



# CLEARWATER COUNTY

## Application for Subdivision Approval

FOR OFFICE USE ONLY	
Fees Submitted \$ _____	File # _____
Date Received: _____	Date Completed: _____
Combined with LUA # _____	Receipt # _____
Roll # _____	

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND, OR BY AN AUTHORIZED PERSON ACTING ON THE OWNER'S BEHALF.

**1. Name of Registered Owner(s) of the Land to be Subdivided:** \_\_\_\_\_

Address \_\_\_\_\_  
City \_\_\_\_\_ Postal Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
Email \_\_\_\_\_

**2. Authorized Person(s) Acting on Behalf of the Registered Owner:** \_\_\_\_\_

Address \_\_\_\_\_  
City \_\_\_\_\_ Postal Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
Email \_\_\_\_\_

**3. Legal Description and Area of the Land to be Subdivided:**

All/part of the \_\_\_\_\_ 1/4, Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ West of the 5<sup>th</sup> Meridian.  
Being all parts of Lot \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan No. \_\_\_\_\_  
Size of parcel prior to subdivision: \_\_\_\_\_ Acres.  
Total number of parcels being created: \_\_\_\_\_ Size of parcel(s) being created: \_\_\_\_\_

**4. Location of the Land to be Subdivided:**

- a) Is the land situated immediately adjacent to another municipality? Yes \_\_\_\_\_ No \_\_\_\_\_
- b) Is the land situated within 1/2 mile of the right-of-way of a Highway? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "yes", the Highway No. is \_\_\_\_\_, the Secondary Road No. is \_\_\_\_\_
- c) Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water, or a canal or drainage ditch? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "yes", state its name \_\_\_\_\_
- d) Is the proposed parcel within 1.5 km (1 mile) of a sour gas facility? Yes \_\_\_\_\_ No \_\_\_\_\_
- e) Is there an abandoned well on the property? Yes \_\_\_\_\_ No \_\_\_\_\_  
Provide a map identifying the location or confirming the absence of any abandoned wells.

**5. Existing and Proposed Use of the Land to be Subdivided:**

- a) Existing use of the land \_\_\_\_\_
- b) Existing land use classification under the Land Use Bylaw \_\_\_\_\_
- c) Proposed use of the land and land use classification \_\_\_\_\_

**6. Physical Characteristics of the Land to be Subdivided:**

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

**7. Existing Buildings and Services on the Land to be Subdivided:**

Describe any buildings and other structures on the land and whether or not they are to be demolished or moved \_\_\_\_\_  
\_\_\_\_\_

List the existing and/or proposed manner of providing water and sewage disposal: \_\_\_\_\_  
\_\_\_\_\_

**PLEASE INDICATE** if the land that is the subject of the subdivision application is situated within 1,000 feet of land which is used or authorized for use as:

	Yes	No
a) a landfill for the disposal of garbage or refuse	_____	_____
b) a sewage treatment plant or sewage lagoon	_____	_____
c) a confined feeding operation	_____	_____

**FURTHER INFORMATION TO BE PROVIDED:**

**Reasons for the proposed subdivision:** \_\_\_\_\_  
\_\_\_\_\_

Name the local paper circulating in the area in which the proposed subdivision is located: \_\_\_\_\_  
\_\_\_\_\_

*(Subdivision approvals must be advertised in local newspapers)*

**RIGHT OF ENTRY** - I hereby authorize Clearwater County to enter my land for the purpose of conducting a site inspection in connection with my application for subdivision approval.

\_\_\_\_\_  
*Owner's Signature*

\_\_\_\_\_  
*Date*

**AUTHORIZATION**, if applicable, to act on behalf of the registered landowner:

I (We) hereby authorize \_\_\_\_\_ to act on my (our) behalf on matters pertaining to this application for subdivision approval.

\_\_\_\_\_  
*Owner's Signature*

\_\_\_\_\_  
*Date*

**Registered Owner or person Acting on Behalf of the Owner:**

I, \_\_\_\_\_, hereby certify that: (Check one)  I am the registered owner; or  
*(full name in capitals)*  I am authorized to act on the  
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 approval.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

This personal information is being collected under the authority of the Municipal Government Act, Being Chapter M-26, R.S.A. 2000 and will be used to process the subdivision application. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act, Chapter F25, RSA, 2006. If you have any questions about the collection of this personal information, please contact Clearwater County, P.O. Box 550, 4340 - 47 Ave, Rocky Mountain House, AB T4T 1A4.

## INFORMATION REQUIRED TO ACCOMPANY AN APPLICATION FOR SUBDIVISION APPROVAL

**APPLICATION FEE:** Every application for subdivision shall be accompanied by a *non-refundable* processing fee of an amount determined by council. This fee is non-refundable except on a combined application for subdivision and Land Use Bylaw amendment where the amendment is denied.

**SKETCH or SITE PLAN:** Drawn to scale showing:

- a) the present boundaries of the property to be subdivided;
- b) the location, size, and dimensions of each proposed lot;
- c) the location of existing buildings and their distance from property lines;
- d) the location of proposed and existing roadways, driveways, and road approaches;
- e) the location of coulees, steep slopes, water bodies or courses, woodlots, fence lines, distinctive tree lines, wells and septic systems.

**ABANDONED WELLS:** A map identifying the location or confirming the absence of any abandoned wells within the proposed subdivision. This is not required for a boundary adjustment. This information can be found at [www.aer.ca](http://www.aer.ca) under *Systems & Tools > "Abandoned Well Map"*.

**Note:** *A surveyor's sketch/plan showing the exact location of existing buildings, utilities and shelterbelts in relation to the proposed parcel boundaries must be provided for all applications dealing with the first developed building site to be subdivided from an unsubdivided quarter section. A surveyor's sketch/plan may also be requested for other applications involving existing buildings or utilities.*

**LETTER OF AUTHORIZATION:** From the landowner(s) named on the property title if a person is acting as an agent for or applying on behalf of the landowner (may complete the authorization portion of this form or submit a similar letter of authorization signed by the landowner).

**The signed and fully completed application form, as well as the information and fee outlined above must be submitted to:**

**Planning and Development Department  
CLEARWATER COUNTY  
BOX 550  
4340 47 Avenue  
ROCKY MOUNTAIN HOUSE, AB  
T4T 1A4  
Telephone: (403) 845-4444**