

Subdivision Checklist

Referring to this checklist prior to a development application will help avoid any unforeseen challenges during the application process.

The following list is provided as a guideline for possible subdivision requirements. If you have any questions about your development, please contact the Planning and Development Department at 306-682-2525 Ext 654.

Applicant _____
NAME ADDRESS PHONE EMAIL

Subdivision Name / Description _____

Submission Date _____

Topography – Without being limited to the following specific questions, the following section is meant to identify any unusual or limiting factors related to the topography of the proposed development site.

Requirement/Concern	Yes/No	Comments
Does the land contain steep slopes?		
Are any of the building sites located on or near a drop-off such as a hill, cliff or coulee?		
Is there any slumping, creeping or other indicators of slope instability?		
Does the proposed plan provide evidence of sufficient grading to provide for storm water drainage?		

Additional comments:

Requirement/Concern	Yes/No	Comments
Topography Cont'd		
Does the land contain steep slopes?		
Are any of the building sites located on or near a drop-off such as a hill, cliff or coulee?		
Is there any slumping, creeping or other indicators of slope instability?		

Soil – Without being limited to the following specific questions, the following section is meant to identify any unusual or limiting factors related to the soil of the proposed development site.

Requirement/Concern	Yes/No	Comments
Does the site include any loose or swampy soils?		
Is there evidence of soils shifting, heaving or cracking, such as, damaged foundations in the area?		
Does the ground show evidence of expansive soil conditions?		
Is there a risk that the soils may be polluted by a prior use or adjacent to a potentially polluting use?		

Additional comments:

Surface and Sub-surface Drainage – Without being limited to the following specific questions, the following section is meant to identify any unusual or limiting factors related to the surface and sub-surface drainage of the proposed development site.

Requirement/Concern	Yes/No	Comments
Is the site located adjacent to a stream, ditch or natural drainage pathway?		
Is there evidence of pooling water where buildings exist or are proposed?		
Is there drainage which may or may not be polluted from neighbouring lands onto your property?		

Additional comments:

Potential for flooding, subsidence, landslides or erosion – Without being limited to the following specific questions, the following section is meant to identify any unusual or limiting factors related to the potential for flooding, subsidence, landslides or erosion of the proposed development site.

Requirement/Concern	Yes/No	Comments
Is there a history of flooding in the area?		
Will buildings be proposed near a water body, if so, is the land below the safe building elevation (1:500 year flood elevation plus ½ meter for wave action)?		
Can land be put aside for surface drainage (roughly 800m ³ /acre needed)?		
Are there swampy or wet soils?		
Is there evidence of previous landslides or erosion?		

Additional comments:

Easements or Interests – Without being limited to the following specific questions, the following section is meant to identify any unusual or limiting factors related to any easements or interests of the proposed development site.

Requirement/Concern	Yes/No	Comments
Are there any registered or non-registered easements/interests on the land?		

Additional comments:

Communal Water Supply, Sewage Disposal, and Solid Waste Disposal – Without being limited to the following specific questions, the following section is meant to identify any unusual or limiting factors related to the communal water supply, sewage disposal, and solid waste disposal of the proposed development site.

Requirement/Concern	Yes/No	Comments
Will the City require the subdivision to provide water?		
Will the City require the subdivision to provide sewage disposal?		
Will the City require the subdivision to provide solid waste disposal?		

Additional comments:

Servicing – Without being limited to the following specific questions, the following section is meant to identify any unusual or limiting factors related to the servicing of the proposed development site.

Requirement/Concern	Yes/No	Comments
Does your subdivision proposal address road access?		
Does your subdivision proposal address graded, paved streets and lanes within the development area?		
Does your subdivision proposal address fire, police and ambulance services?		
Does your subdivision proposal address water and sewer connections?		
Does your subdivision proposal address power lines?		
Does your subdivision proposal address phone lines?		
Does your subdivision proposal address gas lines?		
Does your subdivision proposal address surface drainage systems?		
Does your subdivision proposal address a temporary or permanent disruption to services elsewhere in the City?		

