

SUBDIVISION APPLICATION REQUIREMENTS

The following information is required for an application for subdivision approval:

1. Two (2) copies of the completed application form (one original).
2. Owner Authorization (if the applicant is not the Owner).
3. An application fee of \$466.40, plus \$177.15 per residential lot proposed to be created or, \$729.30 per non-residential lot proposed to be created, excluding any public utility or reserve lots.
4. The fee for endorsement of a plan of subdivision or other instrument that effects or will effect a subdivision is \$286.75 for each residential lot to be created by the subdivision or, \$743.85 for each non-residential lot to be created by the subdivision, excluding any public utility or reserve lots. The City Standard Service Agreement Fee, if required, is \$2,113.60. The Non City Service Agreement Fee, if required, is \$6,462.75.
5. One (1) copy of the current Duplicate Certificate of Title (less than 90 days old) for the land proposed for subdivision.
6. In the case of a subdivision with not more than two lots, and no public roadways or reserve lots, two (2) copies of a sketch plan consisting of the following are required:
 - a. the location, dimensions and boundaries of the land to be subdivided;
 - b. the location, dimensions and boundaries of each new lot to be created;
 - c. the location 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 moved, if any, and
 - d. the use proposed for the land that is the subject of the application.
7. In the case of a subdivision application involving a plan of subdivision, two (2) copies of the proposed plan of subdivision, drawn by a Land Surveyor to scale of not less than 1:2000, consisting of the following are required:
 - a. the location, dimensions and boundaries of the land to be subdivided;
 - b. the land which the applicant wishes to register in the Land Titles Office;
 - c. the location, dimensions and boundaries of:
 - i. each new lot to be created,
 - ii. the reserve land, if any,
 - iii. all rights-of-way and easements;
 - d. the location 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 moved, if any;
 - e. the location of any existing or proposed railway lines or spur tracks;
 - f. the use or uses proposed for the land that is the subject of the application.

8. A completed Abandoned Well Confirmation Form with the following information attached:
 - a. Submission of a drawing from the Alberta Energy Regulator (<https://extmapviewer.aer.ca/Onestop/Public/index.html>) indicating if/where any gas pipelines, abandoned oil and gas wells are located within the proposed subdivision area (as per Subdivision and Development Regulations & Municipal Affairs Bulletin 05/12 & AER (ERCB) Directive 079).

Note: The Department provides a photocopying service and will make copies of the application and the sketch plan (not larger than 11 x 17) for a charge of \$5.55 + GST per page. Photocopies larger than 11 x 17 will cost \$33.45 + GST per page.