



SUBDIVISION APPLICATION

SUBDIVISION APPLICATION MUST INCLUDE:

1. Completed and signed application form
 - Please print
 - All registered owners must sign the application form
 - Only the registered owners of the land that is to be subdivided can apply for a subdivision, although the landowner may appoint an authorized person to act upon his/her behalf.
2. Sketch of the proposed subdivision
 - Legal description of the land, including Plan, Block and Lot, if applicable
 - Existing titled area of quarter section or lot showing accurately measured boundaries of the proposed subdivision
 - Approximate dimensions and location of buildings labeled with use (ie. house, barn, fence), shelterbelts, water well, power poles, gaslines, oil or gas well sites, underground storage tanks, approaches and private sewage system
 - Indicate if any of the buildings will be removed or demolished
 - Specify the distance from the road to the closest permanent building
 - Specify the distance of the sewage disposal system to new property boundary, and the type of sewage disposal system
 - All County roads, private roads, and primary or secondary highways
 - All approaches to the property and remaining land. Legal access must be provided to each property. Wellsite accesses may not be considered legal accesses.
 - Approximate location of any waterbodies including lakes, sloughs, creeks, drainage ditches, dugouts, and canals
3. Subdivision Application Fee
 - Fees are \$600.00 plus \$200.00 per lot created. The balance of the quarter section (remnant) is considered one lot for purposes of subdivision.
Example:
First Parcel Out subdivision fee is \$600 + \$200 for new lot + \$200 for remnant lot = \$1000. Thereafter, each new lot created is an additional \$200.
 - Cheques are payable to Beaver County
 - Application fee is non-refundable
4. Copy of Current Certificate of Title(s)
 - Title(s) search must be current within last 14 days
 - A copy of your title can be obtained from your local registries office. You must have your legal description to order a copy of your title.
5. Documentation from the ERCB identifying the presence or absence of abandoned wells.

- All new subdivision applications, except for lot line adjustments, must include documentation from the ERCB identifying the presence or absence of abandoned wells. Documentation can be obtained from the ERCB using the online Web Viewer www.aer.ca. On the top of the site, go to Systems & Tools, click on Abandoned Well Map, and agree to the disclaimer. When the map appears, click on Area of Interest on the left hand side, than change Choose Grid Area with the drop down menu to Quarter Section. Fill in your land location and click on Go. Print a copy of the results and attach to the subdivision application.
- If an abandoned gas or oil well is identified on the land that is the subject of a subdivision application, the applicant must include a map that shows the actual well location, as identified in the field, and the setback established by ERCB in relation to existing or proposed building sites. Contact the Alberta Energy Regulator for assistance.

In addition to the above requirements, high density subdivision development will require the following:

6. Conceptual Scheme for Multi-Lot Residential Subdivisions

- Any subdivision which would result in 4 or more lots must first be redistricted to Country Residential. At the time of the redistricting application, a professionally prepared Conceptual Scheme is required, which must include, but is not limited to, the following:
 - Proposed subdivision design;
 - Professionally prepared bio-physical assessment
 - Proposed and adjacent land uses
 - Utility servicing
 - Traffic impacts
 - Identification of abandoned wells (if any)
 - Development controls (if applicable)

FEES ASSOCIATED WITH SUBDIVISION APPROVALS

In addition to the information requirements, there will be a number of costs associated with subdivision approvals. These may include, but are not limited to:

- Application fee (\$600 initial application fee, plus \$200 for each new lot)
- Endorsement fee (\$300 per lot, including the remnant)
- Cash-in-lieu of municipal reserve
- Survey, registration, and legal costs
- Road/approach or other upgrading requirements
- Sewer system compliance letter
- Sewer system up-grades (if necessary)

All costs associated with subdivision decisions (application fee, endorsement fee, and any costs required to meet the conditions of subdivision approval) are your responsibility.

