

## Subdivision Application Form

Subdivision is the division of land to enable the legal registration of streets and parcels of land. A subdivision must comply with the standards indicated in the current GTH Zoning Bylaw and *The Subdivision Regulations* under *The Planning and Development Act*.

The applicant shall complete a GTH Subdivision Application Form along with a Plan of Proposed Subdivision drafted by a certified land surveyor.

Once a Certificate of Approval and an executed Plan of Proposed Subdivision is issued by The GTH, it is the applicant's responsibility to submit a plan of survey consistent with the approval for registration at the Provincial Land Registry to create legal parcels of land.

### **Application Fees:**

As set out in The GTH Fee bylaw section 5.

The fee for examination of an application for approval of a subdivision is \$1500.00 for each new parcel to be created pursuant to the plan of proposed subdivision.

### **Decision Time Frame:**

The timing associated with the approval of a subdivision will be based upon the completeness and quality of information provided on the application. If clarification is required by either the applicant or the approver a collaborative meeting can be scheduled. To schedule a meeting, contact the GTH at 306-787-4842 or [inquiry@thegth.com](mailto:inquiry@thegth.com).

## Subdivision Application

All of the following information is necessary to facilitate a thorough and timely evaluation and decision on your application. All materials submitted must be clear, legible and precise. An application will be considered received in full when all information has been received. If there are any changes to the information following the submission of your application please provide our office with a copy of the change. The approval is valid for a period of two years from date of issuance of approval.

<b>A. Applicant/owner information</b>			
1.	<b>Applicant is the:</b>	Owner Authorized Agent of the Owner (Provide documentation/letter to confirm status of the authorized agent)	
2.	<b>Applicant Information:</b>		
	Business name:	Sole Proprietor Incorporated (Provide a copy of Certificate of Incorporation) Partnership	
	Last name:	First name:	
	Contact name: (If different than above)	Email:	
	Mailing address:	Telephone:	Cell phone:
			Fax:
	City:	Province/State.:	Postal Code/Zip Code:
<b>B. Property information</b>			
1.	Subject property address:		
2.	Project legal description:		
	Surface parcel # _____		
	Lot(s) _____ Block _____		
	Plan number _____		
	Other: _____		

**C. Present use of building(s) and/or property**

Detail use of building (s) and/or property:

**D. Reason for subdivision**

**E. Suitability of the land (including a general description of existing topographic and physical features in the area as well as an evaluation and/or analysis of potential problems, such as erosion)**

**F. Ensure to attach and enclose the following:**

**(Note: the application will not be considered received in full until the following information has been provided.)**

- |    |  |
|----|--|
| 1. | A cheque payable to The Global Transportation Hub, reflecting the current application fee - \$100.00 for each new parcel to be created and \$150.00 for issuance of a Certificate of Approval.   |
| 2. | 1 full-scale plan and 1 legible reduced plan (8.5" x 11") photocopy ready. The plan of proposed subdivision shall be drawn to a metric scale of 1:500, 1:1000 or 1:2000 as may be appropriate to clearly show the intent of the plan and must include the following information: <ul style="list-style-type: none"><li>A. a title with the words "Proposed subdivision of _____".</li><li>B. the signature of the owner(s) and of a Saskatchewan Land Surveyor or a professional planner who is a member of the Association of Professional Community Planners of Saskatchewan and/or Canadian Institute of Planners (MCIP).</li><li>C. the scale to which the plan is drawn, the north point clearly indicated and the date on which the plan was prepared, including the date of any revisions to the plan.</li><li>D. the boundary of the area to be subdivided, including the calculated hectarage of the area and any municipal and/or environmental reserves, existing or proposed.</li><li>E. the location and dimensions of any existing permanent structures and buildings.</li><li>F. topographic and physical features including drainage channels, creek beds, open bodies of water and their normal and high water elevations, and the location and dimensions of existing pipelines, utility, road and railway rights-of-way for the land to be subdivided.</li><li>G. the name, location, dimensions and designations of every proposed lane, lot, block, public reserve or other unit of land.</li><li>H. distance in metres and decimals thereof and areas in square metres or hectares, as may be appropriate to the scale of the plan and the areas involved.</li><li>I. such other features, particulars or data as may be required pursuant to the GTH Development Plan and any other regulations herein or requested by the Development Officer.</li></ul> |
| 3. | AutoCAD drawings of proposed subdivision   |
| 4. | Property titles for all land to be subdivided  |

**G. Declaration of application**

I, \_\_\_\_\_ certify that:

I am the President/Director of \_\_\_\_\_ and the information contained in this application, attached schedules, plans and specifications and other attached documentation is true to the best of my knowledge and I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The Global Transportation Hub respects your right to privacy and does not collect, use or disclose any personal information without your consent.**

<b>For office use only</b>	
Date application received in full:	Date application approved:
Application No.:	Date fee paid in full:
    <hr/> Development Officer signature	