

## SUBDIVISION APPLICATION REQUIREMENTS

County of Forty Mile No. 8

The following information is required for an application for subdivision approval:

Note: We cannot begin processing your subdivision until we have received **all** the requirements listed below in either paragraphs 1, 2, 3 and 4 or 1, 2, 3, and 5.

1. One (1) copy of the completed and signed application form.
2. An application fee of \$400.00 plus \$100.00 per lot proposed to be created, excluding any public utility or reserve lots.
3. One (1) copy of the current Duplicate Certificate of Title for the land proposed for subdivision which may be obtained by contacting a Registry Service Agency. The location of the nearest agency can be obtained by calling 1-800-465-5009.
4. In the case of a subdivision proposal with **not more than 2 lots**, and no public roadways or reserve lots, a sketch plan consisting of the following is required:
  - a. the location, dimensions and boundaries of the land to be subdivided;
  - b. the location, dimensions and boundaries of each new lot to be created;
  - c. the location, dimensions of buildings on the land that is the subject of the application and specifying those buildings that are proposed to be demolished or moved, if any and
  - d. the use proposed for the land that is the subject of the application.
5. In the case of a subdivision application involving **more than two lots**, a proposed Plan of Subdivision drawn by a Land Surveyor to a scale of not less than 1:2000, consisting of the following is required:
  - a. the location, dimensions and boundaries of the land to be subdivided
  - b. the land which the applicant wishes to register in the Land Titles Office;
  - c. The location, dimensions and boundaries of
    - i. each new lot to be created;
    - ii. the reserve land, if any,
    - iii. all rights-of-way and easements;
  - d. 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 moved, if any;
  - e. the location of any existing or proposed railway lines or spur tracks;
  - f. the use or uses proposed for the land that is the subject of the application.

If the application is approved, there will be an additional \$100.00 fee for endorsement of registration document.

For further information, please contact the County of Forty Mile No. 8 office at (403) 867-3530 and ask to speak with Nathan Ogden or email [nathan.ogden@fortymile.ab.ca](mailto:nathan.ogden@fortymile.ab.ca).

## SCHEDULE 1 FORM 1 APPLICATION FOR SUBDIVISION

DATE of receipt of Application: \_\_\_\_\_ Fee Submitted: \_\_\_\_\_ FILE NO. \_\_\_\_\_

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.

**1. Name of registered owner of land to be subdivided.** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**2. Name of agent, if any.** (Person authorized to act on behalf of registered owner) \_\_\_\_\_

Address and phone no. \_\_\_\_\_ Telephone: \_\_\_\_\_

**3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED**

All/part of the \_\_\_\_ 1/4 sec. \_\_\_\_ Twp. \_\_\_\_ Range \_\_\_\_ West of \_\_\_\_ Meridian

Being all/part of lot(s) \_\_\_\_\_ block(s) \_\_\_\_\_ Reg. Plan No. \_\_\_\_\_ C.O.T. No. \_\_\_\_\_

Area of the above parcel of land to be subdivided \_\_\_\_\_ hectares

Municipal address (if applicable) \_\_\_\_\_

**4. LOCATION OF LAND TO BE SUBDIVIDED**

a. The land is situated in the Municipality of \_\_\_\_\_

b. Is the land situated immediately adjacent to the municipal boundary? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", the adjoining municipality is \_\_\_\_\_

c. Is the land situated within 0.8 kilometres of the right of way of a highway? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", the highway is No. \_\_\_\_\_.

d. 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? Yes \_\_\_\_\_ No \_\_\_\_\_ If "yes", state its name \_\_\_\_\_

e. Is the proposed parcel within 1.5 km. of a sour gas facility? Yes \_\_\_\_\_ No \_\_\_\_\_

**5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED**

a. Existing use of the land \_\_\_\_\_

b. Proposed use of the land \_\_\_\_\_

c. The designated use of the land as classified under a land use bylaw \_\_\_\_\_

**6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)**

a. Describe the nature of the topography of the land (flat, rolling, steep, mixed)

b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlot, etc., sloughs, creeks, etc.) \_\_\_\_\_

c. Describe the kind of soil on the land (sandy, loam, clay, etc.) \_\_\_\_\_

**7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED**

Describe any building and any structures on the land and whether they are to be demolished or removed

\_\_\_\_\_

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

**Turn to other side**

**9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF**

I, \_\_\_\_\_ hereby certify that \_\_\_\_ I am the registered owner, or \_\_\_\_ I am the agent authorized to act on behalf of the registered owner 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.

Address \_\_\_\_\_ (Signed) \_\_\_\_\_

Telephone No: \_\_\_\_\_ Date: \_\_\_\_\_

**10. FURTHER RELEVANT INFORMATION**

- a. Number of parcels being created
- b. Size of parcels being created \_\_\_\_\_ Hectares
- c. Disposition of Reserve:
  - (i) Deferral \_\_\_\_\_ (ii) Deferral of balance \_\_\_\_\_ or (iii) Money-in-place \_\_\_\_\_

**11. REASONS FOR SUBDIVISION, and any other relevant information in support of the application**

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NOTE: There is no obligation upon the Subdivision Approving Authority to return to the applicant either a subdivision application or documentation accompanying it.

**12. RIGHT OF ENTRY:**

I hereby authorize the subdivision authority to enter my land for purpose of conducting a site inspection in connection with my application for subdivision approval should staff consider it necessary.

This right is granted pursuant to the Municipal Government Act Revised Statutes of Alberta 2000.

\_\_\_\_\_  
Owners Signature

**13. SUBDIVISION FEES AND CONTACT INFO:**

- a. Subdivision fees for the County of Forty Mile No. 8 are \$400.00 plus \$100.00 per lot proposed to be created (no GST Payable), excluding parcels proposed as reserve or public utility parcels. After approval, a fee of \$100.00 (no GST Payable) per endorsement of each subdivision instrument is required. GST is required for all fees.
- b. For a title separation of existing lots registered before 1950, a fee of \$300.00 (includes endorsement fee) is required.
- c. Applications should be submitted to:
  - Planning Advisor
  - County of Forty Mile No. 8
  - PO Box 160, Foremost, Alberta T0K 0X0
  - PH (403)867-3530 FAX (403)867-2242
  - E-mail: [planning@fortymile.ab.ca](mailto:planning@fortymile.ab.ca)

**THIS SECTION FOR OFFICIAL USE**