Additional comments:

Streets, Lanes, Traffic Flow and Public Safety – Without being limited to the following specific questions, the following section is meant to identify any unusual or limiting factors related to the streets, lanes, traffic flow and public safety of the proposed development site.

Requirement/Concern	Yes/No	Comments
Does your proposal include new streets, roads or lanes? If so, does the design of the infrastructure is required to meet the stands set out in Section 16 of <i>The Subdivision Regulations, 2014</i> ?		
Is your proposal adjacent to a provincial highway?		
Does your proposal meet the City’s sidewalk location and design standards?		
Does your proposal meet the City’s intersections and access point standards?		
Does your proposal meet the City’s walkway standards?		
Does your proposal meet the City’s curb crossing standards?		

Additional comments:

Site Design and Orientation – Without being limited to the following specific questions, the following section is meant to identify any unusual or limiting factors related to the site design and orientation of the proposed development site.

Requirement/Concern	Yes/No	Comments
Does your proposal meet the City’s site size and shape requirements?		
Does your proposal meet the City’s site location requirements?		
Does your proposal meet the City’s site frontage requirements?		
Does your proposal meet the City’s site shape requirements?		
Does your proposal meet the City’s minimum front, side and back yard setback requirements?		
Does your proposal meet the City’s requirements for number of buildings on a single site?		
Does your proposal meet the City’s building location and utility line requirements?		
Does your proposal meet the City’s minimum and maximum building size and height requirements?		
Does your proposal meet the City’s maximum developable area for the proposed building(s)?		

Additional comments:

Protection of Fish and Wildlife Habitats – Without being limited to the following specific questions, the following section is meant to identify any unusual or limiting factors related to the protection of fish and wildlife habitats of the proposed development site.

Requirement/Concern	Yes/No	Comments
Is the land close to a wildlife reserve, protected wetland, environmental reserve land or other protected natural ecosystem?		
Will water drain into a lake or water body containing fish and wildlife?		
Is the land adjacent to a lake, river, or other tributary?		

Additional comments:

The Protection of Significant Natural or Historical Features – Without being limited to the following specific questions, the following section is meant to identify any unusual or limiting factors related to the protection of significant natural or historical features of the proposed development site.

Requirement/Concern	Yes/No	Comments
Is your proposed development within 1500 meters of a water intake for a water treatment plant?		
Is your proposed development between the reservoir and a line established for flood control or reservoir/water supply protection?		
Is your proposed development within 125 meters of an oil or gas well or facility?		
Is your proposed development less than 457 meters from a landfill?		
Is your proposed development less than 457 meters from a sewage treatment plant or sewage lagoon?		
Is your proposed development within 300 meters of an intensive livestock operation?		

Public Lands– Without being limited to the following specific questions, the following section is meant to identify any unusual or limiting factors related to the public lands of the proposed development site.

Requirement/Concern	Yes/No	Comments
Have you made arrangements to provide land for municipal reserve, school purposes, cash-in-lieu of land or have the requirement deferred?		

Have you discussed where and how the reserve(s) must be given with council?		
Will the proposed subdivision require a school, park or recreational facility		
Will the proposed subdivision stress the capacity of existing civic facilities?		
Will the proposed subdivision require additional civic facilities?		

Servicing Agreement

New Subdivision

A servicing agreement is an agreement made with the City of Humboldt to identify the responsibility of the land developer related to the minimum standards required by the City and timelines related to the subdivision. The servicing agreement will typically require the construction of the following on-site services:

Requirement/Concern	Yes/No	Comments
Grading and leveling of the land;		
Paved roads		
Lanes		
Streets connecting to the subdivision		
Curbs and gutters		
Sidewalks and Trails		
Street Lighting		
Storm sewers		
Storm water detention		
Sanitary Sewers		
Water mains		
Laterals		
Service Connections		
Fire Hydrants		
Street name plates and poles;		
Landscaping of parks and boulevards;		
Public recreation facilities, Playgrounds		
Electricity, gas		
Natural Gas		
Telecommunications		

Development Fees for Off-site infrastructure		
Fees for Direct Services		

Reviewed By _____

Review Date: _____