

- by plan of subdivision
- by other instrument

For office use only

File number _____

Date of receipt of application as complete _____

Fee submitted _____

This form is to be completed in full **wherever applicable by the registered owner of the land or by an authorized person** acting on behalf of the owner.

1. Name of registered owner(s) of land to be subdivided _____ Address, postal code and telephone number (home and work) _____

2. Authorized person acting on behalf of registered owner _____ Address, postal code and telephone number (home and work) _____

3. Legal description and area of land to be subdivided
 All/part of the _____ ¼ section _____ township _____ range _____ west of the 4th meridian
 Being all/parts of lot _____ block _____ plan _____ C.O.T. Number _____
 Area held in current title(s) _____ hectare _____ acres

4. Location of land to be subdivided
 a. Is the land situated immediately adjacent to the municipal boundary? yes _____ no _____
 If "yes," the adjoining municipality is _____

b. Is the land within 0.5 miles of the right-of-way of a Highway? yes _____ no _____
 If "yes," the highway is number _____ the secondary road is number _____

c. Is the land within 0.5 miles of a river, stream, watercourse, lake or other permanent body of water, or a canal or drainage ditch?
 yes (state name) _____ no _____

5. Existing and proposed use of land to be subdivided
 a. Existing use of land _____
 b. Proposed use of the land _____
 c. Current land use designation _____ Proposed land use designation _____

6. Physical characteristics of land
 a. Nature of the topography of the land (flat, rolling, steep, mixed) _____

 b. Nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc. Show location on sketch)

 c. Type of soil (sandy, loam, clay, etc.) _____

7. Describe any existing buildings on the land proposed to be subdivided, historical or otherwise and any structures on the land and whether they are to be demolished or moved - show location on sketch _____

- 8. a. Total number of parcels being created (including remnant) _____
- b. Size of parcel(s) being created (hectares and acres) _____
- c. Proposed use of remainder of ¼ section or land presently in title _____

9. Please indicate if the land that is the subject of the subdivision application is situated within 1000 feet of land that is used or authorized for use as
- a. a landfill for the disposal of garbage or refuse yes _____ no _____
 - b. a sewage treatment or sewage lagoon yes _____ no _____
 - c. a livestock feeding lot yes _____ no _____

10. What is the purpose/reason for the subdivision application? _____

(further information may be provided on a separate page)

11. Water and sewer services
 If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal. _____

Registered owner or person acting on his behalf

I, _____ hereby certify that I
a) am the registered owner or b) am authorized to act on behalf of the registered owner(s), and that the information given on the form is complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision approval. I/We hereby give my/our consent to allow Council or a person appointed by it the right to enter the above land with respect to this application only. **I have been informed of the County bylaws, policies and regulations regarding this application. I understand that this application may be refused if not in conformance with the above.**

Signed _____

Home number _____ Work number _____

Dated _____

Authorization from registered owner(s) of land subject to subdivision

Registered owner's signature _____

Collection and use of personal information

This personal information is being collected in accordance with the Municipal Government Act (MGA) and the Land Use Bylaw (LUB) and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP), unless disclosures are authorized under the LUB. This information will be used to process and issue the Permit. If you have any questions about the collection and use of your information, contact the Current Planning Coordinator, Strathcona County at (780) 464-8295.

Checklist (for office use only)

- fully completed application form (2 originals)
- application fee
- building location plan (if applicable)
- proposed plan-2 copies (please see information sheet for plan requirements)
- current photocopy of certificate of title
- completed right-of-entry
- list of preferred street names (if applicable, see information sheet)
- copy of proposed subdivision on 3½" disk (if applicable, see information sheet)
- water table and percolation testing (if required)

Information required to accompany any application for subdivision
Pursuant to Section 4 of the Subdivision and Development Regulations (AR 212/95)

Note: An application for subdivision approval can only be made by the registered owner of the land that is the subject of the application or a person authorized to apply on his behalf. (Part 1, Section 4(3) of Subdivision and Development Regulations)

The County will only accept an application for subdivision when **all** of the following information has been submitted.

