

SUBDIVISION APPLICATION



OFFICE USE ONLY		Revised December 2024
Date Received:		
Subdivision Application No.:	Land Use District:	

Landowner Information	Landowner Name:			
	Address:	Street:	Town/City:	
		Province:	Postal Code:	
	Phone No.:		Email:	

Authorized Agent for Registered Owner	Name:			
	Address:	Street:	Town/City:	
		Province:	Postal Code:	
	Phone No.:		Email:	

Area of the Land to be Subdivided	Civic Address:	Street:	Town/City:		
		Province:	Postal Code:		
	Legal Description:	Lot:	Block:	Plan:	
	Part of:	Qtr.	Sec.	Twp.	Rge.

Location of Land to be Subdivided	Is the land immediately adjacent to the municipal boundary?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Is the land within 0.8 km of the right-of-way of a Highway?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Is the land situated within 0.8 km of a river, stream, watercourse, lake or other permanent body of water, or a canal or drainage ditch?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Is the land within 1.5 km of a sour gas facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Does the land contain an active, reclaimed or abandoned oil or gas well?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If "Yes", attach a list of any abandoned well sites on the lands including location coordinates. Please contact Alberta Energy Regulator (AER) for this information.		

Existing and Proposed Use of Land to be Subdivided	Existing Uses of the land:	
	Proposed Uses for the land:	
	Describe any buildings, historical or otherwise, and any structures on the land and whether they are to be demolished or moved:	
	Designated use of the land as classified under the Land Use Bylaw:	

Physical Characteristics of Land to be Subdivided	Nature of the topography of the land (flat, rolling, steep, mixed):	
	Nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks...)	
	Type of soil (sandy, loam, clay etc.)	

Proposed Subdivision and Servicing of the Land to be Subdivided	Total Number of Parcels being created (including remnant):	
	Size of parcel(s) being created:	
	Is the proposed subdivision to be serviced by municipal water and sewer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Describe proposed wastewater supply and sewage disposal:	

Municipal Reserve Dedication	Land Dedication for Municipal Reserve (location and areas to be shown on Tentative Plan) <input type="checkbox"/> Yes	
	Cash in lieu of reserves	
	Deferred Reserve (by Caveat)	
	Not Applicable (please describe):	

Applicant Authorization	<p>1. I am the owner/agent with the consent and authority of the owner that is the subject matter of this permit application.</p> <p>2. I hereby give my consent to allow any authorized person pursuant to the Municipal Government Act Section 542 the right to enter the land and/or building(s) with respect to this application only.</p> <p>3. I understand this is only an application and does not constitute approval to commence construction.</p> <p>4. I declare that the information contained in this application is correct and true to the best of my knowledge.</p> <p>5. I declare that I will notify the Development Authority of any proposed changes to the plans submitted with this application.</p> <p>6. I understand that I may be required to obtain permits pursuant to the Alberta Safety Codes Act and Provincial Authorities.</p> <p>7. I consent to receiving notifications & correspondence regarding this application via email to the address provided on this application.</p> <p>By checking the "I agree" box, you agree and authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten Signature.</p>	
	<input type="checkbox"/> I agree and authorize.	
	Applicant Signature:	Date:

This personal information is being collected under the authority of the Municipal Government Act, RSA 2000, Chapter M-26, and will be used for administering the affairs of the Town of Drayton Valley and for the provision of services. This information is protected by the privacy provisions of the Freedom of Information and Protection of Privacy (FOIP) Act, RSA 2000, Chapter F-25. If you have any questions or concerns about the collection and/or use of this information, please contact the FOIP Coordinator at 780-514-2200.

Checklist for Complete Application:

These items must be included with the application - mandatory

- Fully completed and signed Application Form.
- Tentative Plan (Prepared by a Registered Alberta Land Surveyor).
- Current copies of the Certificate of Title (within the last 60 days).
- Abandoned Wells Confirmation Form. Documentation can be obtained from the AER using the online Web Viewer available on the AER website at <https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>. 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 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.
- Location, dimensions and boundaries of the lot(s) to be subdivided.
- The location, dimensions, and boundaries of each new lot to be created and any reserve land.
- All existing and proposed accesses to all lot(s).

These items may be required. Contact the Planning and Development Department if you are not sure.

- Current copies of all restrictive covenants, utility rights of way, easements or caveats registered on title.
- Servicing drawings and brief (Prepared by an APEGA)
- Any supporting studies, plans or other information deemed necessary by the Subdivision Authority.
- A Real Property Report for any lot with buildings that will remain.
- A Shadow Plan for all future phases of development that demonstrate how overall density minimum, and rear land percentage is achieved (11"x17" hard copy, unprotected PDF and AutoCAD).
- The location of any tree stands or wetlands on the existing and proposed lot(s).
- Existing rights-of-way of each public utility or other rights-of-way.
- 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 or existing lot(s).
- The location of any existing or proposed wells, any private sewage disposal systems, and the distance from these to existing or proposed building and existing or proposed lot lines

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Application Fees:

Date Paid:

Receipt Number:

Deemed Complete Date:

Notice of Decision Date:

Decision: Approved Approved subject to conditions (attached) Refused w/ reasons (attached)

Development

Authority Signature: