



# TOWN OF SUNDRE

## APPLICATION FOR SUBDIVISION

I / We hereby make application under the provisions of the Municipal Government Act, Subdivision and Development Regulations and the Subdivision Authority for subdivision in accordance with the plans, supporting information and application fee herewith and which form part of this application.

Applicant (Persons Authorized): \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Registered Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

### LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED:

All/part of the \_\_\_\_\_ ¼ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ West of \_\_\_\_\_ Meridian.

Being all/parts of Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Registered Plan No.: \_\_\_\_\_ C.O.T. No.: \_\_\_\_\_

Area of the above parcel of land to be subdivided \_\_\_\_\_ hectares (\_\_\_\_\_ acres).

Civic Address (if applicable): \_\_\_\_\_

### LOCATION OF LAND TO BE SUBDIVIDED:

- a) The land is situate 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 kilometers 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 adjacent to a river, stream, lake or other body of water, or by a drainage ditch or canal? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "yes", state name \_\_\_\_\_
- e) Is the proposed parcel with 1.5 kilometers of a sour gas facility? Yes \_\_\_\_\_ No \_\_\_\_\_

### EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED:

- a) Existing use of land \_\_\_\_\_
- b) Proposed use of the land \_\_\_\_\_
- c) The designated use of the land as classified under the Land Use Bylaw \_\_\_\_\_

### PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (Where appropriate)

- a) Describe the nature of the topography of the land (flat, rolling, steep or mixed).  
\_\_\_\_\_
- b) Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, creeks, sloughs, etc).  
\_\_\_\_\_
- c) Describe the kind of soil on the land (sandy, loam, clay, etc.). \_\_\_\_\_

### EXISTING BUILDINGS ON THE LAND PROPOSED TO BE SUBDIVIDED

Describe any buildings and any structures on the land and whether they are to be demolished or moved.

\_\_\_\_\_  
\_\_\_\_\_

### 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.

\_\_\_\_\_  
\_\_\_\_\_

### ADDITIONAL INFORMATION (Pursuant to Section 4(5)(i) of the Subdivision & Development Regulation)

- a) Municipal address of land (if any) \_\_\_\_\_
- b) Proposed land use district (if amendment required) \_\_\_\_\_



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- c) Total number of parcels being created (including any remaining land in title) \_\_\_\_\_
- d) Size of parcels being created \_\_\_\_\_
- e) Proposed use of remaining lands in title \_\_\_\_\_
- f) Proposed disposition of reserves:
  - \_\_\_\_ Land dedication (location and areas to be shown on sketch)
  - \_\_\_\_ Money in place of reserves (see note)
  - \_\_\_\_ Deferment (by Caveat)
  - \_\_\_\_ Not applicable (e.g. existing title less than two acres, first parcel out of quarter section, reserves previously provided).

**NOTE:** In the event that the Subdivision Authority decides that money is to be provided in place of reserves, the registered owner will be notified by the Authority to provide, at the owner's expense, an appraisal of the land referred to in the subdivision application.

**INDICATE IF THE LAND THAT IS THE SUBJECT OF THE SUBDIVISION APPLICATION IS SITUATED WITHIN**

- \_\_\_\_ 450 m of an operating or non-operating landfill or hazardous waste management facility
- \_\_\_\_ 300 m of a livestock feeding lot
- \_\_\_\_ 300 m of an area of parcel of land that is currently being used for the processing of waste water

**SITE CONTAMINATION STATEMENT**

Please answer the following questions:

1. Are you aware of any environmental investigations such as audits, assessments, tests, surveys or studies for this site?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide a copy.
2. Are you aware of any environmental requirements associated with any previous planning applications on this site?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide a brief description on the attached sheet.
3. Are you aware of a site remediation or a request for such on the proposed site?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide a brief description on the attached sheet.
4. Are you aware of any past or current regulatory actions, which have been applied to this site (ie. Environmental Protection Orders, Reclamation Orders or Certificates, Control / Stop Orders, fines, tickets or prosecutions, violations of environmental statutes, regulations and by-laws, Administrative penalties and warning letters?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe and provide copies of relevant documents.
5. Have any permits been issued or are you currently operating under a license or approval issued by federal or provincial authorities or activities, which may impact the property? (e.g. certificates of approval, storage tank regulations, plant operating permits)  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe on the attached sheet.
6. Has there been contact with Alberta Environment or Calgary Regional Health Authority regarding possible contamination on the site?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide a brief description on the attached sheet.

**RIGHT OF ENTRY**

The characteristics of the land must be taken into account when subdivision applications are reviewed. A visual inspection of the area proposed for subdivision is necessary to determine these characteristics. As the owner, or person in possession of the land proposed for subdivision, please indicate, below, whether an authorized person may enter upon your land to carry out a visual inspection.