SUBDIVISION PROCESS

Subdivision is a lengthy process. It can take up to 90 days to process a decision after the application is determined to be complete. Following is typical timeline:

- Subdivision application, site plan, and fee are received by the County
- Municipal Development Plan and Land Use Bylaw are reviewed to determine eligibility of subdivision proposal
- Tentative Site Plan is created (electronic depiction of proposed subdivision) and returned to you for verification. Once the Tentative Site Plan has been signed and returned to the County, the subdivision application is deemed to be complete.
- Subdivision application is referred to anyone with an interest on title (except mortgage companies), as well as anyone who may have an interest in the proposed subdivision (e.g. adjacent landowners, utility companies, school board, Government departments). The referral process takes 30 days.
- Once the referral process has passed, the file is reviewed by the Subdivision Authority and a decision may be made if no more information is required. Please note that the Subdivision Authority has 60 days from the date that the application is deemed to be complete to make a decision on the application. The decision could be an approval, an approval with conditions, or a refusal. If the Subdivision Authority cannot make a decision within 60 days, he may request an extension
- A Notice of Decision is sent to you as well as referral agencies. If your application is refused, or if you don't agree with one or more of the conditions imposed with an approval, you may appeal the decision of the Subdivision Authority. The appeal period is 19 days from the date of the Notice of Decision and the appeal must be made within this time. The Subdivision Authority's decision or conditions of approval may also be appealed by County Council, a Provincial Government Department that has an interest in the subdivision, or the local school authority. Adjacent landowners do not have the right to appeal.
- Once the appeal period has passed without any appeals being filed, the Subdivision Authority's decision is valid. If the decision is an approval with conditions, you have one year from the date of the approval to meet all conditions and have your subdivision plan endorsed by the Subdivision Authority. Proof that approval conditions have been met must be submitted to the Subdivision Authority. The plan of survey must be prepared by and Alberta Land Surveyor. If you require additional time to complete the conditions of approval, an extension must be requested from the Subdivision Authority. Once all conditions have been met and the survey prepared the subdivision can then be endorsed.
- Once the plan of survey has been prepared, it may be registered at the Alberta Land Titles Office. You have one year from the date of endorsement to register the plan of survey at the Land Titles Office. Upon registration, new titles for the parcels will be issued to you by Alberta Land Titles.

- For further information and a list of Frequently Asked Questions, go to the County's website at www.beaver.ab.ca (under Departments/Planning & Development)

- Questions should be directed to the Planning and Development Department:

Beaver County

Box 140

Ryley, AB T0B 4A0

Phone: (780) 663-3730

Toll Free: 1-866-663-1333

Fax: (780) 663-3602

Email: jlui@beaver.ab.ca or mjones@beaver.ab.ca



Box 140
RYLEY AB T0B 4A0

by plan of subdivision
by other instrument

For office use only

File number _____

Date of receipt of application as complete _____

Fee submitted _____

This form is to be completed in full **wherever applicable by the registered owner of the land or by an authorized person** acting on behalf of the owner.

1. Name of registered owner(s) of land to be subdivided

Mailing Address, postal code and telephone number (home and work)

E-mail _____

2. Authorized person acting on behalf of registered owner

Mailing Address, postal code and telephone number (home and work)

E-mail _____

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All/part of the _____ ¼ section _____ township _____ range _____ west of the 4th meridian

Being all/parts of lot _____ block _____ plan _____ C.O.T. Number _____

Area of the above parcel to be subdivided _____ hectare _____ acres

Municipal Address (if applicable) _____

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of _____

b. Is the land situated 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? Yes _____ No _____

If "yes," the highway is number _____ the secondary road is number _____

d. Does the proposed parcel contain or is it adjacent to a river, stream, lake or other body of water or by a drainage ditch or canal?

If "yes" state its name _____

e. Is the proposed parcel within 1.5 kilometers of a sour gas facility? Yes _____ No _____

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe

a. Existing use of the land _____

b. Proposed use of the land _____

c. The designated use of the land as classified under a land use bylaw _____

d. The proposed use designation _____

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)

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, sloughs, creeks, etc.)

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

7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

Describe any buildings and any structures on the land and where they are to be demolished or moved

8. WATER AND SEWER SERVICES

If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal

9. a. Total number of parcels being created (including remnant) _____
- b. Size of parcel(s) being created (hectares and acres) _____
- c. Proposed use of remainder of ¼ section or land presently in title _____

10. Please indicate if the land that is the subject of the subdivision application is situated within 1000 feet of land that is used or authorized for use as

- | | | |
|---|-----------|----------|
| a. a landfill for the disposal of garbage or refuse | yes _____ | no _____ |
| b. a sewage treatment or sewage lagoon | yes _____ | no _____ |
| c. a livestock feeding lot | yes _____ | no _____ |

11. What is the purpose/reason for the subdivision application? _____

(further information may be provided on a separate page)

12. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

I, _____ hereby certify that I
a) I am the registered owner or b) I am the agent authorized to act on behalf of the registered owner(s), and that the information given on the form is complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision approval. I/We hereby give my/our consent to allow Council or a person appointed by it the right to enter the above land with respect to this application only.

