



Subdivision Application Check List

This "checklist" of submission requirements shall be attached to all Subdivision Applications. All of the following information is necessary to facilitate the thorough evaluation and timely decision of your application. To expedite the evaluation, all materials submitted must be clear legible and precise. To achieve this level of customer service, staff are instructed to accept only complete applications, which include plans prepared to professional drafting standards. Thank you for your cooperation.

All boxes shall be "CHECKED" and information indicated attached to the Subdivision Application.
APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THIS LIST ATTACHED.

- Copy of current Certificate of Title(s) for the land involved no more than 30 days old at time of Application.** A second current Certificate of Title is to be submitted at the time the subdivision is submitted for endorsement. Copies of restrictive covenants and caveats may be required.
- A Letter of Authorization** from the current property landowner if the applicant is not the registered owner. The letter from the property owner must authorize the subdivision application.
- Payment of Application Fees**, payable to the Regional Municipality of Wood Buffalo. The Fee Schedule is attached as the second page of this checklist.
- In the case of a Subdivision proposal with no more than 2 lots, and no public roadways or reserve lots, Twenty (2) copies of a plan consisting of the following, is required:**
 - The location, dimensions and boundaries of the land to be subdivided;
 - The land which the applicant wishes to register in the Land Titles Office:
 - i) each new lot to be created
 - ii) the reserve land, if any,
 - iii) all rights-of-way and easements;
 - The accurate location of all buildings on the land, showing building dimensions and distances to the proposed or existing property lines, and specifying those buildings, if any, that are to be removed;
 - The use or uses proposed for the land that is the subject of the application;
 - The location of existing approaches and the location of proposed approaches.

Please note: the tentative plans shall be folded neatly for circulation
- ABANDONED WELL SITE INFORMATION: Refer to ERCB Directive 079.**
 - Provide a map from ERCB's Abandoned Well Viewer to confirm 1) the location of abandoned wells on the land or 2) confirm that the land is not affected by abandoned wells. The ERCB's Abandoned Well Viewer is available on www.ercb.ca or contact the ERCB Customer Contact Centre at 1-855-297-8311 or e-mail Inquiries@ercb.ca or mail Information Services, ERCB, Suite 1000, 250 – 5 Street SW, Calgary AB T2P 0R4.
 - New buildings larger than 47 square metres (505.904 square feet) or additions that make a building larger than 47 square metres (505.904 square feet) shall be setback a minimum of 5 metres from all abandoned well sites.
- Subdivision in the Draper Road area**, if the proposed subdivision is in this area, please inquire on the possibility of additional requirements.
- Miscellaneous Information:** Any other information deemed necessary by the Development Authority to properly evaluate the application.

SUBDIVISION FEE SCHEDULE APPENDIX

1. **Plan of Subdivision Application Fee (Includes Bare Land Condominium Plans)**
 - a. **Residential Lots – (per lot created)**
 - i) Lots for Single Detached.....\$125/lot (\$1000 minimum)
 - ii) Lots for Semi-detached.....\$125/lot (\$1000 minimum)
 - iii) Lots for Manufactured Home.....\$125/lot (\$1000 minimum)
 - iv) Lots for Apartments/townhouses.....\$750/lot
(\$500 per lot between July 19, 2004 and December 31, 2004)
 - b. Commercial and Industrial Lots – (per lot created)..... \$750/lot
(\$500 per lot between July 19, 2004 and December 31, 2004)
 - c. Direct Control Lots – (per lot created).....\$750/lot
 - d. Where a Plan of Subdivision application fee is not listed in this appendix, the fee shall be determined by the Manager of Planning and Development, and shall be consistent with those fees listed in this appendix for similar uses.

Note: Subdivision application and endorsement fees are not required for the creation of Municipal Reserve, Environmental Reserve and Public Utility Lots.
2. **Plan of Subdivision Endorsement Fee:**

A: The applicant for the Plan of Subdivision shall submit an endorsement fee to the Municipality prior to the Municipality endorsing the Plan of Subdivision. The value of the endorsement fee required shall be equal to the application fee for the Plan for Subdivision required under Section 1 of this appendix.
3. **Condominium Plan Application & Endorsement Fee**.....\$40/unit
4. **Development Agreement Preparation and Administration Fee:**
 - a) Where the conditions of approval a Plan of Subdivision or Condominium Plan require that the developer enter into a development agreement with the Municipality, the developer shall submit a \$2,500 Development Agreement Preparation and Administration fee prior to the endorsement of Subdivision.
 - b) Where the developer request substantive changes to the Municipality's standard development agreement, the developer shall be responsible for all legal costs incurred by the Municipality for review of the proposed charges to the development agreement.
5. **Phased Registration of an Approved Subdivision**.....\$500 per phase
(\$250 per phase between July 19, 2004 and December 31, 2004)
6. **Subdivision Approval Time Extension**
 - a) First extension request.....\$250
(\$125 between July 19, 2004 and December 31, 2004)
 - b) Second extension request.....\$500
(\$250 between July 19, 2004 and December 31, 2004)
 - c) Third and each subsequent request.....\$750
(\$375 between July 19, 2004 and December 31, 2004)
7. **Subdivision Application Fee Refunds**
 - a. If requested prior to circulation.....85 percent of original fee
 - b. Before staff report is completed.....50 percent of original fee
 - c. After completion of staff report.....No refund
8. **Modification to Tentative Plan of Subdivision**
 - a. Any change to tentative Plan of Subdivision before circulation.....\$250
(\$125 between July 19, 2004 and December 31, 2004)
 - b. Any change to tentative Plan of Subdivision after circulation.....50 percent of original fee (\$1,000 min)

9. **Modification to Approved Plan of Subdivision**
Any change to lot boundaries of approved subdivision.....50 percent of original fee (\$1,000 min)
10. **Discharge of Caveat Fee**.....\$50
((\$25 between July 19, 2004 and December 31, 2004))
11. **Re-application for Subdivision**
The fee for all subsequent applications for subdivision approval made for the same site for identical or similar subdivision design within twelve months of the date of decision, including any appeal decision, if applicable, shall be three (3) times the fee listed in Section 1, unless varied by Council. The endorsement fee for such a subdivision application shall be as if the subdivision application is a first application.
12. **Security Deposit**
Where the conditions of approval of a Plan of Subdivision or Condominium Plan or a development agreement require that the developer provide a security deposit not less than fifty (50) percent of the estimated total cost of construction, the security deposit shall take the form of an irrevocable letter of credit with an automatic renewal clause.
13. **Remnant Lots**
Remnant lots are to be included in the count of lots created.
14. **Reserve Lots**
Where a Plan of Subdivision included the creation of Municipal Reserve lots, Environmental Reserve lots, School Reserve lots or Public Utility lots these lots are not to be included in the count of lots created for the purposes of Section 1 of this Appendix.
15. **Interpretation**
 - a. For the purposes of this appendix, a Bare Land Condominium Plan is a Plan of Subdivision, consistent with the Condominium Property Act, R.S.A., 1980, Chapter C-22, as amended, shall have the same meaning and interpretation in this appendix.