

For Office Use Only

File Number _____

Date of receipt of application as complete _____

Application Fee _____

1. Name of registered owner(s) <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	Address <div style="border: 1px solid black; height: 40px; width: 100%;"></div> Phone _____ Cell _____ email _____
2. Name of agent (company and primary contact authorized to act on behalf of the registered owner(s)), if any <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	Address <div style="border: 1px solid black; height: 40px; width: 100%;"></div> Phone _____ Cell _____ email _____
3. Legal description and area of land to be subdivided All/part of the _____ ¼ section _____ township _____ range _____ west of the 4th meridian Lot _____ Block _____ Plan _____ C.O.T. Number _____ Lot _____ Block _____ Plan _____ C.O.T. Number _____ Lot _____ Block _____ Plan _____ C.O.T. Number _____ Area held in current title(s) _____ hectares _____ acres Municipal Address (if applicable) _____	
4. Location of land to be subdivided a) Is the land adjacent to the municipal boundary? <input type="checkbox"/> no <input type="checkbox"/> yes If "yes", the adjoining municipality is _____ b) Is the land within 1.6 km of the centre line of a highway right-of-way <input type="checkbox"/> no <input type="checkbox"/> yes If "yes", the highway number is _____ c) Is the proposed parcel within 1.5 kilometers of a sour gas facility <input type="checkbox"/> no <input type="checkbox"/> yes d) Does the land contain an abandoned oil or gas well <input type="checkbox"/> no <input type="checkbox"/> yes e) Does the proposed parcel contain or is it adjacent to a body of water, watercourse, drainage ditch, or canal <input type="checkbox"/> no <input type="checkbox"/> yes If "yes", state its name _____	

5. Existing and proposed use of land to be subdivided

- a) Existing use of land _____
- b) Proposed use of new parcel(s) _____
- c) Proposed use of the remnant parcel _____
- d) Current zoning _____
- e) Proposed zoning (if applicable) _____
- f) Purpose/reason for the proposed subdivision

6. Physical characteristics of the land to be subdivided (where appropriate)

- a) Nature of the topography of the land (flat, rolling, steep, mixed, etc.) _____
- b) Nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.) _____
- c) Type of soil on the land (sandy, loam, clay, etc.) _____

7. Existing buildings on the land to be subdivided

- a) Describe any existing buildings and any structures on the land to be subdivided

- b) Will any of these existing buildings or structures be demolished or moved no yes

If "yes", state which existing buildings or structures

8. Land uses in the vicinity of the land to be subdivided

- a) within 450 m of the working area of an operating landfill no yes
- b) within 2000 m of a confined feeding operation no yes
- c) within 450 m of the working area or disposal area of an operating or non-operating hazardous waste management facility no yes
- d) within 300 m from the working area of an operating wastewater treatment plant no yes
- e) within 300 m of the working area of an operating waste storage site no yes
- f) within 300 m of the disposal area of an operating or non-operating landfill no yes
- g) within 100 m of a gas or oil well no yes

9. Indicate the existing methods for potable water and wastewater disposal for existing structures (if any)

Water

- Well
- Cistern and hauling
- Municipal piped service
- Other _____

Wastewater

- Open discharge
- Treatment mound
- Lagoon
- Other _____
- Disposal field
- Holding tank
- Municipal piped service

Existing wastewater disposal systems must comply with the setbacks of the current *Alberta Private Sewage Systems Standard of Practice*. Should the location of newly proposed property lines result in the system not complying with setback distances, you may be required to either upgrade, relocate or replace your system.

10. Indicate proposed methods for potable water and wastewater disposal for the new parcel(s)

Water

- Well
- Cistern and hauling
- Municipal piped service
- Other _____

Wastewater

- Open discharge
- Treatment mound
- Lagoon
- Other _____
- Disposal field
- Municipal piped service

Proposed wastewater disposal systems for the new parcel(s) must comply with the *Alberta Private Sewage Systems Standard of Practice* in effect at the time of building development.

