



Subdivision Application Checklist

This checklist of application submission requirements shall be **completed** and **attached** to all Subdivision applications. All of the required information is necessary for the application to be deemed complete, initiate review of the application and for a timely decision to be rendered. To expedite the evaluation, staff have been instructed to accept **only** complete applications, which require:

- **All** application submission requirements to be included in the application; and,
- All materials to be **clear, legible** and **precise**, and to be prepared to professional drafting standards.

Should the above be considered inadequate by staff, the application shall be deemed **incomplete** and will not be reviewed until the requirements have been satisfied.

All boxes shall be “CHECKED” and information indicated attached to the application.

OFFICE ✓ x	APPLICATION SUBMISSION REQUIREMENTS
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 1. Tentative Plan of Subdivision: one (1) digital pdf copy, or four (4) physical copies of a plan consisting of the following are required: <ul style="list-style-type: none"> <input type="checkbox"/> Standard Information: shall be placed within a Title Block <ul style="list-style-type: none"> <input type="checkbox"/> Title of the Plan (i.e. Tentative Plan of Subdivision) <input type="checkbox"/> Application Type (i.e. Subdivision Application) <input type="checkbox"/> Legal land description (lot/block/plan, unit/condo plan, OR Sec/Twp/Rge/Meridian) <input type="checkbox"/> Consultant Information: name, address, telephone, fax and email, etc. as well as initials for employee responsible for the drawing, job number or other referencing information, and licensing information where applicable <input type="checkbox"/> Legend: identifying all symbols used in the development of the plan shown <input type="checkbox"/> North arrow and plan scale <p>NOTE: all measurements are to be expressed in metric; all measurements are shown to outside face of building foundation wall at ground level, etc.</p> <input type="checkbox"/> Information on the drawings: <ul style="list-style-type: none"> <input type="checkbox"/> The location, dimensions, and boundaries of the land to be subdivided <input type="checkbox"/> The land which the applicant wishes to register in the Land Titles Office: each new lot to be created, the reserve land (if any), and all rights-of-way and easements <input type="checkbox"/> 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; <input type="checkbox"/> Location of all underground structures (i.e. septic tanks) and utilities <input type="checkbox"/> The location and boundaries of the bed and shore of any river, stream, watercourse, lake, or other body of water that is contained within or bounds the proposed parcel of land; <input type="checkbox"/> The proposed method, location, and type of servicing for water, sanitary and storm sewer systems; <input type="checkbox"/> The existing and proposed use(s) for the land that is the subject of the application; <input type="checkbox"/> The location of existing access and the location of proposed access <p>NOTE: The tentative plans shall be folded neatly for circulation</p>
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 2. Copy of Current Certificate of Title(s): no more than 30 days old at time of application and may be obtained from Alberta Registries Office



	<ul style="list-style-type: none"> <input type="checkbox"/> If the land is registered as a numbered company, the names of the principals of the numbered company shall be supplied <input type="checkbox"/> Copies of any restrictive covenants, caveats, utility rights of way, or easements registered by the Municipality shall be provided with the application <input type="checkbox"/> Please Note: any additional documents including, but not limited to, copies of any Restrictive Covenants, Caveats, Utility Rights-of-Way, or Easements registered by a third party, may be required at the discretion of the Development Officer
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>3. Letter of Authorization: From the current landowner if the applicant is not the registered owner. The letter from the property owner must authorize the subdivision application</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>4. Abandoned Well Site Information: If the new structure is larger than 47 square metres (505.904 square feet) AND if the development is outside of the Urban Service Area:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A map shall be provided from Alberta Energy Regulator’s (AER) Abandoned Well Viewer to confirm: <ol style="list-style-type: none"> 1. The location of abandoned wells on the land, and 2. Confirm that the land is not affected by abandoned wells <p>The AER’s Abandoned Well Viewer is available on www.aer.ca or contact the AER Customer Contact Centre at 1-855-297-8311 or e-mail inquiries@ aer.ca or mail Information Services, AER, Suite 1000, 250 – 5 Street SW, Calgary AB, T2P 0R4. The new structure shall be setback a minimum of 5 metres from all abandoned well sites</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>5. Geotechnical Study: including an assessment of subsurface characteristics of the land that is to be subdivided including but not limited to susceptibility to slumping or subsidence, depth to water table and suitability for any proposed on-site sewage disposal system. The scope of the study should be in accordance with the Engineering Servicing Standards and confirmed by the Engineering Department</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>6. Environmental Site Assessment: may be required when there is an existing or previous use that may have potential for contamination</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>7. Biophysical Site Assessment: may be required when a water body or naturally sensitive area is within the subject area of the application</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>8. Traffic Impact Assessment: may be required subject to section 2.1 of the Traffic Impact Assessment Guidelines¹</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>9. Applicable Fees: Fees outlined in the Land Use Bylaw 99/059. Application fees shall be made payable to the Regional Municipality of Wood Buffalo</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>10. Detailed Description of any Non-Conformity: of the Land Use Bylaw, including a detailed explanation why the Bylaw has not been met (if applicable)</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>11. Subdivision in the Draper Area: if the proposed subdivision is in this area, please inquire on the possibility of additional requirements</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>12. Flood Plain Mapping: if the land that is the subject of an application is located in a potential flood plain and flood plain mapping is available, a map showing the 1:100 flood</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>13. Miscellaneous Information: Any other information deemed necessary by the Development Authority to properly evaluate the application</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>14. Time Extension Agreement: Please complete the attached Time Extension Agreement Form</p>

¹ <http://www.rmwb.ca/Assets/Departments/Engineering/pdf/Traffic+Impact+Assessment+Guidelines.pdf>



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Planning & Development Department

Regional Municipality of Wood Buffalo

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The personal information on this form is collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act*. The personal information will be used as contact information and to process your application. If you have any questions regarding the collection or use of this information contact the Supervisor, Support Services, Planning and Development, Jubilee Centre, 9909 Franklin Avenue, Fort McMurray, T9H 2K4, or call (780) 793-1069.

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.



Application Processing Time Extension Agreement

FILE NO.: _____

LEGAL DESCRIPTION: _____
LOT/BLOCK/PLAN OR UNIT/CONDO PLAN OR SEC/TWP/RGE/MERIDIAN

APPLICANT: _____

OWNER: _____

This agreement is being between _____
APPLICANT

and the Regional Municipality of Wood Buffalo respecting an extension for the subdivision Application processing period.

I, _____ on behalf of
NAME OF APPLICANT

_____ being fully aware of
APPLICANT

my rights under Section 681 of the Municipal Government Act, do hereby on my own volition agree to extend the time prescribed in Section 6b of the Subdivision and Development Regulations from the regular process time of 60 days to an additional period of 60 days.

Signature

Date

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