

**Prior to submitting a formal application, you may wish to contact the Planning Department for a preliminary consultation.**

Subdivision is the division of land to enable the legal registration of streets and parcels of land. Land is subdivided into parcels to accommodate different types of development. A subdivision must comply with the standards indicated in the current Zoning and Subdivision Bylaws. A subdivision application can be processed in conjunction with other development applications (rezoning, street closure, discretionary use, etc.).

Once a Certificate of Approval and an executed Plan of Proposed Subdivision is issued by the city, it is the applicant's responsibility to submit a plan of survey consistent with that approval for registration at the Provincial Land Registry to create legal parcels of land.

## Application Requirements

The following is required:

- 1. A completed application form with all questions answered and signed by the applicant and the owner (if different)

**Accuracy of information provided on the application form is critical to a legal and binding decision. Be as accurate as possible.**

- 2. A cheque payable to the City of Regina, reflecting the current application fee. Please contact the Planning Department at 306-777-7551 to obtain the current application fee;

**Application fees are required to be paid in full at the time of application**

- 3. 1 full-scale plan and 1 legible reduced plan (8.5" x 11") photocopy ready

The plan of proposed subdivision shall be drawn to a metric scale of 1:500, 1:1000 or 1:2000 as may be appropriate to clearly show the intent of the plan and must include the following information:

- (a) a title with the words "Proposed Subdivision of \_\_\_\_\_".
- (b) the words "The subdivision proposed herein, outlined by a bold dashed line, is approved under the provisions of Bylaw No. \_\_\_\_\_ of the City of Regina. Dated this \_\_\_\_\_ day of \_\_\_\_\_, AD 20\_\_\_\_\_. City Clerk, \_\_\_\_\_".
- (c) the signature of the owner(s) and of a Saskatchewan Land Surveyor or a professional planner who is a member of the Association of Professional Community Planners of Saskatchewan and/or the Canadian Institute of Planners (MCIP).
- (d) the scale to which the plan is drawn, the north point clearly indicated and the date on which the plan was prepared, including the date of any revisions to the plan.
- (e) the boundary of the area to be subdivided, including the calculated hectarage of the area and any municipal and/ or environmental reserves, existing or proposed.
- (f) the location and dimensions of any existing permanent structures and buildings.
- (g) topographic and physical features including drainage channels, creek beds, open bodies of water and their normal and high water elevations, wooded areas, and the location and dimensions of existing pipelines, utility, road and railway rights-of-way for the land to be subdivided.
- (h) the name, location, dimensions and designations of every proposed street, lane, lot, block, public reserve or other unit of land.
- (i) distances in metres and decimals thereof and areas in square metres or hectares, as may be appropriate to the scale of the plan and the areas involved.
- (j) such other features, particulars or data as may be required pursuant to the Planning & Development Act, 2007, Subdivision Bylaw 7748 and any other applicable regulations herein or by the Development Officer.

- 4. Auto CAD drawings of proposed subdivision.
- 5. Property titles for all land to be subdivided.

**Your application will be deemed incomplete and sent back to you in the event that any of the above required elements are missing from your submission.**

## **Appeal**

### **Where:**

- (a) an application for a proposed subdivision is refused;
- (b) an application for a proposed subdivision is approved in part;
- (c) an application for a proposed subdivision is approved subject to specific development standards issued pursuant to the applicable section(s) of The Planning and Development Act, 2007; or
- (d) approval of an application for a proposed subdivision is revoked;

an applicant may, within 30 days of receiving the Development Officer's or City Council's decision, appeal the decision to the Development Appeals Board in accordance with The Planning and Development Act, 2007

## **Refund Policy**

Should you wish to withdraw your application after submission, the following refund policy will apply:

