots and Utility Parcels (including Roads)

Once we have received your complete application package we will precede with our standard subdivision process:

- External Agencies and City of Lacombe Departments are given 21 days to comment.
 - *If you have applied for a rezone concurrently, the City will begin the rezone process. This process will proceed up to second reading*

(including the public hearing). This process typically takes up to six weeks.

- The City of Lacombe administration will issue a Decision Letter that will outline approval or refusal of the application. The letter will also include all conditions which must be met prior to the endorsement (ie. Registration) of the subdivision.
 - If your proposed application does not fall within an adopted Area Structure Plan or Area Redevelopment Plan, the decision letter will be issued by the Municipal Planning Commission. This will require your application to be presented at a Municipal Planning Commission Meeting for their consideration.
- Upon completion of the conditions, the applicant will be required to submit an endorsement package to the City. This package is used to register the subdivision with Land Titles and will include the Plan of Subdivision, Road Right of Ways and other required documents.
 - *Once the endorsement package has been signed and verified by the City, third reading of the rezoning of land will be scheduled, if applicable.*
- Upon confirmation that the subdivision plan has been registered, Planning Staff will issue civic addressing for all newly created lots.

Please Note:

The Planning Department recommends that you discuss your proposed subdivision with our Planning Staff prior to submitting your application. This will help ensure that your proposed subdivision meets standard City of Lacombe requirements including lot size.

For more information please contact the Planning and Development Department and speak with one of our Planners.

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