

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

| For Office Use Only | |
|----------------------|-------|
| File Number | _____ |
| Date Received | _____ |
| Deemed Complete Date | _____ |
| Fees | _____ |

| | |
|--|---|
| 1. Name of Registered Landowner(s) _____ _____ _____ _____ _____ | Address: _____ _____ _____ Phone _____ Cell _____ Email _____ |
| 2. Name of Applicant/Authorized person acting on behalf of the registered landowner(s) _____ _____ _____ _____ | Address: _____ _____ _____ Phone _____ Cell _____ Email _____ |
| 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) _____ hectares _____ acres _____ | |
| 4. Location of land to be subdivided a) Is the land adjacent to a neighbouring municipality <input type="checkbox"/> no <input type="checkbox"/> yes Municipality _____ b) Is the land within 1.6 km of the right-of-way of a highway <input type="checkbox"/> no <input type="checkbox"/> yes Highway number _____ c) Is the land within 1.5 kilometers of a sour gas facility <input type="checkbox"/> no <input type="checkbox"/> yes d) Does the land contain an active, reclaimed or abandoned oil or gas well <input type="checkbox"/> no <input type="checkbox"/> yes e) Is the land within 0.8 km of a river, stream, watercourse, lake or other permanent body of water, a canal or drainage ditch <input type="checkbox"/> no <input type="checkbox"/> yes Name _____ | |
| 5. Existing and proposed use of land to be subdivided a) Existing land use _____ b) Proposed land use _____ c) Current land use designation _____ d) Proposed land use designation _____ | |

Subdivision - Application

6. Physical Characteristics of the land

- a) Nature of the of the topography of the land (flat, rolling, steep, mixed etc.) _____
- b) Nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.) Show location on tentative plan _____
- c) Type of soil (sandy, loam, clay, etc.) _____

7. Buildings on the land

- a) Describe any existing or proposed buildings on the land to be subdivided (historical or otherwise) _____
- b) Will any of these structures be demolished no yes If so which structures _____

8. Land to be subdivided

- a) Total number of parcels being created (including remnant) _____
- b) Size of parcel(s) being created (or range) _____ hectares _____ acres
- c) Proposed use of remainder of remnant parcel _____
- d) Purpose/reason for the proposed subdivision _____

9. Land uses in the vicinity of the land to be subdivided

- a) within 450 m of the working area of an operating landfill no yes
- b) within 2000m of a confined feeding operation no yes
- c) within 450m of the disposal area of a non-operating hazardous waste management facility no yes
- d) Within 300 m from the working area of an operating wastewater treatment plant no yes
- e) within 300m of the working area of an operating waste storage site no yes
- f) within 300 m of the disposal area of an operating or non-operating landfill no yes

10. Indicate the proposed methods for potable water and sewage disposal

- | Water | | Sewer | | |
|--|--|---|--|--|
| <input type="checkbox"/> Well | <input type="checkbox"/> Cistern and Hauling | <input type="checkbox"/> Open Discharge | <input type="checkbox"/> Treatment Mound | <input type="checkbox"/> Disposal Field |
| <input type="checkbox"/> Municipal piped service | | <input type="checkbox"/> Lagoon | | <input type="checkbox"/> Holding Tank |
| <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Municipal piped service |

11. Indicate existing methods for potable water and sewage disposal for existing structures (if any)

- | Water | | Sewer | | |
|--|--|---|--|--|
| <input type="checkbox"/> Well | <input type="checkbox"/> Cistern and Hauling | <input type="checkbox"/> Open Discharge | <input type="checkbox"/> Treatment Mound | <input type="checkbox"/> Disposal Field |
| <input type="checkbox"/> Municipal piped service | | <input type="checkbox"/> Lagoon | | <input type="checkbox"/> Holding Tank |
| <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Municipal piped service |

Subdivision - Application

12. Landowner Authorization of Applicant

I/We _____ being the registered owner(s) of the land legally described under Section 3, do hereby authorize _____ (the applicant) to make application for subdivision affecting the above noted property legally described in Section 3 and act on my behalf.

Signature(s) _____

Date _____

13. Landowner Right of Entry Authorization

I/we _____ being the registered owner(s), hereby give my/our consent to allow Council or a person appointed by it the right to enter the above noted property legally described in Section 3.

Signature(s) _____

Date _____

14. Complete Application

I/we _____ being the registered owner or applicant, hereby certify that the above information given on this form is complete and to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Signature(s) _____

Date _____

Be advised that:

- Pursuant to the County's Offsite Development Levy Bylaw, payments of levies for any new lot may be required. Please see the bylaw or fee schedule for applicable levy. The levy is the rate being charged when the development agreement is entered into or endorsement is requested, not the rate when the subdivision application is made.
- Additional information may be required by the Subdivision Authority to determine whether the application meets the requirements of Section 654 of the Municipal Government Act.
- Reserves may be required for park, school or environmental protection in accordance with County policy by way of land dedication, cash in lieu payment, deferred reserve caveat or easement.
- Pursuant to County policy and standards, road widening, road dedication or new relocated, removal or improved access provision may also be a condition of subdivision approval.
- A development agreement may be required which would deal with such items as the payment of off-site levies or required site improvements.
- A subdivision approval may require that the land involved in the subdivision be rezoned to an appropriate Zoning District. The applicant is responsible for all costs and requirements of the rezoning process.

