

Subdivision Application Form

FOR OFFICE USE ONLY			
DATE Application Received:		File Number:	
Fee Submitted:		DATE of Completed Form:	

OWNER AND APPLICANT INFORMATION

Name of Registered Owners				Phone #	
				Email Address:	
Address		Town / City		Postal Code	
Name of Agent (person authorized to act on behalf of registered owner), if any				Phone #	
				Email Address:	
Address		Town / City		Postal Code	

LEGAL LAND DESCRIPTION Registered Plan No. _____ Cert. of Title No. _____

Qtr / LSD	Sec.	Twp.	Rge.	Meridian	Lot:	
				W 4 th M	Block:	
					Plan:	
MUNICIPALITY and CIVIC ADDRESS:						

PHYSICAL CHARACTERISTICS OF THE LAND

Topography	<input type="checkbox"/> flat <input type="checkbox"/> rolling <input type="checkbox"/> steep <input type="checkbox"/> mixed Other:	Vegetation	<input type="checkbox"/> brush <input type="checkbox"/> shelterbelts <input type="checkbox"/> crop <input type="checkbox"/> native grass Other:
Soil	<input type="checkbox"/> sand <input type="checkbox"/> loam <input type="checkbox"/> clay Other:	Water	<input type="checkbox"/> slough <input type="checkbox"/> creek <input type="checkbox"/> lake <input type="checkbox"/> river Other:

LAND USE

Existing Use of Land	<input type="checkbox"/> Agriculture <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Recreational Other:			
Proposed Use of Land	<input type="checkbox"/> Agriculture <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Recreational Other:			
Land Use Designation (from the Land Use Bylaw)	<table style="width:100%; border: none;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%; background-color: #f4cccc;">Number of Proposed Lots</td> <td style="width: 20%;"></td> </tr> </table>		Number of Proposed Lots	
	Number of Proposed Lots			

Mail or deliver the completed application form, tentative plan and required fee to:

115 Palliser Trail, P.O. Drawer 1900, Hanna, Alberta T0J 1P0

tel 403-854-3371 fax 403-854-4684 toll free 1-877-854-3371 www.palliserservices.ca **January 2021**

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LOCATION OF LAND TO BE SUBDIVIDED

Is the land located adjacent to the municipal boundary?	<input type="checkbox"/> no <input type="checkbox"/> yes	Municipality	
Is the land located within 800 m (1/2 mile) 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 of water body	
Is the land located within 1.6 km (1 mile) of the centre line of a highway right of way?	<input type="checkbox"/> no <input type="checkbox"/> yes	Highway Number	
Is the land located within 800 m (1/2 mile) of a Confined Feeding Operation?	<input type="checkbox"/> no <input type="checkbox"/> yes	Location	
Is the land located within 450 m (1476 ft) of a landfill for the disposal of garbage?	<input type="checkbox"/> no <input type="checkbox"/> yes	Location	
Is the land located within 300m (984 ft) of a sewage treatment facility or sewage lagoon?	<input type="checkbox"/> no <input type="checkbox"/> yes	Location	
Is the land located within 1.5 km (.93 mile) of a sour gas facility?	<input type="checkbox"/> no <input type="checkbox"/> yes	Location	
Is there an abandoned oil well and/or gas well on the subject property? ***	<input type="checkbox"/> no <input type="checkbox"/> yes	Location	***Refer to Abandoned Well Process

EXISTING BUILDINGS

Describe all buildings and any structures on the land and whether they are to be demolished or removed	<input type="checkbox"/> residence	<input type="checkbox"/> garage	<input type="checkbox"/> shop	<input type="checkbox"/> quonset	<input type="checkbox"/> grain bins	<input type="checkbox"/> shelterbelt
	<input type="checkbox"/> other – please describe					

