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|  | Planning & Design POLICY | Policy Number 2022-06 |
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Subdivisions On a Corner Parcel: Policy

Summary

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| Title of Document: | Subdivisions On a Corner Parcel: Policy |
| Title of Designated Responsible Manager: | Planning Manager, Planning & Design |
| Original Date Approved: | Dec 8, 2023 |
| Approved By: | General Manager, Planning & Design |
| Last Revision: | Dec 8, 2023 |
| Next Review Date: | Not defined |

Purpose:

This policy sets out how applications for subdivisions of corner parcels will be treated when the intention of the subdivision is to accommodate an additional Single Detached Dwelling.

Background:

Subdivision of larger corner parcels can provide opportunities to increase density and add additional units. However similar to any subdivision in the City, the proposed new parcel must meet the requirements of the Subdivision Authority in order to meet the requirements such as parcel width & size, utility & road access etc. This Policy originated from the Municipal Planning Commission and outlines the requirements that must be met in order to allow a subdivision of a corner parcel to accommodate an additional single detached dwelling on a new separate parcel. The policy can be seen in the following section.

Policy:

When a subdivision application is received for a corner parcel, where the purpose of the proposed subdivision is to create a new parcel for a new Single Detached Dwelling, one of the following requirements must be met before conditional approval can be granted:

- A. The short frontage on the existing parcel must be a minimum width of 22.86m; OR**
- B. Should the requirement in A not be met, then the applicant must do the following:**
 - i. Apply for and obtain a development permit for a second dwelling on the existing parcel**
 - ii. Once a development permit is approved, the applicant has 1 year to commence development.**
 - iii. Once construction has commenced, the applicant may then apply for a subdivision to separate the new Single Detached Dwelling from the existing parcel.**

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Note: the attached ‘Information Sheet – Subdividing a Corner Lot’ provides more detail about what is required at the development and subdivision stages.

Supporting Documents

- Land Use Bylaw 6300
- Municipal Government Act: Subdivision and Development Regulation
- Municipal Government Act (MGA)
- Schedule A: Information Sheet – Subdividing a Corner Lot

Responsibility for Policy Implementation

- Planning Manager, Planning & Design

Policy Status:

Current Status: in effect

Date Effective: Dec 8, 2023

Approval Details: approved by General Manager, Planning & Design

Endorsement Details

Next Review Date: n/a

Procedure Author : Planner II

Authored date: Dec 8, 2023

Contacts:

- Planning Manager, Planning & Design
- General Manager, Planning & Design

Information Sheet

Subdividing a Corner Lot

ARE YOU INTERESTED IN SUBDIVIDING YOUR CORNER LOT FOR THE PURPOSE OF CONSTRUCTING A SECOND RESIDENTIAL BUILDING? If so, we've put together this information sheet to help you understand the process.

Question: Are you aware that subdivision of the lot will required the installation of new services? The cost of new services can be anywhere between \$10,000-\$40,000 depending on the adjacent infrastructure.

If the cost of new services is too great to make the project feasible, consider a secondary dwelling that does not involve subdivision such as a garage suite or garden suite. These types of units may be serviced from the existing services however the two units would always remain on one parcel.

If you are still interested in proceeding with subdivision continue reading.

Question: Is the width of your lot greater than 22.86m?

If the answer is yes, you can proceed with subdividing the lot using a Legal Land Surveyor. Remember, the proposed subdivision line must be a minimum of 1.2m away from any existing buildings that are going to remain in place. Subdivision Information can be found here on the City's website: <https://www.lethbridge.ca/Doing-Business/Planning-Development/Planning/Pages/Subdivision.aspx>

If the answer is no, proceed to the next question.

Question: Does the existing residential building contain more than one unit (i.e. is there a secondary suite)?

If the answer is yes, please note that in most residential districts, two dwelling units is the most allowed on one site. In order to proceed with subdividing the lot and constructing a new residential building the secondary suite would need to be removed.

If the answer is no, proceed to the process.

Process to move forward:

- A Development Application must be made to the City which will include a waiver of Section 48 of the Land Use Bylaw to allow for a second dwelling on a corner parcel. The process will include an advertisement and letters to the neighbourhood. This ensures that the neighbourhood understands what is being planned.
 - Include a proposed street elevation (what the building will look like from the street) for the new building (the style should fit into the neighbourhood)

- The floor plans for the existing building to confirm there is only one dwelling in the existing residence.
- \$1200 fee (\$1100 for the permit and \$100 for advertising)
- Need 1.2m setback from each building to the new property line (lot created from the back yard becomes an internal parcel)
- Reach out to Joshua Bourelle (403-320-4193) for more information on what is required for the application
- Then a building permit is required for the new home construction
<https://www.lethbridge.ca/Doing-Business/Planning-Development/Permits-Applications/Pages/Residential-SFD.aspx>
- Once construction starts on the new building (foundations completed) then subdivision can be applied for
- Hire a Legal surveyor to prepare the subdivision plan and submit it to the City of Lethbridge
 - Site Plan
 - Fee \$500 base fee + \$325/Lot Application Fee + \$250/lot Final Endorsement Fee