Collection and use of personal information

Personal information is collected under the authority of s. 33 (c) of the *Freedom of Information and Protection of Privacy Act* and will be used in the management and administration of Strathcona County's Subdivision Application and related processes. Information related to this application and/or any permit(s) issued may be disclosed as allowed or required by law. If you have any questions about the collection, use or disclosure of your personal information, contact the Coordinator of Building Regulations, Planning and Development Services at 780-464-8080.

Subdivision - Application

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| CHECK THE BOX FOR ITEMS THAT HAVE BEEN SUBMITTED FOR A COMPLETE APPLICATION |
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I. The following information is required to be submitted for a complete application.

Application Fee

The application fee shall be included in accordance with the fee schedule in effect at the time of application.

Application Form

The name(s), address(es), and telephone number(s) of the registered owner(s) and the authorized person acting on behalf of the registered owner(s). If a person is acting on behalf of the registered owner(s), the owner(s) shall sign the authorization in Section 11. If the said land is 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.

Current Copy of Certificate of Title

A copy of the certificate of title of the lands being subdivided dated not more than 30 days prior to application submission can be obtained from any license and registry office. If there are any caveats or easements registered on the title pertaining to the Strathcona County (i.e.: deferred reserve caveats or utility easements) please submit copies of these documents along with the application.

Tentative Plan of Subdivision one (1) digital CAD and one (1) digital PDF by e-mail or storage device, prepared by an Alberta Land Surveyor showing:

the location, dimensions and boundaries of:

- The land to be subdivided;
- each new lot to be created including the remnant parcel;
- reserve lot(s), if any;
- right-of-way of each public utility and any other rights-of-way.

natural features such as:

- water bodies, wetlands, sloughs, muskeg, swamp and/or other bodies of water;
- rivers, creeks, ravines, drainage courses;
- top of bank;
- Forest or treed areas.

Man-made features such as:

- drainage ditches;
- Aggregate extraction/ borrow areas;
- existing and proposed access locations

the location, numbers, names and other designations of:

- Highways
- public roadways

the location, dimensions and setbacks to existing and proposed property lines 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. As well as any proposed improvements.

the location of any existing or proposed wells and the location of any existing or proposed private sewage disposal systems with the distance from these to the existing or proposed buildings and property lines.

Contour information (where required) at an interval of 2m, to be superimposed over the tentative plan, and related to a geodetic datum where possible.

NOTE: If an application is for a split into two equal parcels for a previously unsubdivided quarter section, an undeveloped first parcel out of the quarter section, or a severed parcel and there are no improvements on the proposed or remnant lots within the vicinity of the proposed lot lines, the tentative plan is not required to be prepared by an Alberta Land Surveyor, but the tentative plan shall still indicate the information required above.

II. Please discuss with a Strathcona County Planner as to whether the following information is required to be submitted as part of a complete application.

Geotechnical Report four (4) paper copies and one (1) digital PDF by e-mail or storage device - A report that assesses of subsurface characteristics of the subject lands may be required. This report

may identify areas of high water table, soil suitability for private sewage disposal, and slope stability information where the lands may be susceptible to slumping or subsidence.

- Hydrogeological Report** four (4) paper copies and one (1) digital PDF by e-mail or storage device - Pursuant to Section 23(3)(a) of the Water Act; this report is required where the sixth(6) or subsequent parcel is being proposed on a quarter section and where water service is proposed via water well or surface diversion. This report shall be prepared by a qualified geotechnical engineering firm and signed by a qualified Geotechnical Engineer.
- 1:100 Year floodplain Analysis** four (4) digital CAD and one (1) digital PDF by e-mail or storage device - if the land that is the subject of an application is located in a potential floodplain, a map showing the 1:100 flood and accompanying report will be required and shall be prepared by a qualified professional.
- Traffic Impact Assessment** four (4) paper copies and one (1) digital PDF by e-mail or storage device - This report may be required to analyse the traffic generated by the proposed subdivision and development, new access locations and/or increased use of an existing access.
- Noise Attenuation Study** four (4) paper copies and one (1) digital PDF by e-mail or storage device - This study is required when information is needed to determine noise levels due to traffic volumes on adjacent roadways that may impact the proposed subdivision.
- Biophysical Assessment** four (4) paper copies and one (1) digital PDF by e-mail or storage device - This report is required to assess the biological and physical elements of an ecosystem, including geology, topography, hydrology and soils and shall be prepared by a qualified professional.
- Stormwater Management Plan** four (4) paper copies and one (1) digital PDF by e-mail or storage device - Information may be required to identify how stormwater will be managed post development including proposed drainage improvements and easements. This report shall be prepared by a qualified engineering firm and signed by a qualified Engineer.
- Design Brief** four (4) paper copies and one (1) digital PDF by e-mail or storage device - Information may be required to identify the water network analysis and concept and the sanitary sewer network analysis and concept. This report shall be prepared by a qualified engineering firm and signed by a qualified Engineer.
- Street Names** one (1) digital CAD and one (1) digital PDF by e-mail or storage device - Drawing showing the list of preferred street names (if applicable) pursuant to the County's street naming policy.