

<p>APPLICATION FOR SUBDIVISION APPROVAL</p> <p>BY PLAN OF SUBDIVISION <input type="checkbox"/></p> <p>BY OTHER INSTRUMENT <input type="checkbox"/></p>	<p>FILE # _____</p> <p>DATE OF RECEIPT OF COMPLETED APPLICATION FORM: _____</p> <p>FEES SUBMITTED: _____</p>
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THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND, THE SUBJECT OF THE APPLICATION, OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNERS BEHALF. PLEASE PRINT IN CLEAR BLOCK LETTERS.

1. NAME, ADDRESS AND CONTACT INFORMATION* OF REGISTERED OWNER OF LAND TO BE SUBDIVIDED:

2. NAME, ADDRESS AND CONTACT INFORMATION* OF AUTHORIZED PERSON ACTING ON BEHALF OF REGISTERED OWNER:

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED:

All/Part of the _____ 1/4 Sec. _____ Twp. _____ Range _____ West of _____ Meridian

Being all/part of Lot _____ Block _____ Plan _____ COT Number _____

Municipal Address (if applicable): _____

Area of the above parcel of land to be subdivided _____

4. LOCATION OF LAND TO BE SUBDIVIDED:

- a. The land is situated in the municipality of Whitecourt. YES:___ NO:___
- b. Is the said land immediately adjacent to the municipal boundary? YES:___ NO:___
If yes, the adjoining municipality is _____
- c. Is the land situated within 0.8 km of the centre line of a highway right of way? YES:___ NO:___
If yes, the highway is: # _____
- d. Does the proposed parcel contain or is it adjacent to a river, stream, watercourse, lake or other permanent body of water, or by a canal or drainage ditch? YES:___ NO:___
If yes, give name: _____
- e. Is the proposed parcel within 1.5 km of a sour gas facility and/or pipeline? YES:___ NO:___

5. INDICATE IF THE LAND THAT IS THE SUBJECT OF THE SUBDIVISION APPLICATION IS SITUATED WITHIN:

- 450m of an operating or non-operating landfill or hazardous waste management facility: YES___ NO___
- 300m of an area of parcel of land currently being used for the processing of waste water: YES ___ NO___
- 300m of a livestock feeding lot: YES:___ NO:___

6. INDICATE IF THE LAND THAT IS THE SUBJECT OF THE SUBDIVISION APPLICATION CONTAINS AN ABANDONED OIL AND GAS WELL:

- Does an abandoned oil and gas well exist within the subject area: YES: ___ NO: ___
- Is a map attached from the Alberta Energy Regulator (AER) website (www.aer.ca) indicating if/where any abandoned oil and gas wells are located within the proposed subdivision area (as required per Municipal Affairs Bulletin 05/12 ERCB Directive 079): YES: ___ NO: ___

7. PREVIOUS, EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED: (DESCRIBE)

- a. Previous use of land: _____
- b. Environmental Report attached? Yes:___ No:___ N/A:___
- c. Existing use of land: _____
- d. Describe any buildings, historical or otherwise and any structures on the land and whether they are to be demolished or moved: _____

- e. Proposed use of land: _____
- f. The designated use of the land as classified under a Land Use Bylaw or Zoning Bylaw or a Land Use Classification Guide where applicable: _____
- g. Proposed use of remainder of the title (if applicable): _____

8. FILL BROUGHT TO THE SITE:

a. Has the site, subject to subdivision had any fill brought in and if yes, how may it affect foundations? _____

9. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED:

- a. Describe the nature of the topography of the land (flat, rolling, steep, mixed, etc.)

- b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree strands, woodlots, sloughs, creeks, etc.)

- c. Describe the kind of soil on the land (sandy, loam, clay, etc.) : _____

10. WATER AND SEWER SERVICES:

Is the proposed subdivision to be serviced by other than a water distribution system and wastewater collection system? YES: _____ NO: _____

If yes, describe the manner of providing water and sewage disposal: _____

11. PROVISIONS FOR RESERVE:

Proposed provisions made for reserve relative to the application:

- Land dedication (location and areas to be shown on plan)
- Money in lieu of reserves
- Deferment (by Caveat)
- Not applicable (reserves previously provided)

12. REGISTERED OWNER OR PERSON ACTING ON BEHALF OF THE REGISTERED OWNER: (BLOCK LETTERS)

I, _____ hereby certify that:

- I am 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.
- I am the agent authorized to act on 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. (completed Authorization Form, attached, from Registered Owner must accompany this application)

ADDRESS: _____

SIGNATURE: _____

PHONE: _____

EMAIL*: _____

DATE: _____

****By providing your email address on this application form, you are consenting to receive electronic notifications and communications.***

PLEASE ADD ADDITIONAL INFORMATION ON A SEPARATE PAGE

NOTE: Please note that all information you provide will be treated as public information in the course of the Town of Whitecourt's consideration of this subdivision application pursuant to the Municipal Government Act, R.S.A. 2000 Chapter M-26. Any personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of evaluating the proposed subdivision and may be circulated, under the authority of section 39 (1), to relevant agencies and adjacent landowners for a consistent purpose. If you have any questions regarding the collection, use and protection of this information, please contact the Legislative Manager at (780) 778-2273 or at administration@whitecourt.ca.

