

BASIC SUBDIVISION

This process can take from three (3) to six (6) months before any approval is received from Community Planning (Government of Saskatchewan).

1. Prior to any subdivision process you need to contact your local Municipality to obtain the Zoning Bylaw requirements of the municipality (size, set back, number of subdivisions allowed, etc). Understand the local zoning bylaws and official community plans to determine land uses and if subdivision is even possible in the area.

In the RM of Martin for our Rural Residential (Section 6.3.2) the minimum subdivision size is 1 acre and maximum is 20 acres). The site frontage (meaning the setback from the road) is 45 metres (150 feet) (Section 6.3.3). The maximum permitted subdivisions is 2 sites for non-agricultural use.

In the RM of Martin the subdivision must abut to an all-season developed road. (Section 6.3.1(c)iii). If there is no road then the developer would be responsible for the costs to develop a road.

If the subdivision is in an Environmentally Sensitive area (Section 9) then there may be the requirement of a Geo-Technical Assessment of the site to determine suitability (looks at soil, flooding, stability). An Environmentally Sensitive area for example would be on the top of a valley hill, near a water source, near waste disposal site, gravel pit, etc.

2. Contact your local municipality to discuss your proposed subdivision and gather information on their specific requirements. After contacting the RM you will receive either in person or via email a Subdivision Information Package that includes:

- *Before You Build (frequently requested numbers that you will need in the process)*
- *From Farm to Frontage (information sheet)*
- *A Step-By-Step Guide to Subdivision (a publication of the Government of Saskatchewan)*
- *Application to Subdivide Land*

3. You will need to survey the area you wish to subdivide. You will need to contact a survey company to prepare the detailed survey plan of your proposed subdivision. Most survey companies will help you or will complete the Application to Subdivide Land from the Government of Saskatchewan Community Planning. The application MUST be sent to Community Planning as they are the authority who approves or rejects a subdivision (NOT the municipality). The municipality will receive a copy of the subdivision application from Community Planning in order to make comments or concerns which the Municipality will have to reply to.

4. You may be required to enter into a servicing agreement with the municipality to ensure necessary services are available.

5. Once Community Planning makes an approval you would receive a Certificate of Approval from them and either your surveyor or lawyer will have to complete registration of the subdivision with Information Services (ISC) (Land Titles).

6. Following approval from Community Planning and registration with ISC the Municipality would require a Development Permit for any construction that would occur on the property in regards to building and/or residence.

7. At the same time you are sending the Development Permit to the Municipality you must file with the Health District a Rural Plumbing Permit and an On-Site Sewage Permit Application (see Step 4 on Before You Build information sheet – you will find applications on the website).

NOTE: If the subdivision was a multi-parcel subdivision the above is similar but the municipality and the developer must enter into a servicing agreement.