Subdivision Process

Pre-application Meeting (Recommended) Meet with Staff to discuss subdivision proposal. Application Submission (20 days) Once application with applicable fee is submitted, staff will review within 20 days to determine if the application is complete. Circulation

Once application is deemed complete, it is circulated to adjacent landowners, external agencies, and internal departments for 30 days for comments.

File Review & Report Preparation

Review application, address circulation comments, and prepare draft subdivision conditions and report for MPC.

Municipal Planning Commission

Report with applicable subdivision conditions is presented to MPC for decision within 60 days of the application being deemed complete. MPC may approve the subdivision as presented, make amendments to the conditions, or refuse the application. The applicant will be notified of the decision. Please note, if the decision is appealed, the process timeline will change.

Subdivision Endorsement

(Varies*)

Conditions of Subdivision approval must be met prior to registering the subdivision plan at Alberta Land Titles

MPC: Municipal Planning Commission

Note: Some applications may require longer than 60 days for decision and a time extension may be necessary.

*Varies: Please note that timelines for meeting conditions of approval for Subdivision applications will vary depending on the requirements (e.g. technical studies, development agreement for onsite of offsite improvements, etc.)

To make an application, or if you have questions about a proposed development, please contact us at PlanningandDevelopment@wheatlandcounty.ca.

April 2021