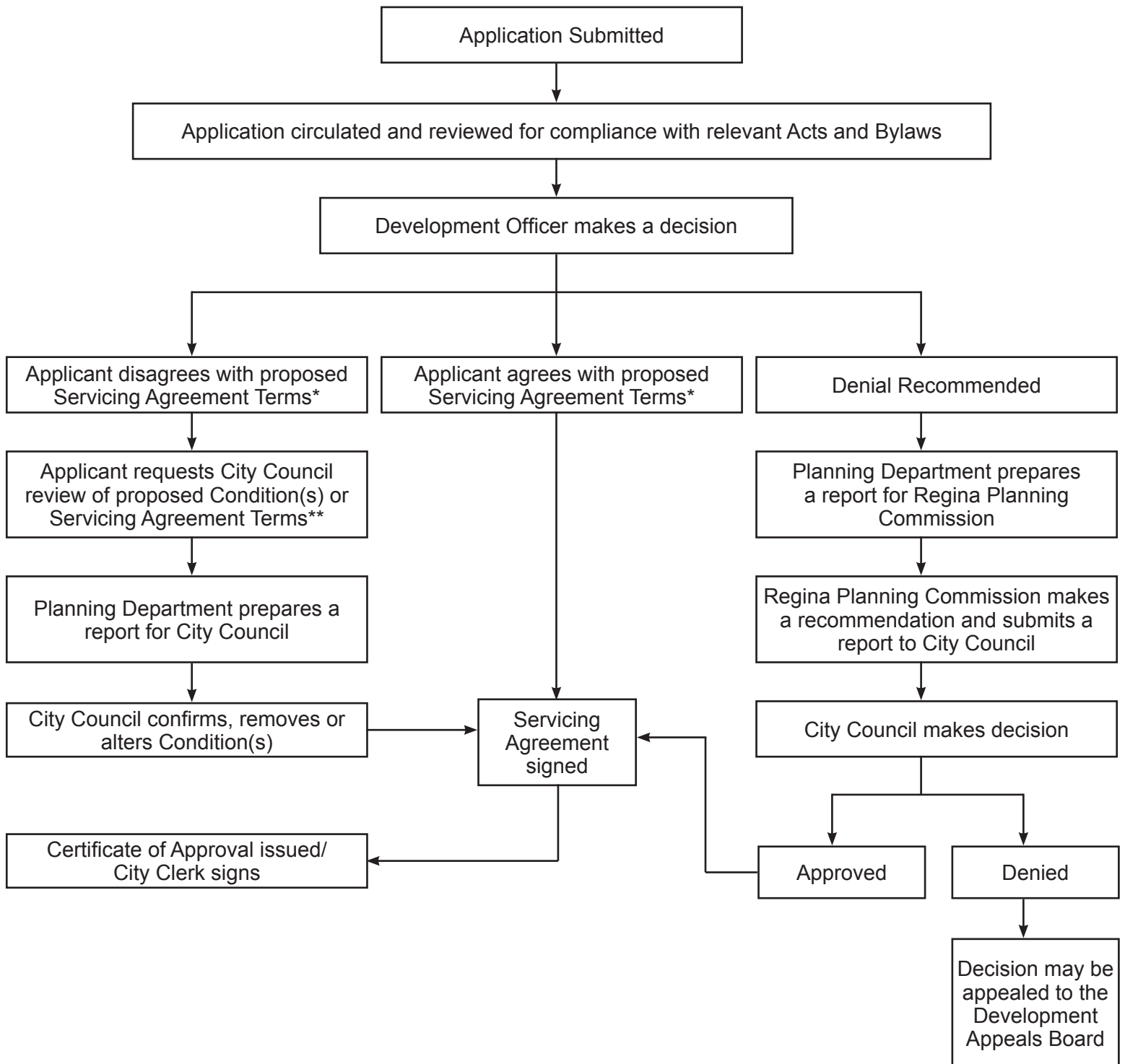
- 75% of the fee will be refunded if withdrawn before circulation.
- Only the "per lot" fee will be refunded if withdrawn after circulation

## **Submission**

Submit the completed application form, the required application fees, plans and supporting documents to:

Planning Department  
City of Regina  
9th Floor, City Hall  
P.O. Box 1790  
Regina, Saskatchewan, S4P 3C8

# Subdivision Application Process



**\*IF APPLICABLE**

**\*\*REQUEST MUST BE SUBMITTED WITHIN 30 DAYS OF WRITTEN NOTIFICATION OF THE PROPOSED CONDITIONS.**

Do you intend to apply for any City Housing Incentives?  
(check all that apply)

- Tax Incentive  
 Capital Grant

**FOR OFFICE USE ONLY**

Application #: \_\_\_\_\_

Date Fee Paid: \_\_\_\_\_

Pymt Amount: \_\_\_\_\_

## Subdivision Application

### Applicant

Registered Owner

Representative of Owner

Option to Buy

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Present Owner (if different from Applicant)

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Subject Property

Address: \_\_\_\_\_

Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Plan No: \_\_\_\_\_

¼: \_\_\_\_\_ Sec: \_\_\_\_\_ Tp: \_\_\_\_\_ Rg: \_\_\_\_\_ W 2<sup>nd</sup> Meridian: \_\_\_\_\_

### Present Use of Buildings and Property (be specific)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed Use of Buildings and Property (be specific)**

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**Reason for Subdivision**

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**Suitability of the Land (including a general description of existing topographic and physical features in the area as well as an evaluation and/or analysis of potential problem, such as soil erosion)**

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**Please ensure you have attached**

- Application Fee     Required plans     Auto CAD Drawings     Property Titles

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner (if different from applicant)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date