



## SUBDIVISION Endorsement Submission Requirements

Community Growth & Investment ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ [planning@okotoks.ca](mailto:planning@okotoks.ca) ■ Phone: 403-995-2760

### Minimum Submission Requirements for Subdivision Endorsement

- Surveyor's Affidavits
- Surveyor's Confirming Letter
- Subdivision Endorsement Fees as prescribed in the Planning Fee Schedule
- One (1) full size printed** copy, a **PDF** version and a **DWG** version of the plan of subdivision and any utility right-of-way, overland drainage, or other plans required for registration prepared by an Alberta Land Surveyor in the format required by the Alberta Land Titles Office
- A listing of the size of all lots created by the plan of subdivision if not provided on the plan (in **PDF** or **CSV/XLS**) including PUL and reserve lots.
- Copy of all affected Land Title Certificates (certified within 90 days of submission) and copies of any restrictive covenants, easements, caveats or other registered agreements that affect the use of the subject lands.
- Registration documents prepared to Town standards. Contact the file manager for copies of the Town document templates.

Refer to the Subdivision Endorsement and Permit Release Requirements and the subdivision notice of decision for any prior to endorsement submission requirements.

For the AutoCAD (DWG) submissions, refer to Alberta Registries Policy and Procedures Manual for the Submission of Digital Plans of Survey for Registration for more information. The coordinate system of all digital submissions must be 3TM, NAD83, 114W. The Town uses AutoCAD LT 2014, ensure your digital submission is compatible with the Town's version of AutoCAD.