

## Endorsement Process Information

Endorsement is the step after conditional subdivision approval where the municipality confirms that all conditions of approval have been met in order to provide consent to the subdivision plan being registered with the Alberta Land Titles Office. This is required before new titles can be issued.

After conditional approval, the applicant has 1 year to complete all conditions of approval and 1 year after endorsement to register at Land Titles. Extensions can be granted on a case-by-case basis.

### General

Please submit all required materials to satisfy all conditions listed in the transmittal of decision letter as a single package after the appeal period, then pay applicable levies, municipal reserve cash-in-lieu and taxes. Please note:

- Review cannot begin until *all* materials are submitted.
- Fees and Levies can be collected separately from the application package.
- Taxes are paid for the remainder of the year as the final step of the process.
- Advisory conditions are included for information but not required for the County endorsement process. It is the applicant's responsibility to ensure these are met to avoid compliance concerns.

### Your responsibility

Submit the tentative plan and Transmittal of Decision to an Alberta Land surveyor to prepare a plan of survey after subdivision approval. The final plan of survey *must* match the tentative plan as closely as possible and include the roll number and file number.

Submit a completed endorsement package within 1 year of transmittal of decision to the file Planner,

Contact the file Planner to:

- Confirm conditions of approval aside from Engineering requirements.
- Confirm Municipal Reserve Cash-in-lieu and other fee amounts (if applicable).

Contact the file Engineer to:

- Begin road and approach construction and inspection process.
- Enter into required agreements (Development Agreement, Site Specific Agreement, Deferred Services Agreement etc).
- Confirm levies to be paid (Off site and On site).

Contact the Tax department to:

- Cancel existing Tax Instalment Payment Plan program registration.
- Pay all taxes for the remainder of the year in which the application is endorsed.

### Our Responsibility

We will review the entire package and advise you if we have questions. Additionally, our team will prepare County related documents such as Agreements, Caveats, and Covenants.

### Timelines

During review, our team review typically takes 4-6 weeks for typical files. Resubmissions and complex files may take greater time.

### Contacts

Engineering

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Tax

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General

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