1. Application fee

The application fee must be included in accordance with County Bylaws. If the land subject to the subdivision application requires an amendment to the land use by-law, the subdivision fees shall reflect the proposed land use designation. The subdivision fees apply not only to the new lot(s) created under the subdivision plan, but also the lot which constitutes the remainder, excluding lots proposed as reserve or public utility lots.(see fee schedule for applicable fees).

2. Application form (2 originals)

- a. Both sides of the application for Subdivision Approval form must be completed in its entirety (see checklist on reverse of application form).
- b. The names address and telephone number(s) of the registered owner(s) and the authorized person(s) acting on behalf of the mentioned persons. If a person is acting on behalf of the registered owner(s), it is essential that the owner(s) sign the authorization at the back of the application form. Please note that if a company or individual is the owner of the said land under an agreement for sale as indicated by caveat on the back on the Certificate of Title, please submit a copy of the signed agreement. The individual noted on the caveat must sign the application.

3. Current copy of certificate of title

A current copy of the title as it now exists at Land Titles Office can be obtained from any **license and registrations office**.

If there are any caveats or easements registered on the title pertaining to the Strathcona County (ie. deferred reserve caveats or utility easements) please submit copies of these documents along with the application.

4. Building location

All applications dealing with the first developed building site to be subdivided from an unsubdivided quarter section shall contain a surveyor's plan showing the exact location of the existing development to be contained within the new parcel boundaries.

5. Proposed plan-2 copies (if plan of survey is to be used, please provide an 8½x11 reduction of the plan)

- a. Showing the location, dimensions and boundaries of the land to be subdivided.
- b. Showing the location, dimensions and boundaries of each new lot being created.
- c. Showing the location and dimensions of buildings on the land that is the subject of the application and specifying those buildings that are proposed to be demolished or removed, if any.
- d. Describing the use proposed for the land that is the subject of the application, including proposed improvements.
- e. Contour information (where required) at an interval of 1m is to be superimposed over the tentative plan, and contour data is to be related to a geodetic datum where possible.
- f. Showing the location of any utility right-of-ways affecting the property.
- g. Showing natural features such as:
 - sloughs and/or other bodies of water
 - rivers, creeks and intermittent water courses
 - wooded areas
 - muskeg or swamp
- h. Man made features such as:
 - water bodies
 - major drainage ditches
 - gravel workings
 - agricultural land (land under cultivation)

- i. Showing the location, numbers, names and other designations of:
 - highways
 - secondary roads
 - public roadways
 - j. Showing the location, dimensions and boundaries of:
 - each new lot to be created
 - the reserve lot(s), if any
 - the right-of-way of each public utility and other rights-of-way
 - k. Showing the location (***distances must be shown from all existing and proposed property lines and existing residences***) and current and/or proposed method of sewage disposal and sewer discharge and the location/type of the current and/or proposed water source. Please be advised that a change in property lines or parcel size may require a change to current sewage disposal methods pursuant to the Plumbing Code.
6. List of preferred street names for subdivision applications within the Urban Services Area, pursuant to the County's Street Naming Policy.
 7. Water table and Percolation tests may be required to indicate the developable area of the proposed parcel(s).
 8. If available, a copy of the proposed subdivision plan on 3½" disk.
 9. Additional information may be required.

Please be advised that:

- pursuant to the County's Rural Road Levy policy, payment of road levies may be required. The 1997 levy is \$1930 per parcel excluding the remnant,
- reserves may be required for park, school or environmental protection either by way of land dedication, cash in lieu payment, deferred reserve caveat or conservation easement,
- pursuant to County policy, road widening, road dedication or new access provision may also be a requirement of subdivision approval, and
- a development agreement may be required which would deal with such items as the payment of off-site levies or required site improvements.

Your complete subdivision application must consist of the following

- appropriate application fee
- application forms - 2 originals
- current copy of certificate of title
- building location plan (if applicable)
- proposed plan – 2 copies (8½x11 is sufficient)
- completed right-of-entry
- list of preferred street names (if applicable) pursuant to the county's street naming policy
- copy of proposed subdivision plan on 3½" disk (if available)
- water table and percolation tests (if applicable)