



# APPLICATION FOR SUBDIVISION

Office Use Only			
<b>File #:</b>	<b>Date Complete:</b>	<b>Fee:</b>	<b>Decision:</b>

## SUBDIVISION CHECKLIST

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

**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)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Agent Authorized to Act on Behalf of Owner

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
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.



# APPLICATION FOR SUBDIVISION

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

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

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



# APPLICATION FOR SUBDIVISION

### 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.*



## APPLICATION FOR SUBDIVISION

### 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

\_\_\_\_\_  
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.*