

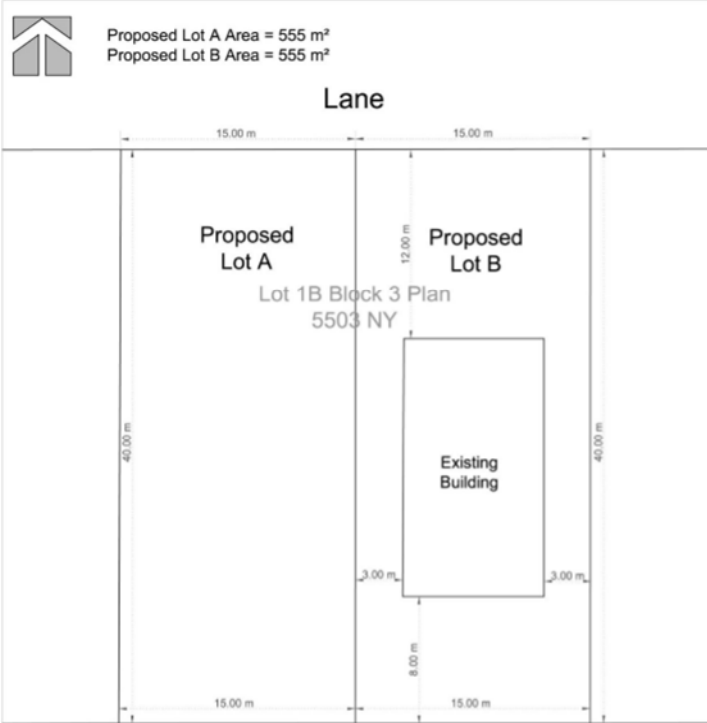
## SUBDIVISION APPLICATION CHECKLIST

Required Information	Details
<input type="checkbox"/> Application Form	<ul style="list-style-type: none"> <li>• The subdivision application must be completed in full and signed by the Registered Owner(s) of the land proposed to be subdivided or an Agent acting on the Owner(s) behalf</li> <li>• please ensure that all required signatures and dates are included on the application</li> </ul>
<input type="checkbox"/> Application Fee	<ul style="list-style-type: none"> <li>• Subdivision Application fees are stated on the Planning and Development page of the Town's website: <a href="https://www.draytonvalley.ca/">https://www.draytonvalley.ca/</a></li> <li>• Please contact us if you need to confirm application fees</li> </ul>
<input type="checkbox"/> Certificate of Title	<ul style="list-style-type: none"> <li>• A current copy (within the last 60 days) of the Certificate of Title for each parcel affected in the application, including copies of any instruments registered on the title (rights-of-way, easements, development agreements, restrictive covenants)</li> <li>• The Certificate of Title and registered instruments can be obtained from any licensed registry office in the Province of Alberta or the Government of Alberta SPIN2 website at <a href="https://alta.registries.gov.ab.ca/spinii/logon.aspx">https://alta.registries.gov.ab.ca/spinii/logon.aspx</a></li> </ul>
<input type="checkbox"/> Copy of proposed Subdivision Plan	<ul style="list-style-type: none"> <li>• A copy of the proposed plan drawn to scale. If the drawing is unclear or otherwise unsuitable for circulation and review your application will be returned as incomplete.</li> <li>• The drawing must show all of the following that are relevant to the proposed plan:             <ul style="list-style-type: none"> <li>○ The location, dimensions and boundaries of the land to be subdivided</li> <li>○ The lots proposed to be registered</li> <li>○ The use, location, dimensions, boundaries and area of each new lot to be created, including Reserve lots and Public Utility Lots</li> <li>○ The location, use and dimensions of buildings on the land that is the subject of the application and specifying those buildings that are proposed to be demolished or removed, if any</li> <li>○ Scale or scale bar</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ North arrow</li> <li>○ Surrounding context (adjacent driveways, adjacent land uses, etc.)</li> <li>○ The location and boundaries of natural features such as: <ul style="list-style-type: none"> <li>▪ Rivers, creeks, sloughs, intermittent water courses and other bodies of water</li> <li>▪ Constructed water bodies and ditches</li> <li>▪ Wooded, muskeg, or swamp areas</li> <li>▪ Crest and toe of slopes of banks to water bodies, gullies, draws and valleys</li> </ul> </li> <li>○ The location of natural resource extraction and other features such as: <ul style="list-style-type: none"> <li>▪ Oil and gas wells/pipelines</li> <li>▪ Operating or abandoned gravel workings</li> <li>▪ Operating or abandoned landfills</li> <li>▪ Agricultural land (land under cultivation)</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>● The existing and proposed access to the subdivision and any remaining part of the existing property, the dimensions of that access and the location, numbers, names and other designations of: <ul style="list-style-type: none"> <li>○ Highways and Secondary Roads</li> <li>○ Other Public Roads</li> </ul> </li> <li>● The location, dimensions and boundaries of any right-of-way of a public utility and other rights-of way</li> <li>● If the proposed lots are to be served by individual wells and private sewage disposal systems, the location of any existing or proposed wells, the location and type of any private sewage disposal systems and the distance from these to existing or proposed buildings and property lines</li> <li>● Confirmation from the Alberta Energy Regulator (AER), identifying the presence or absence of abandoned wells</li> </ul>
<input type="checkbox"/> Abandoned well information	<ul style="list-style-type: none"> <li>● New subdivision applications, except for lot line adjustments, must include documentation from the AER identifying the presence or absence of abandoned wells. Documentation can be obtained from the AER using the online Web Viewer available on the AER website at <a href="https://extmapviewer.aer.ca/AERAbandonedWells/Index.html">https://extmapviewer.aer.ca/AERAbandonedWells/Index.html</a></li> <li>● The viewer will provide a map identifying all abandoned well surface locations in the selected area and a listing of additional details, including the licensee of record, surface location, latitude and longitude, and fluid type of each well</li> <li>● If an abandoned gas or oil well is identified on the land that is the subject of the subdivision application, the applicant must include a map that shows the actual</li> </ul>

	<p>well location, as identified in the field, and the setback established in AER formerly ERCB Directive 079 in relation to existing or proposed building sites.</p> <ul style="list-style-type: none"> <li>• If an abandoned gas or oil well(s) is identified on land that is the subject of the subdivision application, the Subdivision Approving Authority must refer a copy of the subdivision application to the Licensee(s) of Record. The referral must include the applicant's contact information.</li> <li>• The information is not required if it was submitted to the same subdivision authority within the last year.</li> <li>• To obtain clarification about the information provided by the Abandoned Well Viewer, or if you do not have Internet access, contact the AER Customer Contact Centre by telephone at 1-855297-8311 or by e-mail at <a href="mailto:Inquiries@aer.ca">Inquiries@aer.ca</a> or contact Information Services by mail at AER, Suite 1000, 250 – 5 Street SW, Calgary AB T2P 0R4.</li> </ul>
<input type="checkbox"/> Reduced or digital Subdivision Plan	<ul style="list-style-type: none"> <li>• If the plan is larger than 11x17 inches, an additional copy that is reduced to 11x17 or provided in a PDF format is required</li> </ul>

**Example of Subdivision Plan (Urban):**



Example of Subdivision Plan (Rural):

