Contact Name: Project Address(es):	Application type							
	Pre- application	Complex	Non- Complex	Change Major	Change Minor	Resubmission	Lot Split	
Cover Letter - Refer to Guiding Cover Letter <u>Template</u>	1	1	<b>✓</b>	<b>√</b>	1	1		
Engineer Letter				1	<b>✓</b>	1		
Engineering Letter should describe what construction or servicing has ocurred in the subdivision boundary for Major and								
Minor change requests and Resubmissions only. The Engineering Letter can be combined with the <b>Cover Letter</b> .								
Certificate(s) of Title (no more than 30 days old)	1	1	<b>/</b>	✓	<b>√</b>	✓	<b>✓</b>	
Certificate of Title Encumbrance(s) (if applicable)		<b>✓</b>	<b>✓</b>	✓	<b>✓</b>	✓	<b>√</b>	
Y N/A Deferred reserve caveat (DRC)	<b>✓</b>	<b>✓</b>	<b>✓</b>	✓	<b>✓</b>	✓	1	
Y N/A Access easements		✓	<b>✓</b>	✓	✓	1	<b>✓</b>	
Y N/A Unnamed restrictive covenants or easements		✓	/	✓	✓	✓	1	
Abandoned Wells Declaration <u>Form</u> and Map		1	1	✓	1	✓		
Tentative Plan of Subdivision (PDF and georeferenced DWG file)	<b>✓</b>	1	1	✓	<b>✓</b>	✓	1	
The plan must include the following details: Existing legal description, lot type labels (Muncipal Reserve - MR, Environmental Reserve - ER, Public Utility Lot - PUL), street widths, lot dimensions including the lot width at front setback, date, north arrow, and any additional details (i.e. oil well sites, natural features).							DWG file i require	
Marked up Tentative Plan of Subdivision (PDF) showing changes				✓	1			
Shadow Plan (PDF)	<b>✓</b>	1	1	✓		✓		
The plan must include the following details: Zoning, general block layout, and general road network of the subdivision boundary and surrounding area								
Subdivision Context Map (PDF) - <u>example</u>	1	1	<b>✓</b>			1		
The purpose of the Context Map will help inform reviewers of the location of proposed infrastructure to serve the development. The Context Map may include, but is not limited to, emergency access, roadways, walkways, stormwater management facilities, sanitary, sewer and watermain extensions, etc.								
Y N/A Centreline radius of the curve for collector roadways	/	1	/			1		
Y N/A Proposed complete streets design and cross-sections (reference drawing number or provide new proposed cross section) - Note: cross-sections must be authenticated and validated by a Professional Engineer	1	1	1			<b>✓</b>		
Y N/A Proposed offsite construction of permanent infrastructure	1	1	/			1		
Y N/A Proposed offsite construction of temporary infrastructure	/	1	1			1		
Y N/A Existing and approved Infrastructure - if available	/	/	<b>✓</b>			1		
Y N/A Where proposed infrastructure may go through adjacent land	/	1	/			1		
Y N/A Proposed pedestrian network and how it connects to the existing network	/	1	/			/		
Y N/A Length of culs-de-sac(s); if longer than 120 m identify a permanent secondary emergency access	/	<b>✓</b>	/			/		
Y N/A Length of alley(s); if longer than 120 m from a roadway identify an additional alley connection	/	1	/			1		
Y N/A Proposed road network outside of the subdivision boundary to ensure logical road connectivity	/	1	/			/		
Y N/A Proposed private site access to arterial and collector roads (Access Management Plan)	/	1	1			/	1	
Y N/A Proposed entry feature		1	/	1	1	/		
Y N/A Registered Utility Rights of Way (URWs)	/	1	/			<b>✓</b>	1	
Y N/A Existing Oil Well Site	/	1	1			/		
Y N/A Roadway details for collector and arterial intersections - <i>if applicable based on recommendations of TIA</i>	/	/				./	1	

