



## SUBDIVISION APPLICATION & INFORMATION PACKAGE

Village of Rycroft, 4703 – 51st Street, Box 360, Rycroft, AB, T0H 3A0  
W: [www.rycroft.ca](http://www.rycroft.ca) | E: [rycroft@rycroft.ca](mailto:rycroft@rycroft.ca) | T: (780) 765-3652 | F: (780) 765-2002

1. Complete & sign the “Application for Subdivision” form (Form E).
2. Submit application fee. Basic \$100 plus \$100 for each parcel created including the balance of the property. For example: A first parcel subdivision would cost \$300 – the basic \$100 plus \$100 for the first subdivision and \$100 for the remainder of the property.  
**NOTE:** These fees are non-refundable. Make Cheque or Money Order payable to: "Village of Rycroft"
3. Supply an up-to-date Copy of the Certificate of Title. The copy must be obtained not more than two months prior to the subdivision application date.
4. Complete Form E-1 – Proposed Subdivision Sketch (or provide on separate page).
5. Complete Form G - Disclaimer and Right-of-Entry Form.
6. Complete Form I – Subdivision Consent if applicable.

### STEPS REQUIRED TO REGISTER A SUBDIVISION

**STEP 1: Owner:** Completes the subdivision application, provides a copy of the title (not more than 2 months old) for the property, prepares a sketch of the proposed subdivision and submits the Subdivision Application fee to the Village.

**STEP 2: Village:** The Development Officer sends letters to the referral agencies (ie. Land Titles, Sustainable Resources, Transportation, Environment, Telus, Atco, etc.) as well as adjacent landowners.

**STEP 3: Village:** The subdivision application is submitted to the Subdivision Authority for consideration. A decision is issued and if no appeal is filed by the applicant or referral agencies (within 14 days), an approval is considered complete.

**STEP 4: Owner:** Ensures the conditions of the subdivision approval will be fulfilled. These conditions will, in part, address the following:

- Taxes are paid.
- Access to the subdivision and the balance of the quarter to be constructed to the standards of the Village at the Owner/ Developer’s expense.
- Sewage System to meet Health Unit & Plumbing Standards.

**STEP 5: Owner:** Contacts surveyor to prepare the survey plan.

**STEP 6: Owner/Surveyor:** Submits documents to Village for endorsement. Fee required of \$55 per lot (Total of \$110 for a First Parcel Subdivision.). All conditions of the subdivision must be met prior to endorsement.

*(Must Register Documents Within 12 Months of Endorsement Date otherwise a Time Extension is required.)*

Endorsed Documents Returned to Surveyor who registers documents with Land Titles Office, Edmonton.

**NOTE:** It takes approximate 4 months to complete a subdivision due to the factors outlined above.

FOR ADDITIONAL INFORMATION PLEASE CONTACT:  
VILLAGE OF RYCROFT AT (780) 765-3652

## **SUBDIVISIONS: WHAT YOU NEED TO KNOW**

A subdivision of land is the legal means of dividing an existing parcel of land into two or more smaller parcels. Land Titles Office issues a new Certificate of Title for both the new parcel(s) and the balance of the original parcel. Subdivisions may be divided into several categories each of which is regulated under our Land Use Bylaw.

If you have further questions or concerns please contact the Village of Rycroft, Community Development Officer.

## **LISTING OF SURVEYORS**

|                                   |  |                     |
|-----------------------------------|--|---------------------|
| Allnorth                          | 101, 10530-117 Ave., Grande Prairie, AB, T8V 7N7   | Tel: (780) 538-2070 |
| Beairsto + Associates Engineering | #101, 10940-92 Grande Prairie, AB, T8V 6B5         | Tel: (780) 532-4919 |
| Borderline Surveys                | 11028-102 Avenue, Fairview, AB, T0H 1L0            | Tel: (780) 330-9939 |
| Can-Am Geomatics Corp.            | 106, 11039-78 Avenue, Grande Prairie, AB, T8W 2J7  | Tel: (780) 814 5909 |
| Global Raymac Surveys             | 10550-117 Ave., Grande Prairie, AB, T8V 7N7        | Tel: (780) 532-2343 |
| Helix Land Surveying Ltd.         | 202, 10514-67 Ave., Grande Prairie, AB, T8W 0K8    | Tel: (780) 532 5731 |
| McElhanney Land Surveys           | 9928-111 Ave., Grande Prairie, AB, T8V 4C3         | Tel: (780) 532-0633 |
| Midwest Surveys                   | 121-8805 Resources Rd., Grande Prairie, AB T8V 3A6 | Tel: (587) 771-1988 |
| Velocity Group                    | 104, 11302-98 Ave., Grande Prairie, AB, T8V 8H4    | Tel: (587) 259-8888 |
| WSP Canada                        | 9020-90 St., Peace River, AB, T8S 1Z4              | Tel: (780) 624-5631 |

**(Disclaimer:** This list is provided for information only and is current as of December 2019, other surveyors may be able to complete the required work and the Village of Rycroft is not recommending any of the surveyors or making comments in relation to the quality of work completed by those surveyors that are on the list or those that are not.)