



Subdivision Application Form

(office use only)

Subdivision Permit File No.:		Date Application Received:	
Subdivision Permit Fee: \$365.00 \$150.00 Application Fee, Plus \$100.00 Per Lot to be Created and \$15.00 for Certificate of Title Upon Subdivision approval, an Endorsement Fee of \$55.00 per lot created (including the remainder of the original parcel) is payable to Birch Hills County		Date Fee Received:	
		Receipt number:	
Date Application Deemed Complete:		Date of Decision:	
Aerial photo for subdivision sketch		Decision?	<input type="radio"/> Approved <input type="radio"/> Refused
Zoning:	Roll:	Overlay (if any):	

This application is to be completed in full by the registered owner of the land or by an authorized person acting on behalf of the owner. Please meet with the Planning and Development Department prior to submitting your application.

APPLICANT INFORMATION

1)	Applicant:	Company:	
	Email Address:	Telephone:	
	Mailing Address:	Alternate Telephone:	
	Town:	Prov.:	Postal Code:
2)	Registered Owner: <small>(if applicant is other than owner)</small>	Company:	
	Email Address:	Telephone:	
	Mailing Address:	Alternate Telephone:	
	Town:	Prov.:	Postal Code:

LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

3)	Rural/Civic Address or General Location of Project Land:
	Legal Description: <small>Lot/Block/Plan or Quarter/Section/Twp/Range</small>
	Area of the above parcel of land to be subdivided Acres/Hectares
	Certificate of Title, the application fee includes this cost:



LOCATION OF LAND TO BE SUBDIVIDED

4)	Is the land situated immediately adjacent to the municipal boundary?	
	<input type="radio"/> Yes <input type="radio"/> No	If yes, the adjoining municipality is:
	Is the land situated within 1.6 kilometers of the right of way of a highway?	
	<input type="radio"/> Yes <input type="radio"/> No	If yes, the highway number is:
	Does the proposed parcel contain or is it bounded by a river, stream, lake, or other body of water or by a drainage ditch or canal?	
	<input type="radio"/> Yes <input type="radio"/> No	If yes, state its name:
Is the proposed parcel within 1.5 km (1 mile) of a sour gas facility?		
<input type="radio"/> Yes <input type="radio"/> No		

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

5)	Describe the existing use of the property:
	Describe the proposed use of the property:
	Land use designation in Land Use Bylaw:

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

6)	Describe the nature of the topography of the land (flat, rolling, steep, mixed):
	Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc. – sloughs, creeks, etc.):
	Describe the kind of soil on the land (sandy, loam, clay, etc.):

EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

7)	Describe any buildings, historical or otherwise, and any structures on the land and whether they are to be demolished or moved:
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WATER AND SEWER SERVICES

8)	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:
	Water:
	Sewer Services:

RIGHT OF ENTRY

9)	I/We, _____ give consent to allow a person(s) designated by the County the right to enter and inspect the above land and/or building(s) with respect to this application only.	
	Signature:	Date:

CERTIFICATION AND SIGNATURE

Registered owner or person acting on their 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.

10)	Applicant's Signature:	Date:
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This information is being collected under authority of sections 33(a) and (c) of the Freedom of Information and Protection of Privacy Act. Your personal information will be used to process your application(s). Please be advised that your name, address, and details related to your permit may be included on reports that are available to the public as required or allowed by legislations. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to the Director of Corporate Services 780-694-3793



ADDITIONAL APPLICATION REQUIREMENTS

The Subdivision Application must be complete prior to a decision being made. Below is a generalized list of requirements. The Development Officer may require additional information per Land Use Bylaw No. 2019-06 depending on the specific nature of the application. Please meet with the Planning and Development Department prior to submitting your application, to review the required information.