11. Registered owner(s) authorization of agent

I/we (full name) _____ being the registered owner(s) of the land legally described under Section 3 of this application, do hereby authorize _____ (the agent) to make an application for subdivision affecting the subject land legally described in Section 3 of this application and act on my behalf.

Registered Owner(s) Signature(s)

Date (yyyy-mm-dd)

12. Registered owner(s) right of entry authorization

I/we (full name) _____ being the registered owner(s), hereby give my/our consent for an authorized person of Strathcona County the right to enter the subject land legally described in Section 3 of this application for the purpose of a site inspection pursuant to Section 653(2) of the *Municipal Government Act*.

Registered Owner(s) Signature(s)

Date (yyyy-mm-dd)

13. Registered owner(s) or person acting on the registered owner's behalf

I/we (full name) _____ hereby certify that I/we are the registered owner(s), or the agent authorized to act on behalf of the registered owner(s) 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(s)

Date (yyyy-mm-dd)

Please be advised that:

- Levies or contributions may be required. Please see the bylaw or fee schedule for applicable levy. The levy is the rate being charged when the development agreement is entered into or endorsement is requested, not the rate when the subdivision application is made.
- Additional information may be required by the Subdivision Authority to determine whether the application meets the requirements of Section 654 of the *Municipal Government Act*.
- Reserves may be required for park, school or environmental protection in accordance with County policy by way of land dedication, cash in lieu payment, deferred reserve caveat or easement.
- Pursuant to County policy and standards, road widening, road dedication or new, relocated, removal or improved access provision may also be a condition of subdivision approval.
- A development agreement may be required which would address such items as the payment of off-site levies or required site improvements.
- A subdivision approval may require that the land involved in the subdivision be rezoned to an appropriate Zoning District. The applicant is responsible for all costs and requirements of the rezoning process.

Collection and use of personal information

Personal information is collected in accordance with section 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used in the management and administration of Strathcona County's land development planning processes. Information related to this application and/or any decisions related to the application may be disclosed as allowed or required by law. If you have any questions about the collection, use or disclosure of your personal information, contact Coordinator, Current Planning at 780-464-8080

Information required accompanying any Subdivision – Application

Strathcona County will only accept an application for a subdivision when the following has been submitted:

- Application Fee(s) in accordance with the Fees, Rates & Charges Bylaw**

As well as digital copies of the following information:

- Application Form**
- Current Copy of Certificate(s) of Title**
- Tentative Plan of Subdivision** one (1) digital CAD** and one (1) digital PDF, prepared by an Alberta Land Surveyor, drawn to scale, showing:
 - the location, dimensions and boundaries of:
 - the land to be subdivided;
 - each new lot to be created including the remnant parcel;
 - reserve lot(s), if any;
 - existing rights-of-way of each public utility and any other rights-of-way.
 - natural features such as:
 - water bodies, creeks, wetlands, sloughs, muskeg, swamp and/or other bodies of water;
 - rivers, creeks, ravines, drainage courses;
 - top of bank;
 - forest, brush, shrubs, tree stands or woodlots or treed areas.
 - Man-made features such as:
 - drainage ditches;
 - aggregate extraction/ borrow areas;
 - existing and proposed access locations;
 - active and abandoned gas or oil well(s);
 - sour gas facilities;
 - pipelines;
 - batteries;
 - processing plants.
 - the location, numbers, names and other designations of:
 - highways;
 - public roadways;
 - railways.
 - the location, use, dimensions and setbacks to existing and proposed property lines of buildings on the land that is the subject of the application and specifying those buildings that are proposed to be demolished or moved, if any, as well as any proposed improvements.
 - the location of any existing or proposed water wells and the location and type of any existing or proposed private wastewater disposal systems with the distance from these to the existing or proposed buildings and property lines, any body of water or watercourse or by a drainage ditch or canal.
 - contour information (where required) at an interval not greater than 1.5 m, to be superimposed over the tentative plan, and related to a geodetic datum where possible.

