



## Guide to Subdivision

Adapted from the Government of Saskatchewan Property Owner's Guide to Subdivision of Land, 2023.

Approved by Council of the City of  
Humboldt  
[Date]



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## Preamble

This document is intended to provide an overview of the subdivision and development process for lands in Saskatchewan. Written for landowners, private developers, and citizens, the guide is a tool to provide clarity for the subdivision and development processes outlined in [The Planning and Development Act, 2007](#) (PDA), [The Dedicated Lands Regulations, 2009](#), [The Subdivision Regulations, 2014](#), and [The Statements of Provincial Regulations](#). The PDA and the regulations listed are available from Publications Saskatchewan, should be referred to for details, and supersede this guide.

In Saskatchewan, only a municipality that is declared an approving authority may approve subdivisions within their boundaries. The City of Humboldt (the City) has not been declared an approving authority, meaning the subdivision of land requires approval from the Director of Community Planning within the Community Planning branch of the Ministry of Government Relations.

## Introduction

This guide is for anyone interested in subdividing land in the City. The processes outlined in this guide are the same for rural and urban areas and for any development, from turning one parcel into two to a new commercial centre to a full, residential subdivision.

### What is Subdivision?

Subdivision is the division of land that will result in the creation of a surface parcel or parcels, or the rearrangement of the boundaries of an existing parcel. Examples of subdivisions:

- Creating a new parcel from an existing parcel.
- Changing the property line between two neighbouring parcels.
- Removal of a parcel tie between two or more parcels.

Subdivision approval is also required for other instances which are referred to as “subdividing instruments.” These are interests in land less than title based on an agreement, easement, lease or mortgage, or any other document or group of documents. An example of a subdivision instrument is:

- A lease for only part of a parcel, combined with any renewals, that exceeds 10 years.

## Planning Hierarchy in Saskatchewan

The PDA, along with its three sets of regulations, provide the framework for land use planning, subdivision, and development in Saskatchewan. All planning decisions and documents must comply with this provincial legislation. The PDA is the overarching legislation enabling



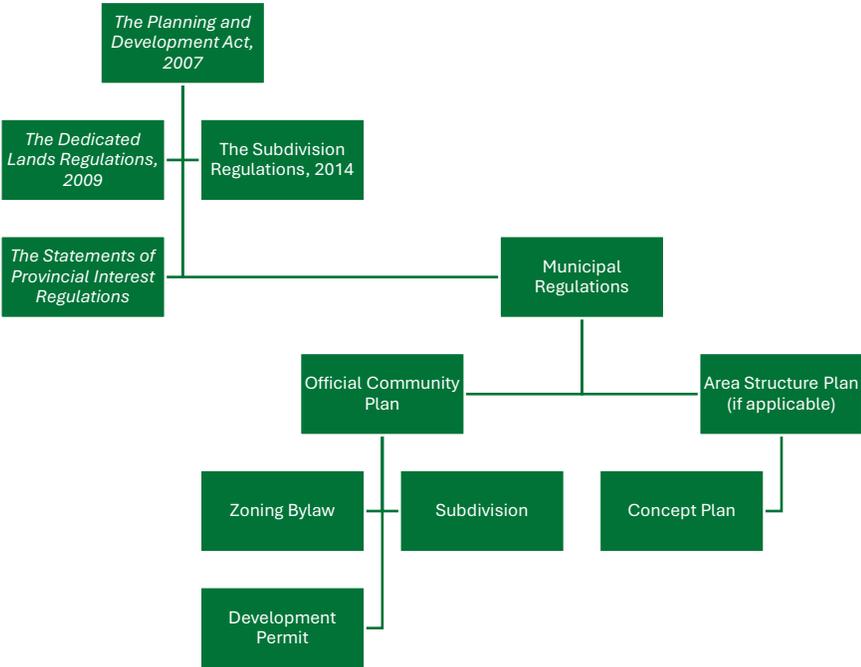
municipalities to undertake land use planning. It also grants authority to subdivision approving authorities to review and approve the creation of new parcels of land.

The associated regulations establish requirements for addressing specific topics in the PDA to ensure suitable and safe development for citizens. Since the regulations were created pursuant to the PDA, they should be read and interpreted together.