WATER AND SEWER SERVICES

Type of Water Supply currently used	<input type="checkbox"/> dugout	<input type="checkbox"/> well	<input type="checkbox"/> municipal service	<input type="checkbox"/> cistern and hauling	
	<input type="checkbox"/> other – please describe				
Type of Water Supply proposed	<input type="checkbox"/> dugout	<input type="checkbox"/> well	<input type="checkbox"/> municipal service	<input type="checkbox"/> cistern and hauling	
	<input type="checkbox"/> other – please describe				
Type of Sewage Disposal currently used	<input type="checkbox"/> open discharge	<input type="checkbox"/> tile field	<input type="checkbox"/> municipal service	<input type="checkbox"/> sewage lagoon	<input type="checkbox"/> holding tank
	<input type="checkbox"/> other – please describe				
Type of Sewage Disposal proposed	<input type="checkbox"/> open discharge	<input type="checkbox"/> tile field	<input type="checkbox"/> municipal service	<input type="checkbox"/> sewage lagoon	<input type="checkbox"/> holding tank
	<input type="checkbox"/> other – please describe				

ABANDONED WELL PROCESS FOR SUBDIVISION

Effective November 1, 2012, the Subdivision and Development Regulation requires that applicants for new subdivisions or development permits provide information about abandoned oil and gas wells on the subject property. Before an application for subdivision or a development can be considered, applicants **MUST** provide this information.

CHECK THE AER ABANDONED WELL VIEWER TO DETERMINE IF ABANDONED WELLS ARE LOCATED ON THE SUBJECT PROPERTY. THE AER ABANDONED WELL VIEWER CAN BE FOUND ONLINE AT:

<https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>

NO Abandoned wells **ARE NOT** found. The applicant **MUST PROVIDE** the following as part of their application:

- A statement that no abandoned wells are located on the property and
- The map from the AER viewer of the property

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(Abandoned Well requirements continued)

YES Abandoned wells **ARE** found.

The applicant **MUST CONTACT** all Licensees identified by the AER as affecting their property:

phone: 1-855-297-8311 or **email: inquiries@aer.ca** for assistance

The tentative plan of subdivision prepared by an Alberta Land Surveyor must illustrate the actual well location on the subject parcel as identified in the field, and the setback established in the AER Directive 079 In relation to existing or proposed building sites.

PURPOSE OF THE PROPOSED SUBDIVISION

Attach a 'Tentative Plan'(paper or digital copy) prepared by an Alberta Land Surveyor

Please provide a detailed summary of the purpose of your subdivision application, and attach a detailed tentative plan that **must show the following**:

- The location, dimensions, measurements, and boundaries of the land that is the subject of the application and of each new lot (including reserves) to be created.
- Location of the proposed subdivision in the municipality.
- Legal description of the Land (municipal address – i.e., street address) (legal address – i.e., lot, block, plan).
- North arrow pointing to the top, with scale to which the sketch is drawn
- Existing and proposed rights of way (including roads), all easements, railways, etc.
- The location, use and dimensions of buildings on the land that is the subject of the application including setbacks from existing and proposed property lines, specifying if those buildings are proposed to be demolished or moved.
- The location of any water body or watercourse (labelled if named). Floodway and flood fringe limits if applicable. Location and boundaries of the bed and shore of any river, stream, watercourse, lake, or other body of water that is contained within the bounds of the proposed parcel of land.
- The location of any existing or proposed water well.
- The location and type of any existing or proposed private sewage system discharge with the distance from these to existing or proposed building or property line and any existing body or watercourse.
- The existing and proposed access to the proposed parcel(s) and to the remainder of the titled area; and (this is where you could show the approach specs provided by Alberta Transportation).
- Label all street names and lanes.
- Any abandoned, suspended, or active gas or oil well(s).
- A line marking the 1.5 km radius from a sour gas facility, where any of the land affected by the tentative plan is within 1.5 km of the sour gas facility if applicable.
- High pressure gas lines if applicable and landfill sites setback lines if applicable.
- Name of Alberta Land Surveyor preparing plan.
- Alberta Land Surveyor's Permit Stamp (if corporation).

