



# Subdivision Application Form

OFFICE USE ONLY	
File No.	_____
Fee Submitted	_____
Date of Receipt of Completed Form:	_____

PLEASE PRINT

**Name of Registered Owner of Land to be Subdivided**

Register Owner(s): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Name of Agent (person authorized to act on behalf of registered owner, if any)**

Applicant Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Legal Description and Area of Land to be Subdivided**

All/part of the: \_\_\_\_\_ ¼ sec. \_\_\_\_\_ twp. \_\_\_\_\_ range \_\_\_\_\_ west of \_\_\_\_\_ 4 \_\_\_\_\_ meridian  
 Being all/parts of lot \_\_\_\_\_ block \_\_\_\_\_ Reg. Plan No. \_\_\_\_\_  
 C.O.T. No. \_\_\_\_\_  
 Area of the above parcel of land to be subdivided: \_\_\_\_\_ hectares.  
 Municipal address (if applicable): \_\_\_\_\_

**Location of Land to be Subdivided**

The land is situated in the municipality of: \_\_\_\_\_  
 Is the land situated immediately adjacent to the municipal boundary?  Yes  No  
 If "yes", the adjoining Municipality is: \_\_\_\_\_  
 Is the land situated within 1.6 kilometres of the centre line of highway right of way?  Yes  No  
 If "yes", the highway is No. \_\_\_\_\_  
 Does the proposed parcel contain or is it adjacent to a body of water (i.e. river, stream, or lake) or by a drainage ditch or canal?  Yes  No  
 If "yes", state its name: \_\_\_\_\_  
 Is the proposed parcel within 1.5 kilometres of a sour gas facility?  Yes  No

**Existing and Proposed Use of Land to be Subdivided (describe)**

Existing use of the land: \_\_\_\_\_  
 Proposed use of the land: \_\_\_\_\_  
 The designated use of the land as classified under a land use bylaw: \_\_\_\_\_



**Physical Characteristics of Land to be Subdivided (where appropriate)**

Describe the nature of the topography of the land (flat, rolling, steep, mixed)

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Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc., - sloughs, creeks, etc.)

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Describe the kind of soil on the land (sandy, loam, clay, etc.)

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**Existing Buildings on the Land to be Subdivided**

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

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**Water and Sewer Services**

If the proposed subdivision is to be served by other than a water distribution system, describe the manner of providing water:

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If the proposed subdivision is to be served by other than a wastewater collection system, describe the manner of providing sewage disposal:

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**Registered Owner (or person acting on the registered owner's behalf)**

I \_\_\_\_\_ hereby certify that

(Full name)

- I am the registered owner, or
- I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone No.

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, Timberlea Landing, 309 Powder Drive, T9K 0M3, or call (780) 793-1069.



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**

Planning & Development Department  
Regional Municipality of Wood Buffalo  
Office: 309 Powder Drive, Fort McMurray, AB T9K 0M3  
Mailing: 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4  
T: 780-799-8695 F: 780-743-7874 E: current.planning@rmwb.ca

**Subdivision Checklist Attached.**

(Unless notified otherwise in writing by the Subdivision Authority you are required to attach the Subdivision Checklist with your application form.)

**IMPORTANT NOTICE**

An application will not be deemed complete until all information required under the Municipal Government Act and Subdivision and Development Regulation is provided and the appropriate fee has been remitted. **PLEASE NOTE THAT ALL APPLICABLE APPLICATION REFUNDS WILL BE ISSUED BY CHEQUE ONLY.**