MUNICIPAL PLANNING SERVICES

SUBDIVISION FEES

Effective: September 1, 2023

Payment Options

Cheque	E-transfer
Made payable to: Municipal Planning Services (2009) Ltd. #206, 17511 – 107 Ave NW Edmonton, AB T5S 1E5	Contact MPS for e-transfer details and options.

Application Fee(s)

G.S.T. is payable on all fees.

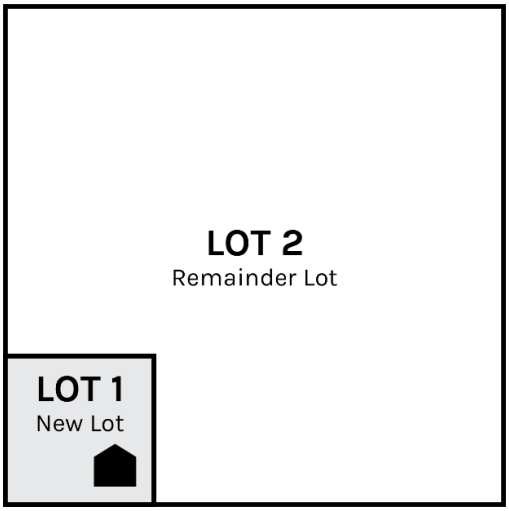
Base Application Fee	Per Lot Fee[1]	Per Lot Endorsement Fee[2]
$750.00	$250.00	$200.00 Per Lot
Payable with Initial Application		Payable Prior to Endorsement[3]

In addition to the fees charged by MPS, some municipalities charge an additional per lot fee at time of application. Please contact our office for fee information affecting subdivisions in:

County of Barrhead	County of Wetaskiwin	Town of Bon Accord	Town of Redwater	Town of Bruderheim

Example Subdivision Application

Subdividing a farmstead or vacant lot from an existing titled area (provided for information only)



1. Application Fee	$750.00
2. Per Lot Fee 1 New Lot & Remainder Lot	$500.00 ($250.00 x 2)
Subtotal	$1,250.00
3. Endorsement Fee 1 New Lot & Remainder Lot	$400.00 ($200.00 x 2)
Subtotal	$400.00
G.S.T.	$82.50
Total	$1,732.50

[1] Reserve lots, roads, and public utility lots are exempt from the per lot application fee.
[2] Reserve lots, roads, and public utility lots are exempt from the per lot endorsement fee.
[3] Endorsement fees are not charged for Separation of Titles (s. 652(4) of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended).

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Additional Fees

The following additional fees may apply to a subdivision. G.S.T. is payable on all fees.

Recirculation $250.00	Minor changes to an application may be accepted at the office with no additional costs. If the change requires the application to be recirculated to the various agencies and/or adjacent landowners a recirculation fee shall apply.
Extension $350.00	If the applicant is unable to finalize the subdivision within one year from the date of the decision, an extension may be requested. The extension request and fee **must** be received before the file expires. **Once a file has expired, an extension request cannot be processed, and a new subdivision application will be required.**
Title Search $15.00	The title search fee is applicable when a recent land title (dated within 90 days from the time of application) is not provided by the applicant, and a land title is obtained by MPS.

Additional Costs Associated with the Subdivision Process

Application fees are only one of the costs associated with the subdivision of land. When planning your subdivision, it is important to consider all potential costs associated with the process.

The information provided below is intended to provide potential applicants with an understanding of some of the common costs associated with subdividing land in Alberta.

Surveying Costs	Surveying is often required to show the location of structures, prepare plans and to register documents with the Land Titles Office. The Alberta Land Titles Act requires an Alberta Land Surveyor (ALS) to be retained for this purpose. Surveyors should be contacted directly for estimates related to these services.
Municipal Reserves	Municipal Reserve (and other forms of reserves) may be taken at time of subdivision in accordance with the Municipal Government Act. Reserves may be required to be provided as either land or cash-in-lieu of land. The land's market value may be assessed/appraised to determine its value.
Municipal Services	All costs associated with municipal services are (normally) the responsibility of the developer. This includes costs associated with municipal/regional services and franchise utilities. Some municipalities may require the payment of off-site levies at the time of subdivision or development to support local infrastructure and service delivery.
Land Titles Office	The Land Titles Office of Service Albera requires fees for the issuance of new titles. These fees are paid to the Land Titles Office when the survey instrument is submitted for registration. An Alberta Land Surveyor will be able to provide information about this process.
Statutory Plan and/or LUB Amendments	Amendments to either the Municipal Development Plan (MDP), Area Structure Plan (ASP), and/or Land Use Bylaw (LUB) may be required when a proposed subdivision does not conform to the district or policies within one (or more) statutory plan or the LUB. Actual costs and timelines are dependent on the number of amendments required and complexity of the proposal.
Professional Studies and Reports	For some subdivisions, additional information may be required depending on the characteristics of the site and the complexity of the subdivision. Additional information may be requested if: • The site or proposal has considerations that may require Federal or Provincial approvals. • It is necessary to determine the location and area of suitable building pocket(s). Examples of professional studies and reports include:

Geotechnical Report	Historic Resource Act Clearance or Approval	Wetland Assessment	Biophysical Assessment	Private Sewage Disposal System Inspection
Real Property Report	Preliminary Engineering Study	Traffic Impact Assessment	Phase I and/or II Environmental Assessment	Top of Bank Definition by Survey