



TOWN OF SUNDRE
Planning & Development Department

SUBDIVISION APPLICATION COMPLETION CHECKLIST

The following information must be included with your application. Without it, your application will be considered incomplete and will not be processed until the necessary information has been supplied.

- APPLICATION FEE**
You are encouraged to contact the Planning and Development Department to determine the appropriate fee required for your application.
- COPY OF THE CERTIFICATE OF TITLE**
A copy of the title may be obtained from any provincial registry office. The title must be current (searched within 30 days of the date of application submission), to include current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements or Caveats.
- CURRENT PHOTOGRAPH(S) OF SITE**
Include a current photograph of the site.
- TENTATIVE PLAN OF PROPOSED SUBDIVISION**
3 copies originally, more may be required depending upon the complexity of the proposal.
- DIGITAL COPY**
A copy of all plans provided on CD in pdf and AutoCAD format.
- OUTLINE PLAN**
*For larger, more comprehensive subdivision proposals, a outline plan **may** be required, prior to land use redesignation and site plans of subdivision applications. The Town of Sundre uses the City of Calgary Guidelines.*
- APPLICATION FORM**
The form is to be completed in full and signed by the registered owner(s) of the land and/or the person authorized to act on his/her/their behalf.
- LETTER OF AUTHORIZATION**
A letter of authorization signed by the registered owner(s) of the land when an agent has been authorized to act on his/her/their behalf.
- SUPPORTING INFORMATION**
*Additional information, at your cost, that **may** be required to support the application includes but is not limited to 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 stormwater management plan, preliminary drainage and site servicing plan, and groundwater hydrology study.*