

## So...You Would Like to Subdivide Your Land (Saskatchewan)

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**To someone who hasn't had the pleasure of being part of the subdivision process, subdividing land might seem as easy as taking out a piece and selling it. But there is much more involved and it can be a bit of a surprise to the majority of the public. One thing is certain it isn't as easy as 1-2-3.**



Whether you have someone interested in purchasing a parcel of land from you or you want to perform a multi-lot subdivision you may be wondering what is involved. In the following short write up we hope to give you a basic understanding of what is involved in subdividing your land. Depending on what type of approvals are needed it can be a fairly short or lengthy process.

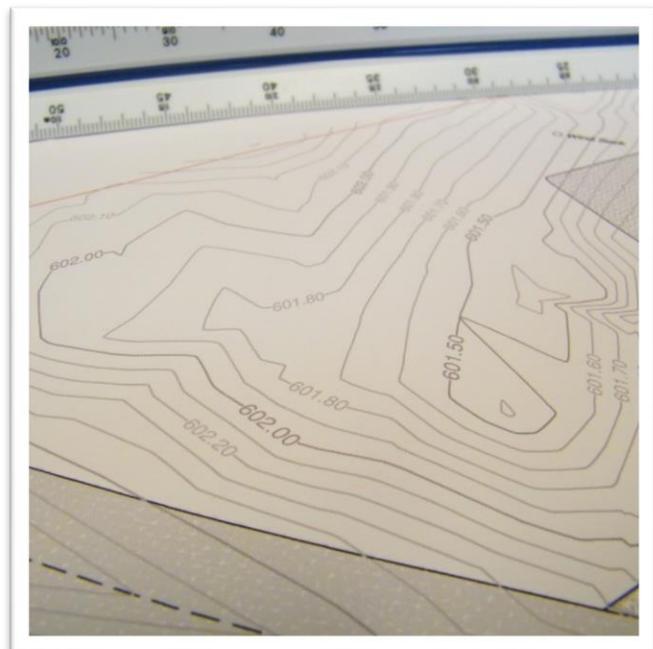
One of the first steps in the process is understanding what you actually own. We all know if we own a large lot or quarter-section but what is your land zoned as? Are you allowed to subdivide for residential or industrial use? What are the lot sizes allowed to be? You should be able to have all of these questions answered at your Rural Municipality (R.M.) office, Town office, or City Hall. If your land is not zoned in your favour you can discuss the possibility of getting your land rezoned at this point. Now that you know what you may be allowed to do with your land based on Zoning you should contact a professional for preparing your

Plan of Proposed Subdivision (PPS), this can either be a Saskatchewan Land Surveyor or a Registered Professional Planner.

The Land Surveyor will discuss with you what your plans are and will help guide you through the process. One of the first steps will be to send a field crew out to tie in the relevant features for your PPS, this will include but is not limited to; buildings, utilities, water wells, septic systems, water bodies-including sloughs, any steep terrain, as well as legal survey pins to define current boundaries. We will then prepare the PPS and supply it to along with an Application to Subdivide. Once you have reviewed and approved the PPS we will submit it to the proper Approving Agency.

When the Approving Agency receives your Application thy will assess it for compliance to; Zoning of the area, Official Community Land Use Plans, Regulations and Legislation, Site Suitability, Servicing and Access Requirements. The Approving Agency will forward on this application to any agencies with an interest in the land or subdivision such as, SaskPower, Regional Health Authority, Water Security Agency, etc.

Your Approving Authority will most likely require a Servicing Agreement as well as Municipal Reserve (MR). “If there is a proposed subdivision of land, the municipality in which the subdivision is located may require a subdivision applicant to enter into a servicing agreement to provide services and facilities that directly or indirectly serve the subdivision.”<sup>1</sup>



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<sup>1</sup> Government of Saskatchewan, The Planning and Development Act, 2007 (Regina: Queen's Printer, 2007).

A Landowner may be subject to dedicating land for Environmental Reserve (ER) or Municipal Reserve (MR) or money in lieu of MR without compensation to the Municipality. This is dependent on many things that a Land Surveyor or your R.M. can expand on.

The Decision will be made by the proper Planning Authority. When it is Community Planning they attempt to issue a decision within 90 days of **receiving all required information**. Your application can be approved in whole, in part, with conditions (such as an interest being registered), or refused. If there is a disagreement with the Decision then an appeal can be made with the Saskatchewan Municipal Board.



When approval has been received, the Land Surveyor will then send a field crew out to post the Subdivision, this entails placing legal survey pins in the ground defining your new property boundaries. The Land Surveyor will now prepare a Legal Plan of Survey and submit it to Information Services Corporation (ISC). ISC is a Saskatchewan based company that is in charge of the registry of land titles, personal property, corporate and survey registries. Once the plan is approved at ISC the Surveyor will receive a Transform Approval Certificate (TAC) and the approved plan. Titling can now be prepared by either your Land Surveyor or a Lawyer, the TAC is Valid for 1 year and can be renewed for another, if it expires a second time your plan will need to be resurrected.

Although the Subdivision process at first thought might be fairly straightforward there can be delays. A few things that are considered and could lead to delays are listed below.

Steep Slopes/Slope Instability

Water Supply

Utilities

Surrounding Land Use

Protection of Shorelines

Drainage Issues or Potential for Such

Sewage Disposal

Access

Zoning

Protection of Fish and Wildlife Habitats

Some of these things may involve extra studies or responses from the Client; these are costs beyond the initial Subdivision costs.

For the majority a Subdivision is a straightforward process, with the time from start to finish varying, but averaging around 6 months for a simple Subdivision. The Landowner/Client needs to be diligent in replying to any requests from the Approving Authority or the Land Surveyor.



**Meridian**  
Surveys