

Simplified Overview of the Subdivision Process

1. Understand the zoning district and regulations of the land you wish to subdivide. Review the subdivision site size minimum and maximum requirements of the zoning district. Determine if the intended use of the land is permitted prior to the submission of a subdivision application.
2. Submit application, associated fee and Plan of Proposed Subdivision to the municipal office. Fee is \$250 for a single parcel, \$500 for multiple parcels. Plan of Proposed Subdivision is to be prepared by a surveyor.
3. Submit application, fee and Plan of Proposed Subdivision to Community Planning Branch (provincial approving authority, located in Regina). The approval for a subdivision can take between 3-6 months.
4. The municipal office, as well as Community Planning, will perform required duties, such as: review application in detail, notify adjacent land owners, sent to council for a decision, advertise, prepare bylaw amendments, etc.).
5. If approved by council, a Servicing Agreement is required to be signed.
6. If approved by council, payment of the Off-Site Servicing Fees is required. The fee for each newly created parcel in the RM of Lumsden is \$10,000.00.
7. If approved by Community Planning Branch, a Certificate of Approval will be issued.
8. Register the new parcel(s) with Information Services Corp. (ISC) in Regina.

See "A Step-By-Step Guide to Subdivision" as prepared by the Saskatchewan Ministry of Municipal Affairs, for a detailed guide to the subdivision process.

When the subdivision process is complete, applications for building permits will be accepted.