*The Dedicated Lands Regulations, 2009* expand on the requirements of Part IX of the PDA about the dedications of lands for public and community use. The term “dedicated lands” refers to parcels classified as municipal reserve, environmental reserve, public reserve, buffer strips, and walkways in the land title system. Dedicated lands are often required by the approving authority at the time of subdivision. Existing parcels may also be dedicated post-subdivision with municipality approval.

*The Subdivision Regulations, 2014* expand on specific items relating to subdivisions such as application requirements, criteria for assessment of suitability, approval limitations and road layout.

*The Statements of Provincial Regulations* identify high-level provincial interests to guide provincial and municipal planning decisions for the development of safe and sustainable communities. Per *The Statements of Provincial Regulations*, all planning decisions, including subdivision, shall conform to the statements.



An official community plan (OCP) is the document that establishes council’s long-term goals, objectives and policies for the City’s future development. An OCP is a municipality’s highest order document and establishes policies council can use to manage land, investment, and



services. An OCP may include a future land use map which identifies areas for future growth and identify the locations where certain types of growth should occur (e.g., residential, commercial, industrial).

As the City has adopted an OCP, concept plans may also be adopted as an amendment to the OCP. A concept plan outlines the future land use framework for a specific area. Concept plans may identify the proposed zoning and land uses, density, routing of major services, and phasing of development in an area.

A zoning bylaw is the primary legal and administrative means of implementing policies from the OCP. Through the establishment of zoning districts and development standards, the zoning bylaw facilitates appropriate development in areas identified by the OCP. A zoning bylaw must align with the OCP.

## Subdivision

### Pre-development Analysis

A major portion of costs associated with a subdivision can occur before a formal application is made. An applicant must conduct analyses as described below to determine if the proposed development is feasible and suitable.

### Pro Forma

Before undertaking a proposed subdivision, the applicant should research to ensure it will be financially successful. Development can be costly, so reviewing all potential costs against expected returns to see if the proposal is viable, is a good idea. This is commonly called pro forma.

Costs and requirements may vary by application and can include studies such as geotechnical or hydrological reports, additional survey work such as spot elevations or contours, planning and engineering consultant costs, municipal costs such as OCP and/or zoning bylaw amendments, money in lieu of municipal reserve, and servicing agreement fees, if applicable.

It is recommended to contact the City prior to applying for subdivision to gain a stronger understanding of municipal requirements. City Administration will also determine if amendments are required to the OCP or zoning bylaw. City Administration can also identify servicing requirements such as road construction or other services which will be formalized in a servicing agreement that may be required.

A pro forma is recommended for larger, multi-parcel subdivisions and may not be necessary for a single-lot subdivision, such as a one lot being subdivided into two lots. However, the City should be contacted and all potential costs examined before applying for subdivision.



## Suitability

When reviewing an application for subdivision, Community Planning utilizes section 128(1) of the PDA, which specifies four major criteria that must be met prior to issuing an approval:

1. The land is suitable for the intended purpose.
  - Suitability is partially determined by the considerations outlined in section 14 of *The Subdivision Regulations, 2014*, as well as the results of any additional background information requested under section 8 of *The Subdivision Regulations, 2014*.
2. The subdivision conforms to the OCP and zoning bylaw.
  - Compliance with the OCP and zoning bylaw are determined through the review of the bylaws and consultation with the City.
3. A servicing agreement, if required, has been executed.
  - Completion of a servicing agreement, if required, helps to address matters of suitability related to infrastructure and servicing.
4. Every lot has physical and legal access.
  - Physical and legal access, as clarified in *The Subdivision Regulations, 2014*, means each proposed parcel must abut a developed public road.

It is important for the subdivision applicant to be able to answer “yes” to the four criteria listed above. If any criteria are not met, the subdivision cannot be approved.

## Application

Once the subdivision applicant is satisfied that enough pre-development analysis has been conducted, they may apply for subdivision to the Community Planning branch.

Until an application review is complete and a decision is issued, no binding contracts for the land, construction or site preparation work should be started.

## Application Requirements

All applications for subdivision must include:

1. A plan of the proposed subdivision prepared according to *The Subdivision Regulations, 2014*.
2. A current copy of the land title(s).
3. Payment of fees identified in *The Subdivision Regulations, 2014*.
4. Any other documents required by Community Planning, depending on the proposed subdivision’s circumstances.
  - May include: geotechnical reports, topographic information to help determine flood susceptibility, hydrogeological assessments, etc.