If the application does not conform to any of the applicable technical studies glankreports) listed below, the applicants half submit justification for why and though the near-conformance is being addressed in the core letter. These studies must be accepted by the City of Edmonton in order for the subdivision application to be deemed a complete application submission.    Y   N/A Accepted Transportation Impact Assessment (TIA) and amendment   Y   N/A Accepted Subdivision level Neighbourhood Design Report (NDR) and amendment   Y   N/A Accepted Subdivision level Neighbourhood Design Report (NDR) and amendment   Y   N/A Approved Parkinan Impact Assessment (PIA) and amendment   Y   N/A Approved Community Knowledge Campus Needs Assessment (CKCNA) and amendment   Y   N/A Approved Community Knowledge Campus Needs Assessment (CKCNA) and amendment   Y   N/A Approved Community Knowledge Campus Needs Assessment (CKCNA) and amendment   Y   N/A Approved Community Knowledge Campus Needs Assessment (CKCNA) and amendment   Y   N/A Approved Community Knowledge Campus Needs Assessment (CKCNA) and amendment   Y   N/A Approved Poole (Computed Needs Assessment (CKCNA) and amendment   Y   N/A Approved Roor of the Approved Roor and amendment   Y   N/A Approved Needs Study of the subdivision is adjacent to an in the river valley and ravine system   Y   N/A Approved Gestech Study and amendment   Y   N/A Approved Gestech Study and amendment   Y   N/A Approved Roor Valley Area Redevelopment Plan (ARP) Study - if the subdivision includes development in the River Valley Area Redevelopment Plan (ARP) Study - if the subdivision includes development in the River Valley Area Redevelopment Plan (ARP) Study - if the subdivision includes development in the River Valley Area Redevelopment Plan (ARP) Study - if the subdivision includes development in the River Valley Area Redevelopment Plan (ARP) Study - if the subdivision includes development in the River Valley Area Redevelopment Plan (ARP) Study - if the subdivision includes development in the	Technical Studies Confirmation					
accepted by the City of Edmanton in arder far the subdivision application to be deemed a complete application submission.	If the application does not conform to any of the applicable technical studies (plans/reports) listed below, the applicant shall					
Y   N/A   Accepted Transportation Impact Assessment (TIA) and amendment						
Y       N/A       Accepted Hydraulic Network Analysis (HNA) and interim HNA       ✓	accepted by the City of Edmonton in order for the subdivision application to be deemed a complete application submission.					
Y       N/A       Accepted subdivision level Neighbourhood Design Report (NDR) and amendment       ✓	Y N/A Accepted Transportation Impact Assessment (TIA) and amendment	✓	1	1	✓	
Y       N/A       Accepted Temporary Servicing Report       ✓	Y N/A Accepted Hydraulic Network Analysis (HNA) and interim HNA	✓	✓	/	<b>✓</b>	
Y	Y N/A Accepted subdivision level Neighbourhood Design Report (NDR) and amendment	<b>✓</b>	✓	/	1	
Y       N/A       Approved Community Knowledge Campus Needs Assessment (CKCNA) and amendment       ✓	Y N/A Accepted Temporary Servicing Report	✓	1	✓	✓	
Y	Y N/A Approved Parkland Impact Assessment (PIA) and amendment	1	1	<b>✓</b>	✓	
Y       N/A       Approved Natural Area Management Plan and amendment - if site area is within 250 m of a natural area or area       / Y	Y N/A Approved Community Knowledge Campus Needs Assessment (CKCNA) and amendment	✓	1	✓	✓	
Y   N/A Approved Top of Bank Walk - if the subdivision is adjacent to or in the river valley and rovine system	Y N/A Approved Ecological Network Report and amendment	<b>√</b>	1	1	✓	
Y       N/A       Approved Geotech Study and amendment       ✓ <td></td> <td><b>✓</b></td> <td>1</td> <td>✓ <b>/</b></td> <td>✓</td> <td></td>		<b>✓</b>	1	✓ <b>/</b>	✓	
□ Y       N/A       Approved Flood Study or Hydrogeotechnical report and amendment       ✓	Y N/A Approved Top of Bank Walk - <i>if the subdivision is adjacent to or in the river valley and ravine system</i>	✓	1	/	✓	
☐ Y       N/A       Approved River Valley Area Redevelopment Plan (ARP) Study - if the subdivision includes development in the River Valley, such as outfalls and other utilities       ✓	Y N/A Approved Geotech Study and amendment	<b>√</b>	1	/	✓	
