



# Subdivision Application Checklist

## SUBDIVISION APPLICATION CHECKLIST

**Purpose:** A Subdivision Application is used to obtain approval from the RMWB to divide a parcel of land into two or more parcels, each of which may have a separate Certificate of Title.

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"/>	<b>1. Tentative Plan of Subdivision:</b> one (1) digital pdf copy, or four (4) physical copies of a plan consisting of the following are required:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Standard Information:</b> shall be placed within a Title Block
		<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
			<b>NOTE:</b> all measurements are to be expressed in metric; all measurements are shown to outside face of building foundation wall at ground level, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Information on the drawings:</b>
		<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 <b>NOTE:</b> The tentative plans shall be folded neatly for circulation
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>2. Copy of Current Certificate of Title(s):</b> no more than 30 days old at time of application and may be obtained from Alberta Registries Office <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"/>	<b>3. Letter of Authorization:</b> From the current landowner if the applicant is not the registered owner. The letter from the property owner must authorize the subdivision application
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>4. Right of Entry Authorization:</b> From the current landowner if the applicant is not the registered owner. This form authorizes RMWB staff to access the land subject to the subdivision application to conduct a site inspection.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>5. Abandoned Well Site Information:</b> If the new structure is larger than 47 square metres (505.904 square feet) <b>AND</b> if the development is outside of the Urban Service Area: <input type="checkbox"/> A map shall be provided from Alberta Energy Regulator's (AER) Abandoned Well Viewer to confirm: 1. The location of abandoned wells on the land, and 2. Confirm that the land is not affected by abandoned wells The AER's Abandoned Well Viewer is available on <a href="http://www.aer.ca">www.aer.ca</a> or contact the AER Customer Contact Centre at 1-855-297-8311 or e-mail <a href="mailto:inquiries@ aer.ca">inquiries@ aer.ca</a> 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
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>6. Geotechnical Study:</b> 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
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>7. Environmental Site Assessment:</b> may be required when there is an existing or previous use that may have potential for contamination
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>8. Biophysical Site Assessment:</b> may be required when a water body or naturally sensitive area is within the subject area of the application



<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>9. Traffic Impact Assessment:</b> may be required subject to section 2.1 of the Traffic Impact Assessment Guidelines <sup>1</sup>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>10. Pay Applicable Fees:</b> (per the Fees, Rates and Charges Bylaw as amended) Fees shall be made payable to the Regional Municipality of Wood Buffalo
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>11. Detailed Description of any Non-Conformity:</b> of the Land Use Bylaw, including a detailed explanation why the Bylaw has not been met (if applicable)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>12. Subdivision in the Draper Area:</b> if the proposed subdivision is in this area, please inquire on the possibility of additional requirements
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>13. Flood Plain Mapping:</b> 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
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>14. Miscellaneous Information:</b> Any other information deemed necessary by the Development Authority to properly evaluate the application
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>15. Time Extension Agreement:</b> Please complete the attached Time Extension Agreement Form

The personal information on this form is authorized under Section 4(c) of the *Protection of Privacy Act* and is managed in accordance with the *Act*. The personal information will be used as contact information and to process your application. If you have questions about the collection or use of your personal information, please contact PULSE at 780-743-7000, 1-800-973-9663, or online at [rmwb.ca/pulse](http://rmwb.ca/pulse).

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



# 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:

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

### ☐ Name of Agent person authorized to act on behalf of registered owner, if any:

Registered 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:

All/part of the: \_\_\_\_\_  
\_\_\_\_\_ ¼ sec. \_\_\_\_\_ twp. \_\_\_\_\_ range \_\_\_\_\_ west of \_\_\_\_\_ 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 0.8 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 river, stream, lake or other body of water 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 land: \_\_\_\_\_  
Proposed use of land: \_\_\_\_\_



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) \_\_\_\_\_

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

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

☐ **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: \_\_\_\_\_

☐ **Water and Sewer Services**

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

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

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

- ☐ I am the registered owner, or
- ☐ I am the tenant of the property in which the business identified in this application will be  
conducted in accordance to the information submitted and upon approval will adhere to  
the conditions/terms of the Land Use Bylaw 26/001. (Tenant/renter requires a letter of  
authorization from the Property Owner/Manager)

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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accordance with the *Act*. The personal information will be used as contact information and to process your application. If you  
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