All applications for a parcel tie removal must include:

1. A current copy of the land title(s).



2. A parcel picture with the dimensions and area of each proposed parcel.
  - This can be obtained from Information Services Corporation (ISC).
3. A statement of the intended use for each proposed parcel.
4. A sketch plan and written information identifying boundaries, existing buildings, and water and sewer systems.

An application is not complete until the applicant has provided the information above, along with any additional information required by Community Planning as outlined in *The Subdivision Regulations, 2014*. Once an application is deemed complete, Community Planning must issue a decision within 90 days.

## **Review Process**

When a subdivision application is submitted to the Community Planning Branch (CPB), the review process begins. The application is assigned to the planner responsible for reviews in our portion of the province.

### **Initial Review and Acknowledgement**

The planner conducts an initial review and identify potential matters such as zoning compliance, conformance with *The Subdivision Regulations, 2014* and determine the amount of any dedicated lands required. Any items identified in the initial review is relayed to the applicant in an acknowledgement letter. It is the goal of CPB to identify as many issues as possible during the initial review. However, additional information may be required as the subdivision progresses.

### **Referral**

CPB sends a copy of the application to external ministries, agencies, the City, and any parties who may be impacted by the subdivision with a request to review the application and provide comments. Referral comments provide additional review information such as any potential flooding concerns, health and safety concerns, requirements for road widening, and other information to allow Community Planning to make an informed decision. External parties have 40 days to provide comments to CPB for consideration. This time may be extended if the referral agency requires additional time to complete their review. All referral comments will be provided to the applicant for their information.

Comments from external parties may result in additional applicant requirements (e.g., more information may be necessary for the sites to be considered suitable). Any additional applicant requirements are relayed to the applicant.

### **Servicing Agreement**

During the pre-consultation process, the City may indicate it requires a servicing agreement for the subdivision to proceed. Per the PDA, a subdivision cannot be approved if a servicing agreement is required and has not been signed by all parties.



A servicing agreement is a contract between the municipality and the applicant for subdivision, outlining each party's responsibilities. Servicing agreements may include:

- Construction and installation of services required for the subdivision.
- Time limits for the completion of work.
- Cost-sharing with the municipality.
- Security for performance in a form that council considers necessary.
- The payment of fees in whole or in part for the capital cost of the municipality providing or upgrading the specified infrastructure services, either within or outside the proposed subdivision, that directly or indirectly serves the proposed subdivision.

Servicing agreements are a tool used by the City to:

- Ensure infrastructure meets municipal standards; and
- Recoup the capital cost of infrastructure necessary to support development (and not by the existing ratepayers of the municipality).

If a servicing agreement is required by the City, the PDA requires that it be signed within 90 days. This timeline may be extended by mutual agreement of the applicant and the municipality. If the agreement is not signed within 90 days, or if the applicant has an objection to matters outlined within the agreement, it may be appealed to the Saskatchewan Municipal Board.

## **Dedication of Land**

The review process will also identify if dedicated lands are required, and the method for meeting the requirement. If land must be dedicated, it must be shown on the proposed subdivision's plan. Dedicated lands become property of the City where the subdivision is located. The types and general use of dedicated lands are outlined below.

## **Environmental Reserve**

Environmental reserve is intended to ensure public safety and environmental protection. When subdividing along a waterfront, it is standard practice to dedicated environmental reserve up to the 1 in 500-year flood elevation where land may be susceptible to flooding and erosion. This also allows public access to waterbodies and the beach. It may also be required for lands with sensitive natural areas such as wetlands.

## **Municipal Reserve**

Municipal reserve lands are used for recreation and public space and may include public parks and community buildings. During the subdivision process, dedication of municipal reserve is required in the following amount:

- 10 per cent of land being subdivided for residential purposes; or
- 5 per cent for land being subdivided for non-residential purposes.



A subdivision may be exempt from providing municipal reserve if it meets specific criteria identified in section 183 of the PDA. The requirement for municipal reserve may be met in three different ways with the agreement of the approving authority and municipality:

- A sufficient amount of land dedicated on the plan;
- Money-in-lieu of land, based on the value of the land that would have been dedicated; or
- Deferral of the requirement where the development is being completed in phases.

A combination of the above methods may be used to meet the requirement.

### **Municipal Utility**

Municipal utility parcels are for public works and public utilities, such as storm water ponds, lift stations and power substations. Council may require a subdivision applicant to dedicate a parcel as municipal utility as part of a servicing agreement.