AUTHORIZATION FORM

I/We _____
Print name(s) of registered owner(s)

being the registered owners of _____
Legal Description of land being subdivided

do hereby authorize _____
Individual or Firm making application

to make application for subdivision of the above described property on our behalf.

Signature(s) of registered owner(s)

RIGHT OF ENTRY

Right of Entry by an authorized person of the Town of Whitecourt for the purpose of a site inspection of the land relative to the proposed application for subdivision.

In accordance with the Municipal Government Act of Alberta (Section 653 (2) and the Town of Whitecourt's subdivision application requirements, the Right of Entry authorization must be completed, signed and returned with the Application for Subdivision.

I/We _____
Print name(s) of registered owner(s)

being the registered owners of _____
Legal Description of land being subdivided

do hereby authorize representatives of the Town of Whitecourt to enter upon the subject lands for the purpose of a site inspection and evaluation regarding the application for subdivision of the above described property.

Signature(s) of registered owner(s)

Dated this _____ day of _____, 20__.

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SUBDIVISION APPLICATION CHECKLIST (TO BE COMPLETED BY APPLICANT)

MINIMUM REQUIREMENTS

Any application submitted without this form will be deemed incomplete. All boxes shall be “checked” and all information indicated shall be attached to the subdivision application.

- One application for subdivision with pages 1 thru 5 completed in full and signed by the registered owner(s) OR the person authorized to act on behalf of the registered owner(s);
- One subject property or location map indicating subject property in relation to major roadways;
- Current copy of Certificate of Title obtained from any Registries office. The copy is to be validated within 30 days of the submission of the application;
- Copies of all instruments pertaining to the Town of Whitecourt, which are registered against the parcels being subdivided;
- Authorization and Right of Entry Forms – if applicant is not the owner, a letter must be provided from the owner authorizing the applicant to act on their behalf;
- Abandoned Wells Form;
- Subdivision application fee, payable to the Town of Whitecourt in accordance with the fee schedule in affect at the time of application**;
- Four (4) copies of the tentative plan of subdivision, of which two (2) are to be an Engineer Architect scale, one (1) copy 11” x 17” of the plan, one (1) 11” x 17” aerial view plan overlay, showing the following:
 - The location dimensions and boundaries of the land an applicant wishes to subdivide (including lot area);
 - The land that the applicant wishes to register a land titles office;
 - The location, dimensions and boundaries of each new lot to be created including utility lots and reserve lots;
 - The midpoint of the front lot line of all non-rectangular lots, as well as a line running perpendicular from that point a distance equal to the required front yard setback of the applicable zoning district, and a line perpendicular to that line extending to each of the side lot lines. All lines should be dimensioned. (See Figure 1 below).

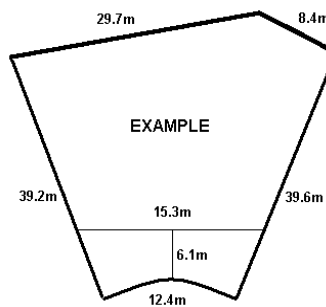


Figure 1 - Example

- Location, dimensions and boundaries of existing rights-of way of each public utility, or other rights-of-way.
- The location, uses and dimensions of buildings on the land or the adjacent parcel that is subject of the application and specifying those buildings that are proposed to be demolished or moved.
- The approximate 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 parcel of land;
- The designated use of the land as classified under the Land Use Bylaw;
- Description of the use of uses proposed for the land that is subject of the application;
- The existing and proposed parcels and the remainder of the title area;
- The proposed roadways identified as numbered or named streets and avenues
- Existing and proposed access to the subdivision with dimensions; and
- Tentative plan CADD and PDF file

****If the plan is unclear or otherwise unsuitable for circulation and review, you will be advised and a new plan will be required prior to the application being considered complete.**

ADDITIONAL INFORMATION (may be required)

The Subdivision Authority may require an applicant for subdivision to submit, in addition to the information as noted above, any or all of the following information to meet the requirements of Section 654 of the Municipal Government Act:

- A map of the land that is to be subdivided and show topographic contours at no greater than 1.5 metre intervals and related to the geodetic datum, where practicable;
- A geotechnical assessment of subsurface characteristics of the land that is to be subdivided including, but not limited to, susceptibility to slumping or subsidence and depth to water;
- Environmental Site Assessment indicating that the subject parcel is suitable for the intended use;
- If the land that is the subject of an application is located in a potential flood plain, a flood plain analysis showing the 1:100 flood plan;
- Information respecting the land use and land surface characteristics of land within 0.8 kilometres of the land to be subdivided;
- If reserves are owing and money in place for reserve is requested, an appraisal report prepared by an Alberta Land Appraiser;
- If any portion of the parcel of land affected by the proposed subdivision is situated within 0.8 kilometres of a sour gas facility, a map showing the location of the sour gas facility; and
- A conceptual scheme that relates the application to future subdivision and development of adjacent areas.

SUBDIVISION ENDORSEMENT

(To be completed by applicant)

This form shall be attached to all Subdivision Endorsement Packages. Endorsement packages submitted without this form may be subject to delays in processing. All boxes shall be “checked” or noted as non-applicable. All information indicated shall be included in the Subdivision Endorsement Package.

PLEASE NOTE: REQUIREMENTS MAY NOT BE LIMITED TO THIS LIST.

- Endorsement submission is 19 days after the date of the conditional approval, if an appeal has not been entered into.
- Subdivision Authority Approval document.
- Two copies of the final legal plan of survey (Engineer Architect scale) to be registered
- Two copies of any/all final Utility Plans to be registered (Engineer Architect scale), which may include easements, rights of way and drainage.
- Three copies of any Agreement to be signed by the Town of Whitecourt*
- Caveats required for agreements
- One copy of the Certificate of Title obtained from any Registries office. The copy is to be validated within 30 days of the submission of the endorsement package
- Consent to register documents for all Town of Whitecourt registrations
- Discharge documents for instruments no longer required on title
- The subdivision endorsement fee, payable to the Town of Whitecourt in accordance with the fee schedule in affect at the time of endorsement. Lots exempt from the endorsement fee include public utility lots and reserve lots.
- All conditions have been met including but not limited to taxes, easements, and servicing**

Applicant Signature: _____ Date: _____

*Agreements other than Town of Whitecourt templates may be subject to legal review. These agreements should receive approval prior to applicant endorsement.

**Any conditions not met will result in the return of the endorsement package.

Note: It is the applicant’s responsibility to have documents prepared with the correct land information.

Mail: Town of Whitecourt
Planning & Development
P.O. Box 509
Whitecourt, AB T7S 1N6

Deliver: Town of Whitecourt
Planning & Development
5004 – 52 Avenue
Whitecourt, AB T7S 1N6

Subdivision Time Extension Application

(Please check the appropriate box)

- Approval
 Endorsement

Municipal Government Act – 2000, Chapter M-26. 681(1) (b)

Name of Registered Owner(s)	Name of Applicant (if different from registered owner)
Address	Address
Telephone Number	Telephone Number
Fax Number and/or Email Address*	Fax Number and/or Email Address*

*By providing your fax number and or email address above, you are consenting to receive electronic notifications and communications.

Name of Subdivision Authority
Legal Description

Expiry date of subdivision (mm-dd-yy)	Extended time required (mm-dd-yy)
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Reasons for extension request (attach additional information if required)

Signature of Applicant

Date

DECISION

YOUR APPLICATION TO SUBDIVIDE THE LANDS DESCRIBED ON THE REVERSE SIDE OF THIS FORM HAS BEEN:

UNCONDITIONALLY APPROVED

NOTE: The applicant or his agent should contact the relevant companies to ascertain the serviceability of the proposal.

NOTE: There may be underground installations on or near the proposal. Before commencing construction, the applicant or his agent should investigate the matter and contact the relevant companies and/or telephone "Alberta One-Call" 1-800-242-3447 (Toll Free).

NOTE: The owner/developer is advised to contact Land Titles Office to determine a suitable method of registration.

Date

Chief Administrative Officer – Town of Whitecourt

SUBDIVISION SIGNING AUTHORITY _____ The Town of Whitecourt DATE: _____

DATE _____ ALBERTA PLANNING BOARD ORDER NO.:

NOTE: Please note that all information you provide will be treated as public information in the course of the Town of Whitecourt's consideration of this subdivision application pursuant to the Municipal Government Act, R.S.A. 2000 Chapter M-26. Any personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of evaluating the proposed subdivision and may be circulated, under the authority of section 39 (1), to relevant agencies and adjacent landowners for a consistent purpose. If you have any questions regarding the collection, use and protection of this information, please contact the Legislative Manager at (780) 778-2273 or at administration@whitecourt.ca.