Alberta Land Surveyors' Association - <https://www.alsa.ab.ca>

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THE FOLLOWING MUST ACCOMPANY THE APPLICATION FORM IN ORDER TO BE CONSIDERED COMPLETE

1. A photocopy of a current title for the property (**no older than 3 months**) or a title search will be required in accordance with the fee schedule.

NOTE: If you are applying under the name of a numbered company that owns the land, proof must be provided in the form of a company registration document that indicates that you are an owner/part owner of the numbered company.

2. A non-refundable **application fee** made **payable to Palliser Regional Municipal Services** (E-transfer accepted – phone 403-854-3371 to make arrangements with PRMS financial department).

SUBDIVISION FEES

Single Lot Subdivision/Consolidation (<i>reserve lots and public utility lots exempt</i>)	
Application Fee (for proposal of 1 new parcel/lot):	\$1,000.00
Multi-Lot Subdivision	
Application Fee (for proposal of 1 new parcel/lot):	\$1,000.00
Fee per each <i>additional new lot beyond the initial lot proposed</i> :	PLUS \$300.00/lot
Boundary Adjustment (<i>where no additional parcels are created. Minor modifications for setbacks are accommodated.</i>)	
Application Fee: \$300.00 per boundary to be adjusted (Endorsement Fee: \$300.00 per boundary to be adjusted)	
Separation of Title	
Application (includes the Endorsement fee): \$700.00	
Land Title Endorsement Fee (due at time of PRMS' endorsement for registration at Land Titles)	
For each new lot created: \$300.00	
Conditional Approval Time Extension Application (1 year maximum)	
A \$300.00 fee at the time of your first request. NOTE: Fees will increase in \$100.00 increments for each subsequent request.	
Recirculation Fee	
\$300.00	
Land Title Search (if a current land title is not provided with application)	
\$15.00	

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LANDOWNER AUTHORIZATION AND CONSENT TO RIGHT OF ENTRY

The landowner must sign the following consent providing authorization.

I/We _____
(Print Full Name)

And _____
(Print Full Name)

Operating As: (if applicable) _____

Hereby certify the following:

I/We are the registered owner(s) of _____
(Legal land description)

And Hereby Authorize:

_____ as the Applicant/Agent;
(Name of Applicant/Agent/Individual acting on behalf of the registered owner)

To make application for subdivision on the above noted property.

I/We further authorize the staff of Palliser Regional Municipal Services Company Limited and referral agencies, to enter my/our land for the purpose of conducting a site inspection with respect to this application. This right is granted pursuant to Section 653(2) of the Municipal Government Act.

The landowner(s) hereby agree that Palliser Regional Municipal Services Company Limited may release the information contained within this subdivision application for the purposes of processing this application. This release may include, but is not limited to inclusion in referral letters issued to agencies and adjacent landowners, and inclusion in the municipal planning commission packages prepared by Palliser Regional Municipal Services Company Limited

Registered Owner(s) Signature _____

Registered Owner(s) Signature _____

Address _____

Date: _____

Phone No. _____ Email Address: _____

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APPLICANT/AGENT CONSENT

The applicant/agent/individual acting on behalf of the registered owner must sign the following consent providing authorization ***Note: The applicant/agent may be the registered owner.

I, _____
(Print Full Name)

HEREBY CERTIFY that I am the applicant and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision. I have read and understand the stipulations outlined in all documents which form this application.

HEREBY AGREE to indemnify and hold harmless Palliser Regional Municipal Services Company Limited, its employees, and agents from all claims, demands, actions and costs whatsoever that may arise, directly or indirectly from anything done or omitted to be done in the processing of this application. Palliser Regional Municipal Services Company Limited is not responsible for the information provided.

HEREBY AGREE that Palliser Regional Municipal Services Company Limited may release the information contained within this application for the purposes of processing this subdivision application. This release may include but is not limited to inclusion in referral letters issued to agencies and adjacent landowners, and inclusion in the municipal planning commission packages prepared by Palliser Regional Municipal Services Company Limited.

Applicant/Agent Signature _____

Address: _____

Date: _____

Phone No. _____

Email Address: _____

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