### **Municipal Buffer**

Municipal buffer strips are used to separate incompatible land uses. The size and location of buffer strips are at the discretion of Community Planning.

### **Walkways**

Walkways may provide secondary and pedestrian access to special features or throughout a subdivision area. The size and location of walkways are at the discretion of the approving authority.

### **Designations**

Land parcels can have special designations on subdivision plans and Certificates of Title depending on the type and use of the land. For example, the listed types above will often appear as “ER1”, “ER2”, etc., “MR1”, “MR2”, etc. The designation for municipal utility, municipal buffer, and walkways are “MU”, “MB” and “W”, respectively.

For more information on dedicated lands, see the [Dedicated Lands Handbook](#).

### **Decision**

There are four main criteria for approving a subdivision application: land suitability, conformity with bylaws, servicing agreement (if applicable), and parcel access. With the City, referral agencies, and technical experts' help, Community Planning ensures all legislative requirements are met before issuing a decision.

A decision regarding the subdivision application may be:

- Approved;
- Approved in part;



- Approved subject to compliance with a development standard on hazardous lands (section 130 of the PDA); or
- Refused.

If an application for subdivision approval complies with the criteria in the PDA and with *The Subdivision Regulations, 2014*, the approving authority shall issue a certificate of approval with its decision. The decision is sent to the relevant parties indicated on the application which may include the surveyor, lawyer or other agent. The City and other parties such as ministries and/or agencies interested in the application are also sent copies for their records.

## Registration

Once the subdivision has been approved and the applicant has accepted any conditions of the approval, the applicant and/or surveyor should contact the ISC to register the survey plan and raise title to each of the parcels. This step requires a Saskatchewan Land Surveyor to complete a plan of survey and establish property pins to denote boundaries of newly created or modified parcels. If there is a variance between the approved plan and the plan of survey, they may apply to the Community Planning branch for a deviation.

Note that the certificate of approval issued on the subdivision application by the approving authority is valid for 24 months from the day it is issued. An approving authority may re-issue a certificate of approval to extend its validity for an additional 24 months if the subdivision still complies with the regulations at the time of reissuance. If the certificate of approval expires before it is registered with ISC, a new application is required.

## Right of Appeal

The PDA outlines several instances where an applicant may appeal a subdivision or matters related to a subdivision to the Saskatchewan Municipal Board:

1. A refusal of an application for subdivision;
2. An approval in part of an application for subdivision;
3. An approval subject to compliance with development standards on hazardous lands (section 130 of the PDA);
4. A revocation of a subdivision approval;
5. A failure to enter into a servicing agreement with the City within the specified time limit;
6. Any terms or conditions outlined in the proposed servicing agreement; or
7. An objection to providing any additional information requested by the approving authority, other than information required to accompany the application (as outlined under the “Application Requirements” section earlier in this document).



## Post-Approval

The property owner/applicant is responsible for completing the following actions after the subdivision is registered with ISC:

1. Fulfill any terms or conditions outlined in the servicing agreement;
2. Comply with any development standards outlined in the certificate of approval;
3. Obtain any necessary development and building permits from the municipality; and
4. Arrange for utilities to be installed (e.g., natural gas, power, internet, etc.).

## Construction

Once the subdivision is registered and all necessary permits are obtained, site improvements such as grading and installing site services may begin. The developer may also begin marketing the lots and developing agreements with builders and purchasers.

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## Appendices

### Appendix A – Steps to Subdividing Land

1 - Understand Zoning and Land use

2 - Hire a Professional

3 - Assess Land Suitability

4 - Community Planning Review

5 - Reach a Servicing Agreement

6 - Decision on Subdivision

7 - Register your Survey Plan

8 - Lot Preparation Work

#### Step 1 – Understanding Zoning and Land Use

The zoning bylaw establishes zoning districts for areas within the City and lists permitted and discretionary uses in each zone. If a use is not listed within a zone as “permitted” or “discretionary” it is considered to be prohibited.

**Permitted Use** – A permitted use is a use of land or buildings, or form of development that is allowed in a zoning district. It also needs to comply with specific requirements in that particular zone. If all requirements are met, a request for a permitted use must then be approved by the development officer.

**Discretionary Use** – A discretionary use is a use of land or buildings, or a form of development that may be allowed in a zone if certain standards or conditions can be met. Prior to making a decision, council must evaluate the use’s compatibility against criteria in the zoning bylaw, notify the public and hold a public hearing. Council may approve a discretionary use, and may attach standards or conditions to the approval. The standards and conditions can be appealed to the local Development Appeals Board, but the decision on the use cannot.

