

## What is ORRSC?

- The Oldman River Regional Services Commission (ORRSC) is a cooperative effort of 39 municipalities in southwestern Alberta that provides municipal planning services to its members.
- ORRSC is responsible for processing subdivision applications and providing recommendations. The final decision lies with the local municipal Subdivision Authority.

## What is Subdivision?

- Subdivision is the division of land into 2 or more parcels, each to be given a separate title.
- Subdivision approval is also required for title separations, property line adjustments, bareland condominiums and the registration of long-term leases.



# Member Municipalities

**City:** Brooks

**Rural:** Cardston County  
Lethbridge County  
Municipal District of Pincher Creek No. 9  
Municipal District of Ranchland No. 66  
Municipal District of Taber  
Vulcan County  
County of Warner No. 5  
Municipal District of Willow Creek No. 26

**Towns:** Municipality of Crowsnest Pass  
Bassano Nanton  
Cardston Nobleford  
Claresholm Picture Butte  
Coalhurst Pincher Creek  
Fort Macleod Raymond  
Magrath Stavely  
Milk River Vauxhall  
Vulcan

**Villages:** Arrowwood Duchess  
Barnwell Glenwood  
Barons Hill Spring  
Carmangay Lomond  
Champion Milo  
Coutts Stirling  
Cowley Warner



Before You  
Subdivide

## Who Makes the Rules?

**The Province** — through the Municipal Government Act, the Subdivision and Development Regulation, and any other Government department.

**The Municipality** — through the Land Use Bylaw and adopted statutory plans including Municipal Development Plans, Area Structure Plans, etc.

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OLDMAN RIVER REGIONAL SERVICES COMMISSION

January 2021



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# How do I start?

## 1. Preliminary Evaluation >>>

It is **essential** that the landowner contact a Planner at ORRSC to discuss their proposal prior to submitting an application. The Planner will discuss site suitability and conformity with local and provincial planning regulations. They can also assist you in determining whether additional processes and professional services will be required and what additional costs you may incur. ***If you wish to meet with a planner, a scheduled appointment is***

## 2. Making an Application >>>

A complete application will include the following:

- An application form (available at your municipal office, ORRSC office, or [www.orrsc.com](http://www.orrsc.com))
- a detailed diagram of the proposal which must include lot line dimensions.
- the applicable fee. Please make cheques payable to ORRSC and submit your application to the ORRSC office. Fees may also be paid by eTransfer to [subdivision@orrsc.com](mailto:subdivision@orrsc.com)
- a certificate of title printed within the last 30 days. Available at any registry office or on-line at [www.spin.gov.ab.ca](http://www.spin.gov.ab.ca)
- a surveyor's sketch (*completed by an Alberta Land Surveyor, A.L.S.*) of existing structures when the application is in an **urban** municipality, Lethbridge County, Cardston County, Vulcan County or Municipality of Crownsnest Pass.
- a map from the AER (Alberta Energy Regulator) identifying the presence or absence of abandoned oil/gas wells. This information can be obtained from the AER Abandoned Well Viewer at [www.aer.ca](http://www.aer.ca)
- any other information as discussed with your planner.

## 3. Approval Process >>>

- After the application is deemed complete, the Planner will evaluate the application and prepare a preliminary report. The application is then circulated to legislated agencies, utilities, and adjacent property owners.
- After the 19 day referral period, the Planner will review the responses, evaluate the planning issues, and prepare a recommendation for the municipality's Subdivision Authority.
- The Planner presents the responses, recommendation, legislation, and any other relevant documentation or reports for the Subdivision Authority's consideration.
- The Subdivision Authority may approve or refuse the subdivision. The applicant and various referral agencies are notified of the decision in writing by ORRSC.

## How Much Will This Cost?

The cost can vary greatly depending on the complexity of your subdivision. Some of the basic costs of subdivision are listed below:

**Subdivision Application Fee:** This fee is payable to ORRSC and due at the time the application is submitted:

\$710.00 Application Fee  
 + \$330.00 Per Lot Created  
 \$1,040.00 (for basic 1 lot subdivision)

**Finalization Fee:** This fee payable at the time of endorsement is:

\$205.00 Per Lot Created

## Finalization Process >>>

See ORRSC Brochure  
 "Finalizing a Subdivision"

For more detailed information regarding the above, please visit [www.orrsc.com](http://www.orrsc.com) or contact our office.



## Additional Costs

You may incur additional costs from review agencies and/or professionals for services such as:

- Surveying
- Aea Structure Plan Preparation
- Irrigation District Fees
- Municipal Reserve Payment
- Installation of Municipal Services
- Engineering Reports
- Legal Fees

## How Long Will This Take?

- Upon receipt of a completed subdivision application, the Subdivision Authority has 60 days to make a decision.
- If the subdivision is approved, the applicant has one year to meet all their conditions & submit final documents and plans for endorsement by ORRSC.
- After endorsement, the subdivision must be registered with the Land Titles Office within one year.
- A subdivision may not be registered with the Land Titles Office until the appeal period (14 days from receipt of the decision notice) has elapsed. An appeal may be filed by the applicant, government departments, or a school board on a matter of municipal reserve. Note that an adjacent landowner cannot file an appeal.