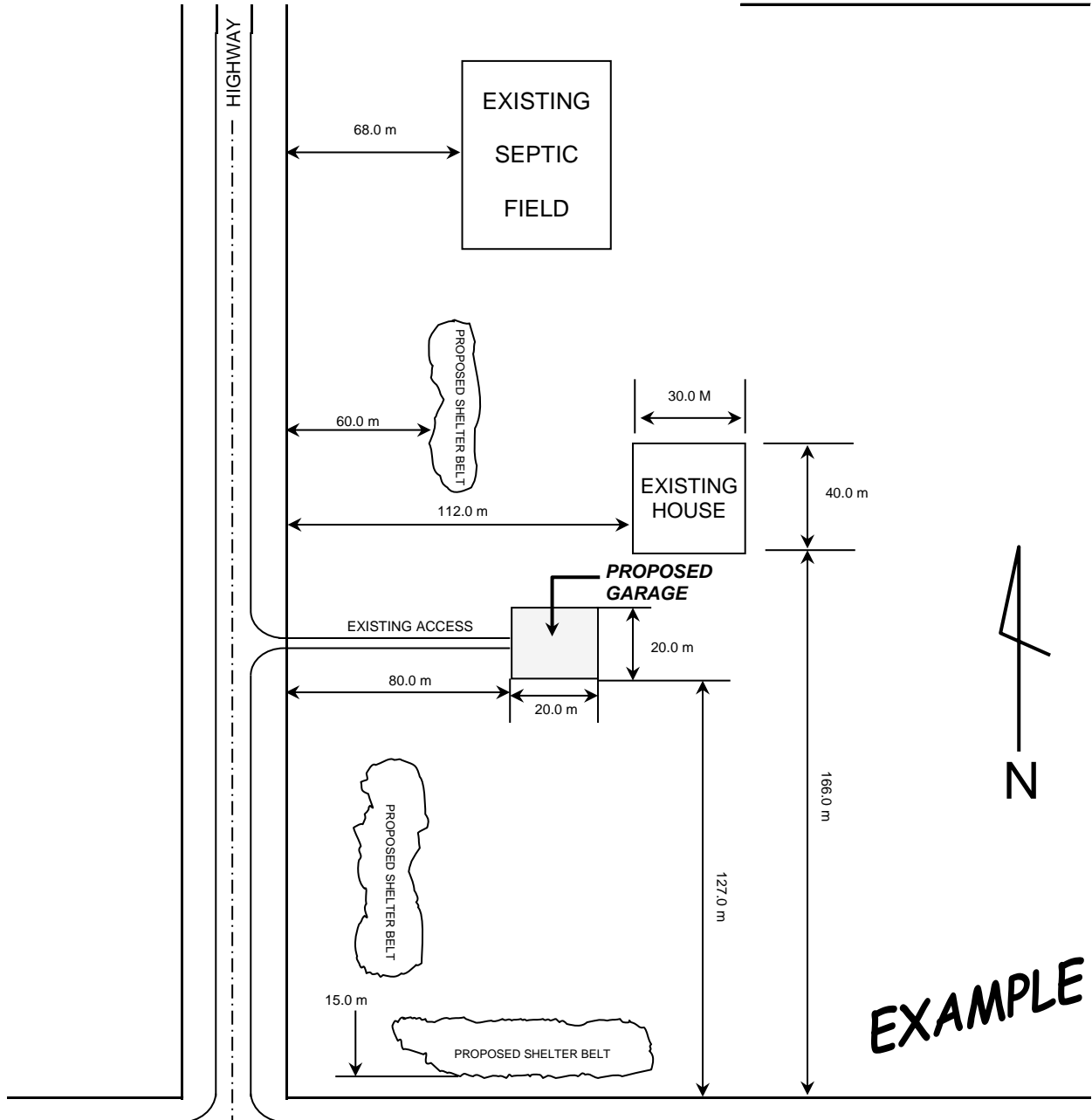
The application must include the following:

OFFICE	COMPLETED BY APPLICANT	
○	○ Application fee – Please contact the County office to confirm the applicable fee. The fee must be paid in full at the time of application.	
○	○ Site Plan Report on 8 ½ X 11 – all plans must be to scale – showing:	
	<ul style="list-style-type: none"> ○ north direction arrow ○ legal description, address, property line locations ○ Existing and Proposed water and sewage locations ○ distance from residence to water supply ○ distance from residence to sewage system (where effluent is going) ○ distance from sewage system (where effluent is going) to water supply ○ distance from sewage system (where effluent is going) boundary lines 	<ul style="list-style-type: none"> ○ all easements (i.e. utility right-of-way's) ○ roads, sidewalks, and pathways abutting property ○ Existing and proposed vehicle access to proposed parcel(s) and remainder of the titled area. ○ use and dimensions and location of existing buildings/structures identify any buildings which will be demolished or moved ○ building setbacks ○ building area
○	○ If the building/addition is greater than 47 m ² (505.9 ft ²) a map from the Alberta Energy Regulator (AER) identifying the locations of, or confirming the absence of, any abandoned oil or gas wells on or within 25 m (82 ft.) of the site boundary is to be included. Go to www.aer.ca for abandoned well location and status information.	
○	○ Location, dimensions, boundaries and acreage of the land to be subdivided and of each new lot to be created.	
○	○ Significant land features such as ravines, banks, hills, shelterbelts, drainage ditches, railway beds etc.	
○	○ Location of the bed and shore of any river, stream, watercourse, lake or other water body that is contained within or bounds the proposed parcel.	
○	○ Letter of authorization from the registered landowner (if applicant is other than owner).	

Applicant's Name: _____

Permit Number: _____

Legal Location: NW 1 - 023 - 4 - W5M



EXAMPLE

NOTE: DISTANCES MAY BE IN METERS OR FEET

SITE PLAN

Signature of Applicant

Applicant's Name: _____

Permit Number: _____

Legal Location: _____

SITE PLAN

Signature of Applicant