If your proposed development is in an area which is not zoned for that particular use, you may wish to apply to council for a bylaw amendment. Depending on the situation, council will consider adding the use to the list of permitted or discretionary uses within the existing zone, or



rezoning the land for a different use. For example, land may be rezoned from *Agriculture* to *Residential* to accommodate new housing developments.

Alternatively, you may revise your proposal to meet the existing bylaw requirements or relocate your proposal to a different zone where it is a permitted or discretionary use.

## **Step 2 – Hire a Professional**

Hiring a professional Saskatchewan Land Surveyor (SLS) or Registered Professional Planning (RPP) is necessary in most cases to obtain approval. Land surveyors and community planners deal with subdivision proposals regularly; their experience and technical expertise can help speed up the process.

The Survey or Planning Firm can:

- prepare an application and plan of proposed subdivision;
- submit the application for subdivision for CPB to review;
- help you acquire additional information requested by government agencies reviewing the subdivision; and
- assist you with any revisions to your subdivision application that may be needed.

Depending on the nature and complexity of the project, developers may also require the services of other professionals, such as engineers to prepare geotechnical reports.

*Note:* when a removing a parcel tie, survey plans are not required.

## **Step 3 – Assess Land Suitability**

Before purchasing land for subdivision, a developer should assess land suitability. Many of the problems that delay subdivisions may be avoided if the land chosen is suitable for subdivision and development.

A Land Assessment Checklist is provided as [Appendix B – Land Assessment Checklist](#).

## **Step 4 – Community Planning Review**

Subdivision applications are assigned to a Planning Consultant at CPB who works with the applicant and the municipality throughout the process.

For more information on who to contact see: <http://www.municipal.gov.sk.ca/CPMap-Planning-Consultant-Areas>

The Planning Consultant will review the application for:

- compliance with any local or district official community plans and zoning bylaws;
- compliance with the PDA, *The Subdivision Regulations* and *Dedicated Lands Regulation, 2009*.
- site suitability; and



- access and servicing requirements.

The Planning Consultant also refers the application to ministries and agencies determined to have an interest in the proposal for comment. The applicant will be advised of the need for any additional information.

### **Step 5 – Reach a Servicing Agreement**

A servicing agreement is a legal contract a municipality may require a subdivision applicant to enter into under the PDA. The servicing agreement establishes the developer's responsibility to install, or pay for, services in a subdivision, which will be maintained and operated by the municipality once installed.

The agreement may cover services and facilities that directly or indirectly serve the subdivision. It ensures that capital costs of servicing are paid for by the new development and that services are installed to municipal specifications and standards. Overall, it provides certainty and transparency for the developers, municipalities and homebuyers.

When establishing a servicing fee, municipalities should also consider the impact of the development on off-site infrastructure. For example additional wastewater requirements from a new subdivision may require a new or expanded sewage lagoon. The total cost is then proportioned among existing and expected development that will use the lagoon. Off-site fees must be assigned to a separate account, along with accrued interest and may only be withdrawn for the specified construction projects.

A servicing agreement should have performance guarantees, construction specifications, time limits, and a completion date. The agreement terminates when the developer completes construction of the services listed to the specifications of the municipality.

A servicing agreement will typically require the construction of the following on-site services:

- grading and leveling of the land;
- graded, graveled or paved roads, streets and lanes connecting to the subdivision;
- sidewalks, boulevards, curbs, gutters, lighting;
- storm sewers, sanitary sewers, drains, water mains, laterals, service connections, and fire hydrants;
- street name plates and poles;
- landscaping of parks and boulevards;
- public recreation facilities; or
- any other public works that a council may require (e.g. power, gas, telecommunication lines).



An agreement may also require the developer to pay servicing fees or off-site fees to the municipality to cover the capital costs of altering, expanding or upgrading infrastructure or services which directly or indirectly serve the subdivision. In this case the municipality installs the services, which typically include:

- sewer, water, drainage or other utility systems;
- municipal streets and roads; or
- park and recreation space and facilities.

Most servicing agreements contain a warranty period where the developer is required to repair any construction deficiency.

*Note:* Outside of the servicing agreement, developers should be aware that they will need to enter into a separate agreement with the individual utility companies, detailing the location and installation of services. Utility companies require approval from both the developer and the municipality before they will begin construction.