the River Valley, such as outfalls and other utilities  Technical Studies to be submitted with the subdivision application  Transportation Review Documents (if applicable to proposed design)  N/A Plan showing overlay of the approved Concept Plan for arterial roadways onto tentative plan of subdivision - required if the application is adjacent to an arterial roadway  N/A Noise Impact Assessment - required if proposing low density residential adjacent to arterial roadways and for properties adjacent to high volume arterials (Anthony Henday Drive, Yellowhead Trail, Whitemud Drive, etc)  N/A Swept Path Analysis for permanent emergency access - Note: Swept Path Analysis must be authenticated and validated by a Professional Engineer  N/A Swept Path Analysis for road/alley intersections that are less than 90 degrees - Note: Swept Path Analysis must be authenticated and validated by a Professional Engineer  N/A Provide a roadway cross section adjacent to an oil well site; Swept Path Analysis to confirm accessibility - Note: cross-sections and Swept Path Analysis must be authenticated and validated by a Professional Engineer  N/A Roadway details for collector and arterial intersections - if applicable based on recommendations of TIA  Open Space Documents (if applicable)	Y N/A Approved Flood Study or Hydrogeotechnical report and amendment	<b>√</b>	<b>✓</b>	/	✓	
Transportation Review Documents (if applicable to proposed design)    Y   N/A   Plan showing overlay of the approved Concept Plan for arterial roadways onto tentative plan of subdivision - required if the application is adjacent to an arterial roadway   Y   N/A   Noise Impact Assessment - required if proposing low density residential adjacent to arterial roadways and for properties adjacent to high volume arterials (Anthony Henday Drive, Vellowhead Trail, Whitemud Drive, etc.)    Y   N/A   Swept Path Analysis for permanent emergency access - Note: Swept Path Analysis must be authenticated and validated by a Professional Engineer   Y   Y   Y   N/A   Swept Path Analysis for road/alley intersections that are less than 90 degrees - Note: Swept Path Analysis must be authenticated and validated by a Professional Engineer   Y   Y   N/A   Provide a roadway cross section adjacent to an oil well site; Swept Path Analysis to confirm accessibility - Note: cross-sections and Swept Path Analysis must be authenticated and validated by a Professional Engineer   Y   Y   N/A   Roadway details for collector and arterial intersections - if applicable based on recommendations of TIA   Y   Y   Y   N/A   Roadway details for collector and arterial intersections - if applicable based on recommendations of TIA   Y   Y   Y   Y   N/A   Roadway Assertial Posential Intersections - are the interval and a training the professional and a professional a		✓	1	1	✓	
Y       N/A       Plan showing overlay of the approved Concept Plan for arterial roadways onto tentative plan of subdivision - required if the application is adjacent to an arterial roadway       ✓       ✓         Y       N/A       Noise Impact Assessment - required if proposing low density residential adjacent to arterial roadways and for properties adjacent to high volume arterials (Anthony Henday Drive, Vellowhead Trail, Whitemud Drive, etc)       ✓       ✓       ✓         Y       N/A       Swept Path Analysis for permanent emergency access - Note: Swept Path Analysis must be authenticated and validated by a Professional Engineer       ✓       ✓       ✓         Y       N/A       Swept Path Analysis for road/alley intersections that are less than 90 degrees - Note: Swept Path Analysis must be authenticated and validated by a Professional Engineer       ✓       ✓       ✓         Y       N/A       Provide a roadway cross section adjacent to an oil well site; Swept Path Analysis to confirm accessibility - Note: cross-sections and Swept Path Analysis must be authenticated and validated by a Professional Engineer       ✓       ✓       ✓       ✓         Y       N/A       Roadway details for collector and arterial intersections - if applicable based on recommendations of TIA       ✓       ✓       ✓       ✓         Open Space Documents (if applicable)       N/A       N/A <td>☐ Technical Studies to be submitted with the subdivision application</td> <td>✓</td> <td>1</td> <td>1</td> <td>✓</td> <td></td>	☐ Technical Studies to be submitted with the subdivision application	✓	1	1	✓	