\_\_\_\_ I am in favor of an inspection of the property, or

I/We being the registered owner(s) or person(s) in possession of the herein land and building(s) thereon, hereby consent to an authorized person designated by the Town of Sundre entering upon the said property for the purpose of inspection during the processing of this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

I/We hereby certify that I am/we are the registered owner(s) or authorized to act on behalf of the registered owner(s) and that the information on this form and on the attached plans and supporting materials is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**This personal information is being collected under the authority of the Safety Codes Act and Municipal Government Act and will be used in the processing of this application. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions about collecting or use of this personal information, please contact the Planning & Development Department, 717 Main Avenue West, Box 420, Sundre, AB, T0M 1X0 at 403-638-3551.**

**FOR OFFICE USE ONLY**

Application Fee: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_ Roll No. \_\_\_\_\_ Land Title: \_\_\_\_\_

Tentative Plan: \_\_\_\_\_ Letter of Authorization: \_\_\_\_\_ Digital Copy \_\_\_\_\_ Area Structure Plan: \_\_\_\_\_ Outline Plan: \_\_\_\_\_

Accepted as Complete: \_\_\_\_\_ Development Officer: \_\_\_\_\_ SD File No. \_\_\_\_\_

NOTIFICATION: Adjacent Landowners Notification: \_\_\_ Yes \_\_\_ No Mail: \_\_\_ Newspaper: \_\_\_

Subdivision Approving Authority Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Refused: \_\_\_\_\_

Decision Date: \_\_\_\_\_ Transmittal of Decision Date: \_\_\_\_\_ Appeal Period: \_\_\_\_\_

Endorsement of Subdivision Due Date: \_\_\_\_\_ Time Extension: \_\_\_\_\_ SDAB: \_\_\_\_\_



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### REQUIREMENTS TO ACCOMPANY SUBDIVISION APPLICATION FORM

**PLEASE NOTE: In accordance with Municipal Government Act and the Subdivision and Development Regulations, your application will not be processed unless and until all the following information has been submitted:**

1. Application Form: Be as detailed as possible and fill in all relevant “blanks”. Use a separate piece of paper for any additional information that you think is relevant;
2. Application Fees: Please contact us for the fee that is applicable to your proposal;
3. Copy of Title: Current copy of a certificate of title, including current copies of any Restrictive Covenant, Utility Rights-of-Way, Easements or Caveats, searched and dated within thirty (30) days of application submission;
4. Digital Copy
5. Letter of Authorization
6. Addressing Plan: Copy of tentative plan without dimensions, buildings, etc. in pdf format);
7. Authorization: Signature(s) of all registered owner(s) on the application form or a letter of authorization from the registered owner(s) authorizing the proposed subdivision;
8. Supporting Information: Depending on the subdivision, additional information (sustainability plan, landscaping plan, lighting plan, fire safety plan, environmental studies, geotechnical studies, slope analysis, traffic impact study, visual impact study, construction management plan, drainage and storm water management plan, preliminary drainage and site servicing plan, and groundwater hydrology study, etc. may be required. Staff will advise in a consultation with you;
9. Tentative Plan:
  - a. 3 copies;
  - b. All dimensions must be in metric units, correct to two (2) decimal points and the plans must indicate the following; **NOTE**: In addition to the subdivision plan, if there is a structure located on the site and it will not be demolished or removed, a **Real Property Report** (original), prepared by an Alberta Land Surveyor, must also be submitted with the application, **indicating the following information**. Dependent upon the size of the parcel being subdivided, this requirement may be waived;
  - c. North arrow (should be pointed to top or right page);
  - d. Scale to which the sketch is drawn;
  - e. Municipal address;
  - f. Legal description;
  - g. Location, dimensions and boundaries of the land to be subdivided as described in the Certificate of Title;
  - h. Clearly identify the land to registered in a land titles office;
  - i. Location, dimensions and boundaries or (1) each new lot to be created and any reserve land (include area); (2) existing rights-of-way of each public utility or other rights-of-way;
  - j. All streets;
  - k. Easements, where applicable;
  - l. Existing and proposed access to the proposed parcels and the remainder of the titled area;
  - m. Location, use and dimensions of existing buildings and specify those buildings that are proposed to be demolished or moved;
  - n. Floodway and flood fringe limits;
  - o. Location and boundaries of 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;
  - p. Location and boundaries of natural features such as hills and areas of marked slopes, crest and toe of slope of banks to water bodies, gullies, draws and valleys, wooded, muskeg, swamp areas, creeks, or sloughs;
  - q. Location of man made features such as water bodies, major drainage ditches, gravel workings, agricultural land (land under cultivation).
  - r. If the proposed lots are to be served by individual wells and private sewage disposal systems, the location of any existing or proposed wells, the location and type of any private sewage disposal systems and the distance from these to existing or proposed buildings and property lines;
  - s. A line marking the 1.5 km radius from a sour gas facility, where any of the lands affected by the tentative plan are within 1.5 km of a sour gas facility;
  - t. Setbacks from high pressure gas lines and land fill sites;
  - u. Existing and proposed access to the subdivision and any remaining land in title together with the location, numbers and other designations of highways and secondary roads and other public roadways;
  - v. The location, dimensions and boundaries of any rights-of-way of a public utility and other rights-of-way;
  - w. Location and dimensions of any Municipal Reserve, Municipal School Reserve, Public Utility Lot, and Environmental Reserve parcels;
10. Other Information: May be required with the Conforming Tentative Plan application
  - a. Where slopes exceed 15%, a geotechnical soil stability report (pdf)
  - b. A deep fills report (pdf)

