



APPLICATION FOR SUBDIVISION

Office Use Only			
File #:	Date Complete:	Fee:	Decision:

SUBDIVISION CHECKLIST

Documents required:	
<input type="checkbox"/>	Completed Application Form
<input type="checkbox"/>	Tentative Plan
<input type="checkbox"/>	Certificate of Title (Current Within 30 Days)
<input type="checkbox"/>	Letter of Intent (reason for subdivision)
<input type="checkbox"/>	Application Fee (as per the Master Rates Bylaw)

Please submit this sheet with the application.

The following personal information is for office use only. It will be removed from the package prior to circulation.

Owner(s)

Address

Phone Number

Cell Phone

Fax Number

Email Address

Agent Authorized to Act on Behalf of Owner

Address

Phone Number

Cell Phone

Fax Number

Email Address

The approving authority will issue a notice to the applicant if the application is complete or incomplete. This notice will be issued within 20 days. Please be advised, the approving authority has 60 days from when application is *deemed complete* to render a decision on this application.



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SUBDIVISION AND DEVELOPMENT FORMS REGULATION – AB REG. 44/2002 SCHEDULE FORM 1

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The following information is required in order to facilitate the review of the application for subdivision. It is collected under the authorization of the Alberta Subdivision and Development Regulation 44/2002, as needed.

This form is to be completed in full wherever applicable by the registered owner of the land that is the subject of the application or by a person authorized to act on the registered owner's behalf.

Name of Registered Owner(s): _____

Name of Agent Authorized to Act on Behalf of Owner: _____

1. LEGAL DESCRIPTION & AREA OF LAND TO BE SUBDIVIDED

Circle One: **NE** **NW** **SE** **SW** Section _____ TWP _____ RGE _____ W4M
(Lot _____ Block _____ Plan _____)

Certificate of Title #: _____ Land Use Bylaw Designation (zoning) _____

Rural Address (blue sign): _____

2. IS SUBJECT LAND ADJACENT TO:

Another Municipal boundary? Yes No If yes, please indicate: _____

A primary or secondary highway? Yes No If yes, please indicate number: _____

A river, stream, lake, canal, drainage ditch or other watercourse? Yes No If yes, please indicate name: _____

Is the land to be subdivided within:

- Yes No 450 m of an operating or non-operating landfill or hazardous waste facility
- Yes No 300 m from land currently being used for wastewater processing
- Yes No 1.5 km of a sour gas facility
- Yes No 1.6 km of a confined feeding operation
- Yes No 100 m of an oil well or pipeline



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3. DESCRIBE EXISTING & PROPOSED USE OF LAND TO BE SUBDIVIDED

Existing use of land: _____

Proposed use of subdivided parcel: _____

Proposed use of the remnant: _____

Explain, in detail, reasons for subdivision (can attach separate sheet): _____

4. DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED

Topography (e.g. flat, rolling, mixed): _____

Vegetation (e.g. cropped, forage, pasture, brush, shrubs, tree stands): _____

Describe the kind of soil on the land (e.g. sandy, loam, clay, etc.): _____

5. EXISTING DEVELOPMENT ON THE LAND TO BE SUBDIVIDED

Describe any buildings and/or structures on the land: _____

Are any to be removed? _____

6. WATER & SEWER SERVICES

Yes No Adjacent to a municipal water line

Yes No Is there a municipal riser on the property

Yes No Water Well

Yes No Septic System (type) _____

7. ADDITIONAL INFORMATION

Area of land (before subdivision): Acres: _____ Hectares: _____

Number of NEW parcels being created: _____

Size of parcel(s) being created: Acres: _____ Hectares: _____

Is this the first parcel out? Yes No

Please Note: More than two (2) titles per quarter section may require municipal reserves. In the event that the Subdivision Authority (Municipal Planning Commission) decides that cash-in-lieu is to be provided in place or reserves, payment will be required prior to endorsement of the subdivision. Please see the Subdivision Application Guide for more information.



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8. RIGHT-OF-ENTRY

The characteristics of the land must be considered when subdivision applications are reviewed. A visual inspection of the area proposed for subdivision is necessary to determine these characteristics. **By submitting an application I am allowing right-of-entry for inspection purposes.** I hereby make application and acknowledge all plans and information submitted are, to the best of my knowledge, true and accurate.

I am (we are) the registered owner(s) or

I am the agent authorized to act on behalf of the registered owner

Owner Signature

Date

**Original
Signatures
Required**

Owner Signature

Date

Applicant Signature

Date

9. AUTHORIZATION, IF APPLICABLE, TO ACT ON BEHALF OF THE REGISTERED OWNER(S)

I (We) hereby authorize _____ to act on my (our) behalf on matters pertaining to this application for subdivision.

Signature of Owner(s)

Date

The information on this subdivision form will be used to evaluate the proposed subdivision. This form and/or the information herein may be circulated to relevant agencies and adjacent landowners for comment and shall thereafter be treated as a public document.



APPLICATION FOR SUBDIVISION


SITE PLAN OF PROPOSED SUBDIVISION

Legal Description: _____

Please indicate the following where applicable:

Drawings should be clear and legible. Please use a ruler and scale when possible.

1. Dimensions of the site, including all property lines.
2. All existing and proposed buildings, shelterbelts, wells, septic tanks and fields, watercourses, trees, shrubs and any major structure such as telecommunication towers and the distances between those features and the lot lines, residences, etc.
3. In residential, commercial, industrial, recreational and institutional areas:
 - The front, rear and side yard setbacks.
 - Off-street parking and loading provisions.
 - Access and egress locations for site.
 - Water well location.
 - Type and locations of sewage system _____
 - Location of, and proposed screening for: garbage, storage areas, fuel tanks, etc. (if applicable)



Signature of Applicant: _____ Date: _____

An application for a mobile home or moved-in building must be accompanied by photographs of the exterior of the home or building.