subdivision - required if the application is adjacent to an arterial roadway    Y   N/A   Noise Impact Assessment - required if proposing low density residential adjacent to arterial roadways and for properties adjacent to high volume arterials (Anthony Henday Drive, Yellowhead Trail, Whitemud Drive, etc)   Y   N/A   Swept Path Analysis for permanent emergency access - Note: Swept Path Analysis must be authenticated and validated by a Professional Engineer	Transportation Review Documents (if applicable to proposed design)					
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authenticated and validated by a Professional Engineer  Y  N/A Swept Path Analysis for road/alley intersections that are less than 90 degrees - Note: Swept Path Analysis must be authenticated and validated by a Professional Engineer  Y  N/A Provide a roadway cross section adjacent to an oil well site; Swept Path Analysis to confirm accessibility - Note: cross-sections and Swept Path Analysis must be authenticated and validated by a Professional Engineer  N/A Roadway details for collector and arterial intersections - if applicable based on recommendations of TIA  Open Space Documents (if applicable)	for properties adjacent to high volume arterials (Anthony Henday Drive, Yellowhead Trail, Whitemud Drive,	1	1		/	
Analysis must be authenticated and validated by a Professional Engineer  Y N/A Provide a roadway cross section adjacent to an oil well site; Swept Path Analysis to confirm accessibility - Note: cross-sections and Swept Path Analysis must be authenticated and validated by a Professional Engineer  Y N/A Roadway details for collector and arterial intersections - if applicable based on recommendations of TIA  Open Space Documents (if applicable)  N/A Roadway Approximated Paraset for a terminal publication when each in line is puint.		<b>✓</b>	/	/	✓ ·	
accessibility - Note: cross-sections and Swept Path Analysis must be authenticated and validated by a Professional Engineer  Y N/A Roadway details for collector and arterial intersections - if applicable based on recommendations of TIA  Open Space Documents (if applicable)		<b>/</b>	1	✓ <b>/</b>	✓	
Open Space Documents (if applicable)	accessibility - Note: cross-sections and Swept Path Analysis must be authenticated and validated by a	1	1	/	✓	
N/A Dreports Value Approical Deport for a torreign level division when each in liquid	Y N/A Roadway details for collector and arterial intersections - if applicable based on recommendations of TIA	<b>√</b>	1	1	✓	
Y N/A Property Value Appraisal Report for a terminal subdivision when cash in lieu is owing	Open Space Documents (if applicable)					
	Y N/A Property Value Appraisal Report for a terminal subdivision when cash in lieu is owing	✓	1	/	✓	

Subdivision Application Types:
Pre-Application: This is a meeting to provide an opportunity to discuss commercial, industrial, and/or residential projects with the City of Edmonton. Pre-applications must be made online.

Complex: Division of undeveloped and unserviced land into two or more parcels that may have Municipal Reserve owing, a Servicing Agreement, and/or offsite conditions.

Non-Complex: Existing residential, industrial, or commercial land that may include a boundary adjustment or separation of title.

Change Major: Changes to a conditionally approved subdivision. Changes may include a rephasing component, adding or removing lots, changing lot product, and/or physical infrastructure (i.e. roads or pipes).

Change Minor: Changes to a conditionally approved subdivision. Changes may include adding or removing lots, and changing lot product.

Resubmission: Renewal of an expired conditional approval, no design changes from the original approval.

Lot Split: Division of land into two or more parcels typically to construct Single Detached Housing or Semi-detached Housing