

Subdivision Application Form

(office use only)

Subdivision File No.:		Date of pre-application meeting:		Tax Roll No.:			
Date Application Received:		Subdivision Fee:		Date Fee Received:			
Date Application Deemed Complete:			Date of Completion Decision:				
Decision?	<input type="radio"/> Approved <input type="radio"/> Refused	Variance Application Required?	<input type="radio"/> Yes <input type="radio"/> No	Variance Application Received?	<input type="radio"/> Yes <input type="radio"/> No	Variance Approved?	<input type="radio"/> Yes <input type="radio"/> No
Zoning:		IDP (if any):			Overlay (if any):		
Proposed Use(s) (as listed in the LUB):		Does an offsite levy apply?	<input type="radio"/> Yes <input type="radio"/> No	If yes, Bylaw No. _____ Levy amount(s):			
<input type="radio"/> Permitted Use			<input type="radio"/> Discretionary Use				

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.

Fee information *This fee information is provided for convenience only and is subject to change. Please consult the Town's Fee Schedule for up-to-date fees.*

Base fee	Application	Base fee	Application
\$625.00 + \$100.00/lot created	Three (3) lots or less	\$625.00	Minor Boundary Adjustment or Separation of Title
\$725.00 + \$100.00/lot created	Four (4) to Twenty (20) Lots	\$100.00/lot created	Endorsement Fee
\$725.00 + \$150.00/lot created	More than 20 lots		
Note:	There is no charge for municipal reserve lots, public utility lots or the balance of the title other than the basic application fee.		

APPLICANT INFORMATION

1)	Registered Owner(s):		Company:	
	Email Address:		Telephone:	
	Mailing Address:		Alternate Telephone:	
	Town:	Prov.:	Postal Code:	
2)	Agent: <i>(Person Authorized to act on behalf of registered owner), if any</i>		Company:	
	Email Address:		Telephone:	
	Mailing Address:		Alternate Telephone:	
	Town:	Prov.:	Postal Code:	

PROJECT INFORMATION

3)	<p>Legal Description and Area Of Land To Be Subdivided</p> <p>All/part of the ¼ Sec _____ TWP _____ Range _____ West of _____ Meridian OR Being all/parts of Lot _____ Block _____ Registered Plan No. _____ C.O.T. No. _____</p> <p>Area of the above parcel of land to be subdivided _____ hectares (_____ acres).</p> <p>Municipal Address (if applicable) _____</p>
4)	<p>Location of Land To Be Subdivided in the Town of Peace River:</p> <p>Is the land situated immediately adjacent to the municipal boundary? <input type="radio"/> Yes <input type="radio"/> No If “yes”, the adjoining municipality is _____</p> <p>Is the land situated within 1.6 kilometres (1.0 miles) of the right-of-way of a highway? <input type="radio"/> Yes <input type="radio"/> No If “yes”, the Highway is No. _____</p> <p>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: _____</p> <p>Is the proposed parcel within 1.5 kilometres (0.932 miles) of a sour gas facility? <input type="radio"/> Yes <input type="radio"/> No</p>
5)	<p>Existing and Proposed Uses of Land to be Subdivided</p> <p>Detail the proposed use(s) of the land</p> <p>Detail the existing use(s) of the land</p> <p>Detail the designated use(s) of the land as classified under the Land Use Bylaw</p>
6)	<p>Existing Buildings on the Land to be Subdivided</p> <p>Describe any buildings and any structures on the land and whether they are to be demolished or moved (including underground storage tanks)</p>
7)	<p>Physical Characteristics of Land to be Subdivided (Where Appropriate)</p> <p>Describe the nature of the topography of the land (flat, rolling, steep, mixed)</p> <p>Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc – sloughs, creeks, etc)</p> <p>Describe the kind of soil on the land (sandy, loam, clay, etc)</p>

8) Water and Sewer Services
<p>Please indicate the type of sewage disposal and water supply to be used on the newly created lot(s) and if the service is existing or proposed.</p> <p><input type="radio"/> Town municipal distribution system <input type="radio"/> Town municipal wastewater collection system</p> <p><i>If the proposed newly created lots are to be served by other than the Town's municipal water distribution system and wastewater collection system, describe the manner of providing water and sewage disposal.</i></p> <p><input type="radio"/> Private sewerage system type? _____ <input type="radio"/> Potable ground water well <input type="radio"/> Potable water cistern</p>

RIGHT OF ENTRY

9)	<p>I/We, _____ give consent to allow a person(s) designated by the Town the right to enter and inspect the above land and/or building(s) with respect to this application only.</p> <p><i>Section 653 (2) of the Municipal Government Act indicates that if consent is given by this form, a notice of inspection is not required to be given under Section 542 (1).</i></p>
Signature: _____	
Date: _____	

ABANDONED WELL DECLARATION

Subject to the Alberta Energy Regulator Directive 079 the applicant is required to obtain confirmation of the exact location of any abandoned well and required setbacks from well from the Well Licensee. Please confirm the exact location of any abandoned well and required setbacks from well using the AER Abandoned Well Viewer.

10)	Abandoned well is:	<input type="radio"/> Present <input type="radio"/> Absent	Signature of Applicant: _____	Date: _____	
<p><i>If an abandoned well is present, please complete the declaration.</i></p> <p>I/We, _____ have reviewed information provided by the Energy Resources Conservation Board ("ERCB") as set out in ERCB Directive 079, Surface Development in Proximity to Abandoned Wells, and can advise that the licensee(s) responsible for all abandoned wells within the site of proposed development has been contacted in order to have the Abandoned Well Locating and Testing Protocol completed in accordance with ERCB Directive 079. To prevent damage to the well, a temporary identification marker will be placed on abandoned wells prior to construction, according to the confirmed well location(s) on site. The site of proposed development contains the following abandoned well(s):</p>					
ERCB Well License #		Licensee name	Licensed Surface Location	Contact Personnel Name	Phone number

Note: The Plan of the proposed subdivision must include the abandoned oil well and identify necessary setbacks.

