

Subdivision and Development Coordination

SPLITTING MUNICIPAL IMPROVEMENTS USER MANUAL

Edmonton



Standard Operating Procedure

Splitting Municipal Improvements User Manual

Version: 01

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1.0 INTRODUCTION

This user manual is intended for individuals splitting municipal improvements included in a servicing agreement. This manual outlines the framework and procedures for splitting municipal improvements within Development Services. This process is designed to facilitate partial construction or phasing issues while maintaining compliance with City standards.

This user manual will be reviewed and updated periodically.

Guiding Principles

Consistency: Ensure all split requests are evaluated and processed uniformly.

Efficiency: Streamline the process to minimize delays and resource allocation.

Transparency: Maintain clear communication between all collaborators.

Data-Driven Decisions: Utilize collected data to inform process improvements and future agreements.

Risk Management: Evaluate potential risks and liabilities associated with each split.

2.0 ROLES & RESPONSIBILITIES

2.1 Scope of Work

Developer: identified as the owner(s) of the development

Responsibility: submitting formal splitting municipal improvement requests.

Consultant: members of the consultant organizations that provide engineering services to the developer and who manage the overall development project and servicing agreement.

Responsibility: submitting formal splitting municipal improvement requests

Development Inspections Team (DI): members of the City of Edmonton including the Inspector and Senior Engineer, that provides inspection services during the lifecycle of the project.

Responsibility: provide initial review of splitting municipal improvements

Development Engineering and Drawing Review Team (DEDR): members of the City of Edmonton that reviews detailed engineering drawings.

Responsibility: provide specialized feedback when required.

Subdivision Planning Team (SP): members of the City of Edmonton that review subdivision plans.

Responsibility: provide specialized feedback when required.

Development Servicing Agreements (DSA) Team: members of the City of Edmonton that draft and manage servicing agreements

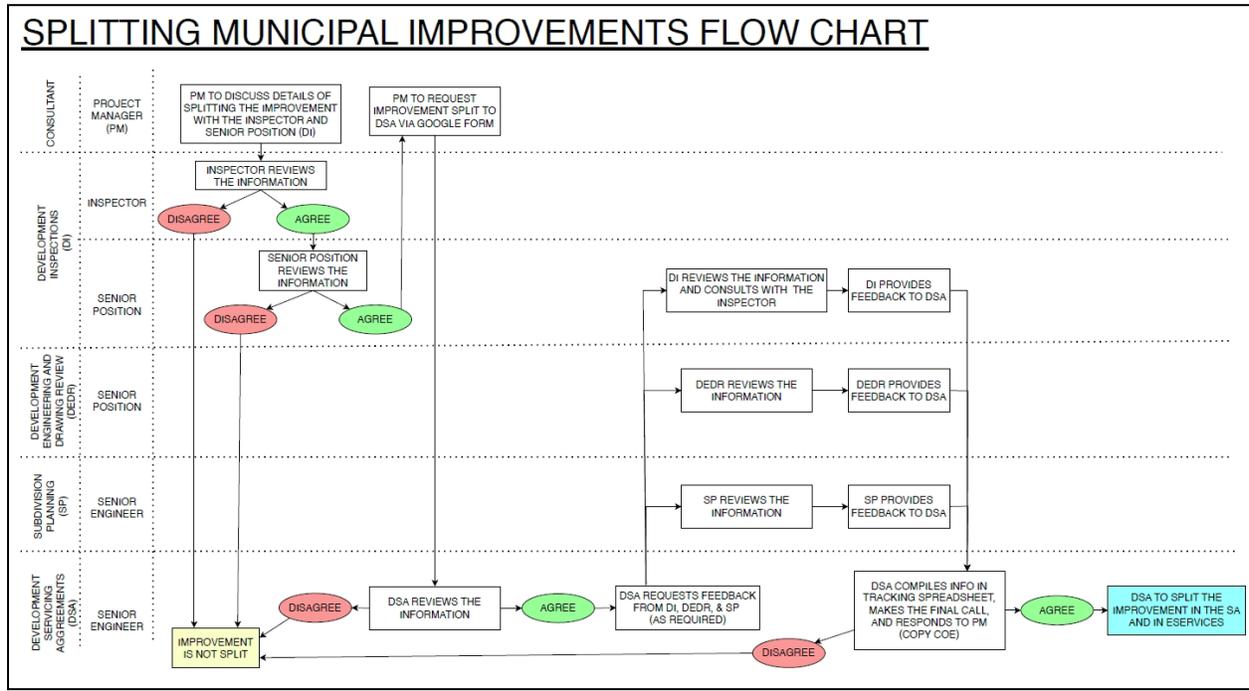
Responsibility: managing the splitting municipal improvement process, making final decisions and documentation. The DSA team will analyze collected data to identify trends, recurring challenges, and areas for process improvement.

2.2 Proactive Planning in Servicing Agreements

During the initial development of the servicing agreement and the identification of municipal improvements, the DSA team will proactively discuss potential future splits with the Developer/Consultant. They will encourage the structuring of municipal improvements based on logical asset groupings (e.g., roads, water, sewer, landscaping) to facilitate easier and more efficient future split requests, should they become necessary. This discussion will consider the long-term management and potential transfer of ownership of these assets. The DSA team will document any pre-agreed potential split lines or asset groupings within the servicing, where feasible.

3.0 PROCESS OVERVIEW

The following process flow aligns with the "Splitting Municipal Improvements Flow Chart":



3.1 Timeline

All splits must be completed before any Final Acceptance Certificate (FAC) Inspection.

3.2 Process Flow

1. Initial Discussion

The Consultant/Developer and DI Inspector discuss the details of the proposed municipal improvement split.

- If the DI Inspector disagrees, the municipal improvement is not split.
- If the Inspector agrees, the process continues.

2. DI Review

The DI Senior Engineer reviews the DI Inspectors approval.

- If the DI Senior Engineer disagrees, the municipal improvement is not split.
- If the DI Senior Engineer agrees, the process continues.

3. Formal Request

The Consultant/Developer submits a formal request for the municipal improvement split through the [Google Form](#).

4. *Review & Decision*

The review process involves multiple city departments. If at any point a City staff member disagrees, the improvement is not split. The DSA team acts as the final decision authority.

The DSA team reviews the information, requests feedback from DI, SP and DEDR teams, and makes the final decision. The DSA team communicates the decision to the Consultant/Developer.

- If DSA disagrees, the improvement is not split.
- If DSA agrees, the process continues.

5. *Implementation*

Once a split is approved, it must be formally reflected in the City's systems.

The DSA team splits the improvement within the servicing agreement by an amending agreement (if required) and in the Servicing Agreement website. This will ensure the new distinct improvements appear in the Municipal Improvements tab for future CCC/FAC Inspection requests.

4.0 GOOGLE FORM

The [Google Form](#) captures the following data for each request:

1. Contact Information
2. Servicing Agreement Information
3. Description of Split (identify which municipal improvement is to be split and wished outcome)
4. Confirmation of Approval from DI Team
5. Reason for Split (utility conflicts, pipeline corridor, major challenges, unforeseen circumstances)
6. Impact on any other collaborators (river valley, EPCOR, auxiliary assets, etc.)
7. Upload drawing of proposed municipal improvement split

5.0 DECISION MAKING CRITERIA

The DSA, DI, DEDR and SP teams evaluate municipal improvement requests, considering:

- Impact on project timelines
- Financial implications
- Compliance with regulations
- Potential risks and liabilities
- Alignment with best practices