

BACKGROUND

Section 75 of The Land Titles Act provides for an application to the Registrar to separate land in a certificate of title into two or more certificates of title. For example a certificate of title containing multiple lots or quarter sections may be separated into individual lots or quarter sections using the procedure below. A title may only be separated by way of a plan if the description of the parcel to be separated is different from the description in the title. Check with Land Titles office to determine if a plan of survey or a descriptive plan will be acceptable.

REGISTRATION PROCEDURE

1. The registered owner(s), or an agent acting on behalf of the registered owner(s), may make application for separation by use of the form developed (see procedure under [CON-1, FORM A](#)) or by submitting the request in a letter. The application form or the letter requesting the separation is registered. Attestation requirements do not need to be complied with.
2. **Subdivision Approval** - See procedure on Requirements in Respect of the Subdivision of Land Under Part 17 of the Municipal Government Act [SUB-1](#) to determine if subdivision approval is required.
3. **Irrigation District Approval** - Where a title is subject to an irrigation council order or an irrigable unit resolution see procedure on Irrigable Units [IRR-2](#) to determine if approval from the Irrigation District is required for the order or the resolution.
4. Where a person requires separate titles for undivided interests in a parcel of land, the title may be separated using the above procedure.
5. **Fees** - The fee in [Tariff item 11\(4\)](#) is charged on all separations. The fee listed in [Tariff item 12](#) is charged for each new title issued after the first one.