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.

11)	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) 624-2574.

ADDITIONAL APPLICATION REQUIREMENTS

The Subdivision Application must be complete prior to a decision being made. Below is a generalized list of requirements. The Subdivision Authority may require additional information per the Land Use Bylaw 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 Town office to confirm the applicable fee. The fee must be paid in full at the time of application.								
○	<p>○ Tentative Plan of Subdivision prepared by a qualified land surveyor - three (3) 11"x17" copies are required initially. The Tentative Plan of Subdivision must include:</p> <table border="0"> <tr> <td data-bbox="204 737 836 905">1. The boundaries of the land presently held in title.</td> <td data-bbox="859 737 1495 869">5. The measurements of the proposed lot. Location of water supply and sewage disposal facilities and distances to water supply, buildings, existing and proposed property lines, or any water courses.</td> </tr> <tr> <td data-bbox="204 913 836 974">2. The location of the proposed lot within the titled land. If the proposal is located within a quarter section and not located in a corner, the distance of the proposed lot to the nearest quarter section line.</td> <td data-bbox="859 877 1495 974">6. Any outstanding features or constraints, such as: shelterbelts, fences, slough areas, treed areas, creeks, drainage ditches, hills, etc.</td> </tr> <tr> <td data-bbox="204 982 836 1043">3. Location of any buildings or development within the proposed lot and on the balance.</td> <td data-bbox="859 982 1495 1043">7. Existing accesses or laneways from a public roadway.</td> </tr> <tr> <td data-bbox="204 1052 836 1110">4. The location of any existing utility or other right-of-way and easement, and their ownership.</td> <td data-bbox="859 1052 1495 1110">8. The proposed subdivision on aerial background.</td> </tr> </table> <p><i>PLEASE NOTE: Ensure that all the above-required information is shown on your tentative plan. If this information is not shown, your application will be returned and will result in a delay of processing your application.</i></p>	1. The boundaries of the land presently held in title.	5. The measurements of the proposed lot. Location of water supply and sewage disposal facilities and distances to water supply, buildings, existing and proposed property lines, or any water courses.	2. The location of the proposed lot within the titled land. If the proposal is located within a quarter section and not located in a corner, the distance of the proposed lot to the nearest quarter section line.	6. Any outstanding features or constraints, such as: shelterbelts, fences, slough areas, treed areas, creeks, drainage ditches, hills, etc.	3. Location of any buildings or development within the proposed lot and on the balance.	7. Existing accesses or laneways from a public roadway.	4. The location of any existing utility or other right-of-way and easement, and their ownership.	8. The proposed subdivision on aerial background.
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○	○ Lot Statistics Table: Provide a summary of the widths, depths and areas of the lots to be created in the proposed subdivision prepared by a qualified professional. The lot statistics table is to include a summary of the number of lots in each land use district as well as a land area total for each land use district. Development types for each lot (i.e. single-detached dwelling vs. semi-detached) also need to be specified.								
○	○ 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.geodiscover.alberta.ca for abandoned well location and status information.								
○	○ 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).								
○	<p>○ Any other information requirements as determined by the Subdivision Authority.</p> <p>Additional information that may be required to support the application includes but is not limited to: environmental impact assessment, geotechnical studies, slope analysis, traffic impact study, visual impact study, construction management plan, drainage and stormwater management plan, preliminary servicing concept, and surface and sub-surface water flow studies.</p> <p>Geotechnical reports will be required for water well and private sewerage or steep slope assessment where the slope is greater than %15 and must be stamped by a P.Eng or P.Geo. For larger, more comprehensive subdivision proposals, an Area Structure Plan may be required to support a subdivision application.</p>								
○	○ Letter of authorization from the registered landowner (if applicant is other than owner).								

THAT THIS IS AN APPLICATION FORM ONLY. A SEPARATE DECISION NOTICE WILL BE ISSUED ONCE YOUR APPLICATION HAS BEEN PROCESSED. PLEASE ALLOW 60 DAYS FOR THE DECISION ON YOUR APPLICATION

LOCAL SURVEY FIRMS

Beirsto & Associates Engineering Ltd.

10940 - 92 Avenue
Grande Prairie AB T8V 6B5
Phone: 780-532-4919

Global Raymac

10550 – 117 Avenue
Grande Prairie AB T8V 7N7
Phone: 780-532-2343

Borderline Surveys Ltd.

11028 – 102 Avenue
Box 2661, Fairview AB T0H 1L0
Phone: 780-835-4618
Phone: 780-330-9939

IterStar Geomatics

Phone: 780-296-3555

Explore Surveys Inc.

18941-111 Ave., NW
Edmonton AB T5S 2X4
Phone: 587-588-5166
780-218-1803; 1-866-936-1805

HELIX Surveys Ltd.

#202, 10514 – 67 Avenue
Grande Prairie AB T8W 0K8
Phone: 780-532-5731

Midwest Surveys

#121 – 8805 Resources Road
Grande Prairie AB T8V 3A6
Phone: 780-832-4801

WSP Canada Inc

10127 - 120 Avenue
Grande Prairie AB T8V 8H8
Phone: 780-539-3222
Phone: 780-624-5631

Velocity Group

104 – 11302 – 98 Avenue
Grande Prairie AB T8V 8H4
Phone: 587-259-8888

This list is provided for information only. It does not represent an endorsement of any firm. The applicant is not limited to the survey firms listed.