



SUBDIVISION APPLICATION INFORMATION PACKAGE

Town of Wembley, 9940-101 Street, Box 89, Wembley, AB, T0H 2C0
W: www.wembley.ca | E: admin@wembley.ca | T: (780) 766-2269 | F: (780) 766-2868

1. **Complete & sign the “Application for Subdivision” form (Form E).**
2. **Submit non-refundable application fee. \$225 plus \$175 for each residential lot/\$200 for each non-residential lot created. The balance of the property is included as a lot.** *For example: The first residential lot out of a quarter section would cost \$575 (\$225 plus \$175 for the lot and \$175 for the remainder of the property).* Payment may be made by cheque or money order (payable to: “Town of Wembley”), at the Town Office by credit card or debit card, or by bank transfer to finance@wembley.ca.
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. **Submit Tentative Plan** prepared by an Alberta Land Surveyor.
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:	<u>Owner:</u>	Completes the subdivision application, provides a copy of the title (not more than 2 months old) for the property, provides a tentative plan of the proposed subdivision, and submits the subdivision application fee to the Town.
STEP 2:	<u>Town:</u>	The Development Officer circulates the application to referral agencies (e.g. Alberta Transportation, Alberta Environment, Telus, ATCO, Aquatera Utilities, etc.) and adjacent landowners.
STEP 3:	<u>Town:</u>	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), the approval is final.
STEP 4:	<u>Owner:</u>	Ensures the conditions of the subdivision approval will be met.
STEP 5:	<u>Owner:</u>	Contacts surveyor to prepare the final survey plan.
STEP 6:	<u>Owner/ Surveyor:</u>	Submits documents to Town for endorsement. Fee required of \$125 per residential lot/\$175 per non-residential lot (e.g. total of \$250 for a first parcel residential subdivision). All conditions of the subdivision must be met prior to endorsement.

Endorsed Documents Returned to Surveyor who registers documents with Land Titles Office, Edmonton. Documents must be registered within 12 months of the Endorsement Date otherwise a Time Extension is required from Council (\$75 fee).

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

FOR ADDITIONAL INFORMATION PLEASE CONTACT THE TOWN OF WEMBLEY AT (780) 766-2269.

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 Town of Wembley Development Officer.

LISTING OF SURVEYORS

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

Disclaimer: This list is provided for information only and is current as of October 2020, other surveyors may be able to complete the required work and the Town of Wembley 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.