*** Page 6 outlines the requirements for the digital CAD files being submitted as part of your subdivision application. Should a digital plan submission not meet these standards, your application for subdivision may not be considered complete and your application acceptance could be delayed.*

- A map showing the location of the sour gas facility (if within 1.5 km of a sour gas facility)**
- Abandoned well identification documentation and map (as per AER Directive 079) – www.aer.ca**
- A map showing the location of active wells, batteries, processing plants or pipelines within or adjacent to the proposed subdivision.**

Please discuss with a Strathcona County Planner as to whether the following information is required to be submitted as part of a complete application.

- Geotechnical Report** one (1) digital PDF - A report that assesses of subsurface characteristics of the subject lands may be required. This report may identify areas of high water table, soil suitability for private wastewater disposal, and slope stability information where the lands may be susceptible to slumping or subsidence.
- Hydrogeological Report** one (1) digital PDF Pursuant to Section 23(3)(a) of the Water Act and Section 9(1) of the associated Water (Ministerial) Regulation; this report is required where the sixth (6) or subsequent parcel is being proposed on a quarter section and where water service is proposed via water well or surface diversion. This report shall be prepared by a qualified geotechnical engineering firm and signed by a registered professional Engineer.
- 1:100 Year floodplain Analysis** one (1) digital CAD** and one (1) digital PDF - if the land that is the subject of an application is located in a potential floodplain, a map showing the 1:100 flood and accompanying report will be required and shall be prepared by a registered professional Engineer.
- Traffic Impact Assessment** one (1) digital PDF - This report may be required to analyse the traffic generated by the proposed subdivision and development, new access locations and/or increased use of an existing access and shall be prepared by a registered professional Engineer.
- Noise Attenuation Study** one (1) digital PDF - This study is required when information is needed to determine noise levels due to traffic volumes on adjacent roadways that may impact the proposed subdivision and shall be prepared by a registered professional Engineer.
- Biophysical Assessment** one (1) digital PDF - This report is required to assess the biological and physical elements of an ecosystem, including geology, topography, hydrology and soils and shall be prepared by a qualified professional.
- Stormwater Management Plan** one (1) digital PDF - Information may be required to identify how stormwater will be managed post development including proposed drainage improvements and easements. This report shall be prepared by a qualified engineering firm and signed by a registered professional Engineer.
- Design Brief** three (3) paper copies one (1) digital PDF - Information may be required to identify the water network analysis and concept, the wastewater network analysis and concept, and the storm network analysis and concept. This report shall be prepared by a qualified engineering firm and signed by a registered professional Engineer.
- Street Names** one (1) digital CAD** and one (1) digital PDF by e-mail or storage device - Drawing showing the list of preferred street and park names (if applicable) pursuant to the County's Naming of Development Areas, Roads, Parks, and Public Facilities Policy.

Additional information may be required by the Subdivision Authority to determine whether the application meets the requirements of Section 654 of the *Municipal Government Act*.

Digital CAD Requirements for Subdivision

A proposed plan of subdivision is required to support a Subdivision application plan as outlined within the application specifics. The digital plan for this map shall be submitted in accordance with the following requirements:

- a) All maps, drawings and associated data must be submitted in either an ESRI supported file format (preferred) such as .shp or .gdb or an AutoCAD supported file format such as .dwg or .dxf;
- b) All maps, drawings and associated data must be drawn true to scale and spatially referenced to the NAD 1983 3TM 114 projected coordinate system;
- c) AutoCAD submissions must be drawn in model space, be GIS ready and adhere to high quality digital drawing standards. High quality digital drawing standards include but are not limited to:
 - i. clean linework defined by layers (preferred) or properties (color or line weight);
 - ii. closed polygons;
 - iii. accurate dimensions; and
 - iv. appropriate use of plot styles, text formatting and naming conventions;
- d) Use of the Autodesk Drawing Cleanup Tool prior to submission is required; and
- e) An Adobe PDF copy of each digital map or drawing is required at the time of submission.