If a municipality requires a servicing agreement, the applicant has 90 days

### **Step 6 – Decision on Subdivision**

At this point in the process, you have likely resolved any issues, provided all appropriate information and signed a servicing agreement, should one be required.

If your land is properly zoned and you have addressed provincial and municipal requirements, a decision can now be made on your application.

Your subdivision application may be:

- approved;
- approved with conditions; or
- refused.

The decision is sent to the subdivision applicant (which may be the surveyor), the municipality, and any other parties (usually ministries or agencies) who were determined to have an interest in the application.

### **Revisions and Appeals**

If the developer disagrees with any conditions of approval, they can file an appeal with the Saskatchewan Municipal Board.



If a subdivision application is denied, the developer may reapply once the issues have been resolved or they can appeal the decision to the Saskatchewan Municipal Board.

Information on appeals and an appeals guide can be found at:

<http://www.municipal.gov.sk.ca/Programs-Services/Community-Planning/Appeals/>

### **Step 7 – Register your Survey Plan**

Once your subdivision has been approved and you have accepted the conditions of the approval, you or your surveyor may contact ISC to register your survey plan and apply for new titles to your subdivided lands. This is the last step in the subdivision process.

### **Step 8 – Lot Preparation Work**

Once the subdivision is registered, site improvements can begin. After registering your survey plan you will need to prepare the site for building.

The developer is responsible for:

- acquiring any necessary permits and or granting easements associated with the installation of utilities, infrastructure development or services;
- contouring as defined in engineering plans;
- arranging for the installation of gas, telephone and electrical services (contact with service agencies should be made in advance of final approval);
- arranging for the relocation of any existing utilities that do not conform to the purposed subdivision plan;
- installation of infrastructure outlined in the servicing agreement – e.g. streets, curbs, lighting, or sewer; and
- all applicable costs associated with joint use servicing charges.

*Note:* Do not wait until this final step to contact utility companies. Utility installation must be staged, and shallow utilities (e.g. phone) cannot be installed until the development is to final grade and deep utilities (e.g. gas) have been installed and the roads are completed to the sub-base stage.

At this point, the developer may also:

- begin marketing lots;
- develop sales contracts;
- obtain building permits;
- develop show structures; and
- begin municipal reserve development.

## Appendix B – Land Assessment Checklist

This checklist identifies the factors considered by the CPB when reviewing a subdivision and will help you recognize potential issues that may arise in an application. You may not be able to answer all the questions without seeking professional advice; however the questions do identify the issues which should be addressed. Developers should be aware that each subdivision is unique and additional information may be required during the subdivision process.

If the answer to any of the following questions is “yes” seek advice from the agency or professional organization listed.

*Note:* A glossary of agency and organization abbreviations appears at the end of this section.

### Topography

Are there obvious topographic issues that could affect your ability to develop or potentially cause structural failure:

- steeply sloping land
- building sites on or near a drop-off, like a hill, cliff or coulee; or
- slumping, creeping or other indicators of slope instability?

For information contact: CPB, COH.

### Soils

On the proposed site, is there any evidence of:

- loose or swampy soils;
- soils shifting, heaving or cracking, e.g. damaged foundations in the area;
- showing evidence of expansive soil conditions; or
- soils which may be polluted by a prior use or adjacent to a potentially polluting use?

For information contact: CPB, COH, ENV, SWA

### Surface and Sub-surface drainage

Is there obvious evidence of:

- streams, ditches or natural drainage pathways;
- pooling of water where buildings are existing / proposed;
- drainage, which may or may not be polluted, from neighbouring lands onto your property;
- possibly polluted drainage onto the land from adjacent uses; or
- drainage from your property onto adjacent lands?

For information contact: CPB, SWA, ENV, COH.



Potential for flooding, subsidence, landslides or erosion

Is there:

- a history of flooding in the area;
- land below the safe building elevation (1:500 year flood elevation plus ½ metre for wave action);
- building proposed near a water body;
- swampy or wet soils; or
- evidence of previous landslides or erosion?

For information contact: CPB, DFO, COH, ENV, SWA.

### **Easements or Interests**

Are there any registered or non-registered easements/interests on the land?

*Note:* Utility companies are not required by law to register all interests on title.

- For information on registered easements/interests contact ISC.
- For information on **NON registered easements**, contact *Sask 1st call*.

