



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.

Application Fee – The application fee shall be included in accordance with the fee schedule (attached) in effect at the time of application. Payable to the Regional Municipality of Wood Buffalo.

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.

Copy of the Current Land Title – For the land that is the subject of the application - no more than 30 days old at time of application. This may be obtained from an Alberta Registries Office. A second current land title is to be provided at the time the subdivision is submitted for endorsement. Copies of restrictive covenants and caveats may be required.

Right of Entry Authorization – To allow planning staff of the Regional Municipality of Wood Buffalo the right to enter the land for site inspection purposes.

Tentative Plan of Subdivision – One (1) digital pdf copy or four (4) physical copies of a plan consisting of the following are required:

Standard Information: shall be placed within a Title Block

- Title of the Plan (i.e., Tentative Plan of Subdivision)
- Application Type (i.e., Subdivision Application)
- Legal Land Description (lot/block/plan, unit/condo plan, or Sec/Twp/Rge/Meridian)
- 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
- Legend: identify and describe all symbols used in the plan
- North arrow and scale (i.e., bar scale or ratio)



- Area (ha) of the existing and proposed lot(s)

Information on the Drawings:

- The location, dimensions, area, and boundaries of the land which the applicant wishes to register in the land titles office, including:

- Each new lot to be created
- Reserve land or public utility lots (if any), and
- All roads, rights-of-way, and easements

- The accurate location of all buildings on the land, showing building dimensions and distances to the proposed and existing property lines, and specifying those buildings, if any, that are to be removed

- The existing and proposed use(s) for the land that is the subject of the application

- The location of the existing and proposed access to the proposed parcels and the remainder of the titled area (i.e., approaches)

- The location and name of existing roadways

- If the proposed lots or the remainder of the titled area are to be served by individual wells and private sewage disposal systems, showing:

- the location of any existing or proposed wells, and

- the location and type of any existing or proposed private sewage disposal systems,

and the distance from these to existing or proposed buildings and property lines

- If applicable, the approximate 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

NOTES:

All measurements are to be expressed in metric; all measurements are shown to outside face of building foundation wall at ground level, etc.

The tentative plans shall be folded neatly for circulation.



Abandoned Well Site Information - Provide a map from AER Abandoned Well Viewer identifying the location or confirming the absence of any abandoned wells within the proposed subdivision. Information provided by the AER as set out in *AER Directive 079, Surface Development in Proximity to Abandoned Wells*.

Subdivision in the Draper Area – If the proposed subdivision is in this area, please inquire on the possibility of additional requirements.

Miscellaneous Information – Any other information or documentation considered necessary by the Subdivision Authority to properly evaluate the application. This may include:

- If the proposed subdivision is not to be served by a water distribution system, a report that meets the requirements of section 23(3)(a) of the Water Act
- If a proposed subdivision is not to be served by a wastewater collection system, information supported by the report of a person qualified to make it respecting the intended method of providing sewage disposal facilities to each lot in the proposed subdivision, including the suitability and viability of that method
- If any portion of the parcel of land that is the subject of the application is situated within 1.5 kilometres of a sour gas facility, information provided by the AER regarding the location of the sour gas facility
- Information provided by the AER identifying the location or confirming the absence of any active wells, batteries, processing plants, or pipelines within the proposed subdivision
- 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
- 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

Upon review, further information, documents, reports, studies, and assessments may be required.

NOTES:

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 cost of construction, the security deposit shall take the form of an irrevocable letter of credit with an automatic renewal clause.

Interpretation – A Bare Land Condominium Plan is a Plan of Subdivision, consistent with the Condominium Property Act, R.S.A., 2000, Chapter C-22, as amended.