PD15-P1

ADMINISTRATIVE PROCEDURES C-

Appraisals for Money-in-Place of Municipal Reserve

		APPROVALS:	
Related Policy:	Dedication and Use of Municipal Reserve, Environmental Reserve and Environment Reserve Easement Policy C-PD15	CAO	_____
		General Manager	_____
Prepared By:	Planning and Development Services	Manager	_____
Effective Date:	May 24, 2011	LAS Review Date:	March 24, 2015
Previous Revision Date:	New (PD15-P1)	Function:	Planning and Development Services

PURPOSE

Policy C-PD15 shall be supported with the following procedures where the Subdivision Authority has conditioned money-in-place of municipal reserves be dedicated and a market value appraisal is required.

ACTION STEPS

In order to determine the value of the money-in-place of municipal reserve, a market value appraisal, in accordance with Section 667(1)(a) of the Act, must be undertaken, or, under Section 667(1)(b), if the applicant and Subdivision Authority agree, a land value based on a method other than a market value appraisal.

The Act also requires that the money-in-place amount be specified at the time of subdivision approval is given. In order to process applications as expeditiously as possible, the following procedures shall apply:

1. Where Administration recommends money-in-place of municipal reserve and the Applicant agrees to this method of resolving reserve disposition, the applicant shall sign an Appraisal Agreement (refer to attached Schedule “A”), and is to either:

    a. In accordance with Section 667(1)(b), agree to the County providing to the Applicant a money-in-place amount, as recommended by the County’s Assessment Services, prior to the application being considered by the Subdivision Authority.

        i. If the Applicant agrees with the money-in-place calculations and market value appraisal as determined by Assessment Services, the land value and subdivision application will be forwarded to the Subdivision Authority for a decision.

        ii. If the Applicant disagrees with the amount identified by Assessment Services, the money-in-place will be determined as set out in 1(b) of this procedure.

    b. The Applicant shall be responsible for obtaining a market value appraisal from an accredited appraiser of the Appraisal Institute of Canada in accordance with Section 667(1)(a) of the Act.

i. The Applicant of the subdivision shall forward a minimum of two (2) original copies of the signed and dated appraisal to Planning and Development Services for consideration. A minimum of one (1) copy of the appraisal shall be forwarded to the attention of the Manager of Assessment Services for review.

ii. The Manager of Assessment Services, or his designate, shall review all appraisals to determine if the appraisal fairly represents the fair market value of the land in question. The Assessment Manager, or designate, shall forward a recommendation to Planning and Development Services either accepting the amount as indicated under the appraisal, or an alternate recommended amount.

iii. The value of the money-in-place amount shall be determined by the Subdivision Authority at the time of subdivision decision.

2. If Administration recommends money-in-place of reserve and the Applicant does not agree with the method of reserve disposition:

   a. The application will be brought forward to the Subdivision Authority for a decision on the application including the method of reserve disposition (i.e. land, money-in-place, or deferral).

   b. If the Subdivision Authority decides on money-in-place of reserve, the application may only be “approved in principle” until the market value assessment and value of the land can be determined and identified in the Subdivision Authority formal approval.

   c. The Applicant shall sign an Appraisal Agreement and the money-in-place of procedure will be determined as set out in 1 (a) or (b) of this procedure.

   d. Any “approved in principle” subdivision application and money-in-place amount may be approved by the General Manager of Community Services in accordance with the County’s Subdivision Authority Bylaw.

RESPONSIBILITY

The Manager of Planning and Development Services and the Manager of Assessment Services are responsible for the monitoring and reviewing of these procedures.

Schedule "A" to Appraisals for Money-in-Place of Municipal Reserve Procedures C-PD15-P1

Market Value Agreement Form

MARKET VALUE APPRAISAL AGREEMENT	**Sub. File No.:** _____
Applicant:	Name: Address: Phone #:
Legal Description:	Qtr: Section: Plan: Block: Lot:

Please note, Section 667(1)(a) of the Municipal Government Act, R.S.A. 2000, Chapter M-26 states:

"If money is required to be provided in place of municipal reserve, school reserve, or municipal and school reserve, the applicant must provide:

(a) a market value appraisal of the existing parcel of land as of a specified date occurring within the thirty-five (35) day period following the date on which the application for subdivision approval is made:

(i) as if the use proposed for the land that is the subject of the proposed subdivision conforms with any use prescribed in a statutory plan or land use bylaw for that land; and

(ii) on the basis of what might be expected to be realized if the land were in an unsubdivided state and sold in the open market by a willing seller to a willing buyer on the date on which the appraisal is made."

In accordance with Section 667(1)(a) of the Municipal Government Act, the Applicant agrees as follows:

{ } To pay to Parkland County the subdivision appraisal fee of $*<insert fee>* and have Parkland County obtain the market value appraisal on the Applicant's behalf.

OR

{ } To provide Parkland County with a current market value appraisal of the subject property Within thirty-five (35) days of the subdivision approval date.

Date:	
Applicant's Signature:	

The information collected on this form will be used for the purposes allowed under the authority of the *Municipal Government Act*. The personal information that you provide may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Questions regarding the collection and use of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for Parkland County, 53109A HWY 779, Parkland County, AB T7Z 1R1 Phone: 780-968-3229