



## SUBDIVISION APPLICATION PROCESS

Information Services Corporation (formerly the Land Titles Office) has now converted to a new computerized land titles system.

The following steps are now required to apply to subdivide land:

1. Contact the R.M. office to confirm that your proposed subdivision would comply with the R.M.'s bylaws.
  
2.
  - a) Prepare a sketch of your proposed subdivision, showing the buildings it will include, the proposed dimensions of the parcel and your current legal land description.
  - b) Contact a Saskatchewan Land Surveyor (listed in the Yellow Pages) of your choice to have a Plan of Proposed Subdivision prepared.
  - c) Government Relations (GR), located on the 9th Floor, 122 3rd Avenue North, is the provincial government department that is responsible for approving subdivisions.

Submit the Plan of Proposed Subdivision, with a completed Application to Subdivide Land (available from your surveyor, GR or the R.M. office) and a cheque for the subdivision application fees, payable to the "Minister of Finance", to GR. Your surveyor may also do this on your behalf.

Please contact GR at 933-6110 to confirm the correct fees to submit with your application. In general, the subdivision application fees are \$150 plus \$100 for each new parcel created.

The subdivision application process will require a minimum of *90 days*. To expedite the process, please submit a copy of the Plan of Proposed Subdivision and the Application to Subdivide Land to the R.M. office.

**For more information on subdividing land:**

Government Relations

9<sup>th</sup> Floor, 122 3<sup>rd</sup> Avenue North, Saskatoon

933-6110

web site: [www.municipal.gov.sk.ca/cpb/cpboverview.shtml](http://www.municipal.gov.sk.ca/cpb/cpboverview.shtml)

R.M. of Meadow Lake #588

c/o Administrator

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306-236-5651

Information Services Corporation

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