### **Communal Water Supply, Sewage Disposal and Solid Waste Disposal Systems**

Will the City require the subdivision to provide:

- water;
- sewage disposal;
- solid waste disposal; and/or
- on-site septic requirements?

For information contact: CPB, ENV, RHA, SWA, SWC, COH.

### **Servicing**

Does your subdivision proposal address:

- road access;
- fire, police and ambulance services;
- water or sewer connections;
- power lines;
- phone lines;
- gas lines (where available);
- surface drainage systems; or
- a temporary or permanent disruption to services elsewhere in the City?



Note: In order to facilitate servicing which meet development timelines, developers should contact utility companies as early as possible to discuss processes and scheduling requirements.

For information contact: CPB, COH, SKP, SKT, SKE, TG.

### **Existing and proposed uses of land in the vicinity**

Is there a neighbouring, existing or proposed land use that could conflict with your development as a result of odour, dust, noise, traffic, or light pollution, such as:

- a sewage treatment plant;
- an industrial development;
- a mining facility;
- a large farming or intensive agricultural operation;
- a storage site for gas, oil, mining materials, or other flammable liquids on your property;
- residential subdivisions; or
- large entertainment complexes?

For information contact: CPB, COH, AG, SWA, ENV, RHA.

### **Streets, lanes, traffic flow and public safety**

Does your proposal include new streets, roads or lanes?

If so, the design of the infrastructure is required to meet the standards set out in Section 16 of *The Subdivision Regulations, 2014*.

Is your proposal adjacent to a provincial highway?

Does your subdivision comply with the local zoning bylaw concerning:

- sidewalk locations and designs;
- intersections and access points;
- walkways; and
- curb crossings?

### **Site design and orientation**

Does your subdivision comply with the local zoning bylaw concerning:

- site size and shape;
- site location;
- site frontage;
- site shape;
- minimum front, side and back yard setbacks with a building;
- number of buildings allowed on a single site;
- building location and utility lines;



- minimum and maximum building size and height requirements; or
- maximum developable area for the proposed building(s)?

For information contact: CPB, COH, *Sask 1st call*, SKE, SKP, SKT, TG.

### **The protection of fish and wildlife habitats**

Is your proposed subdivision:

- close to a wildlife reserve, protected wetland, environmental reserve land or other protected natural ecosystem;
- draining into a lake or water body containing fish and wildlife; or
- adjacent to a lake, river, or other tributary?

For information contact: CPB, COH, SWA, DFO, or ENV.

### **The protection of significant natural or historical features**

Have you submitted a description of your subdivision for a heritage resource assessment? (<https://www.tpcs.gov.sk.ca/SensitiveLocations>)

For information contact: CPB, COH, HER.

### **Setbacks**

Is your proposed residential subdivision:

- within 1500 metres of the water intake for a water treatment plant;
- between the reservoir and a line established for flood control or reservoir/water supply protection;
- less than 457 metres from a landfill, sewage treatment plant or sewage lagoon; or
- within 300 metres of an intensive livestock operation?

For information contact: CPB, COH, RHA, ENV, SWA, AG.

### **Public Lands**

Have you:

- made arrangements to provide land for Municipal Reserve, cash in lieu of land or have the requirement deferred; or
- discussed where and how reserve must be given with council?

Will the proposed subdivision:

- require a school, park or recreational facility;
- stress the capacity of existing civic facilities; or
- require additional civic facilities?



For information contact: CPB, EDU, MUN.

Although this checklist will not guarantee you will avoid delays in the subdivision and approval process, it will help you to avoid common mistakes and predict possible issues.

**Glossary of Abbreviations:**

CPB – Community Planning Branch

DFO – The Department of Fisheries and Oceans Canada

ENV – Ministry of Environment

ER – Ministry of Energy and Resources

HER – Heritage Branch of the Ministry of Tourism, Parks, Culture and Sport

HI – Ministry of Highways and Infrastructure

ISC – Information Services Corporation

MA – Ministry of Municipal Affairs

COH – City of Humboldt

SWA – Saskatchewan Watershed Authority

SWC – Saskatchewan Water Corporation

RHA – Regional Health Authority

SKE – SaskEnergy

SKP – SaskPower

SKT – SaskTel

*Sask 1<sup>st</sup> call* (1-866-828-4888) to request line locations and verify utility ownership

TG – Trans Gas