Signed _____

Home number _____ Work number _____

Dated _____

Authorization from registered owner(s) of land subject to subdivision

Registered owner's signature _____

Collection and use of personal information

This personal information is being collected in accordance with the Municipal Government Act (MGA) and the Land Use Bylaw (LUB) and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP), unless disclosures are authorized under the LUB. This information will be used to process and issue the Permit.

Information required to accompany any application for subdivision
Pursuant to Part 1 of the Subdivision and Development Regulations (AR 43/2002)

Note: An application for subdivision approval can only be made by the registered owner of the land that is the subject of the application or a person authorized to apply on his behalf. (Part 1, Section 4(3) of Subdivision and Development Regulations)

The County will only accept an application for subdivision when **all** of the following information has been submitted.

1. Application fee

The application fee must be included in accordance with County Bylaws. The subdivision fees apply not only to the new lot(s) created under the subdivision plan, but also the lot which constitutes the remainder, excluding lots proposed as reserve or public utility lots.(see fee schedule for applicable fees).

2. Application form

- a. Both sides of the application for Subdivision Approval form must be completed in its entirety.
- b. The names address and telephone number(s) of the registered owner(s) and the authorized person(s) acting on behalf of the mentioned persons. If a person is acting on behalf of the registered owner(s), it is essential that all the registered owner(s) sign the authorization at the back of the application form. Please note that if a company or individual is the owner of the said land under an agreement for sale as indicated by caveat on the back on the Certificate of Title, please submit a copy of the signed agreement. The individual noted on the caveat must sign the application.

3. Current copy of certificate of title

A current copy of the title as it now exists at Land Titles Office can be obtained from any **license and registrations office**.

If there are any caveats or easements registered on the title pertaining to Beaver County (ie. deferred reserve caveats or utility easements) please submit copies of these documents along with the application.

4. Building location

All applications dealing with the first developed building site to be subdivided from an unsubdivided quarter section shall contain accurate dimensions of the location of the existing development to be contained within the new parcel boundaries.

5. Proposed plan- (if plan of survey is to be used, please provide an 8½x11 reduction of the plan)

- a. Showing the location, dimensions and boundaries of the land to be subdivided.
- b. Showing the location, dimensions and boundaries of each new lot being created.
- c. Showing 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 removed, if any.
- d. Describing the use proposed for the land that is the subject of the application, including proposed improvements.
- e. Contour information (where required) at an interval of 1m is to be superimposed over the tentative plan, and contour data is to be related to a geodetic datum where possible.
- f. Showing the location of any utility right-of-ways affecting the property.
- g. Showing natural features such as:
 - sloughs and/or other bodies of water
 - rivers, creeks and intermittent water courses
 - wooded areas
 - muskeg or swamp
- h. Man made features such as:
 - water bodies
 - major drainage ditches
 - gravel workings
 - agricultural land (land under cultivation)

- i. Showing the location, numbers, names and other designations of:
 - highways
 - secondary roads
 - public roadways
 - j. Showing the location, dimensions and boundaries of:
 - each new lot to be created
 - the reserve lot(s), if any
 - the right-of-way of each public utility and other rights-of-way
 - k. Showing the location (**distances must be shown from all existing and proposed property lines and existing residences**) and current and/or proposed method of sewage disposal and sewer discharge and the location/type of the current and/or proposed water source. Please be advised that a change in property lines or parcel size may require a change to current sewage disposal methods pursuant to the Plumbing Code.
6. List of preferred street names for subdivision applications within Hamlets.
 7. Water table and Percolation tests may be required to indicate the developable area of the proposed parcel(s).
 8. Additional Information may be required.

Please be advised that:

- reserves may be required for park, school or environmental protection either by way of land dedication, cash in lieu payment, deferred reserve caveat or conservation easement,
- pursuant to County policy, road widening, road dedication or new access provision may also be a requirement of subdivision approval, and
- a development agreement may be required which would deal with such items as the payment of off-site levies or required site improvements.

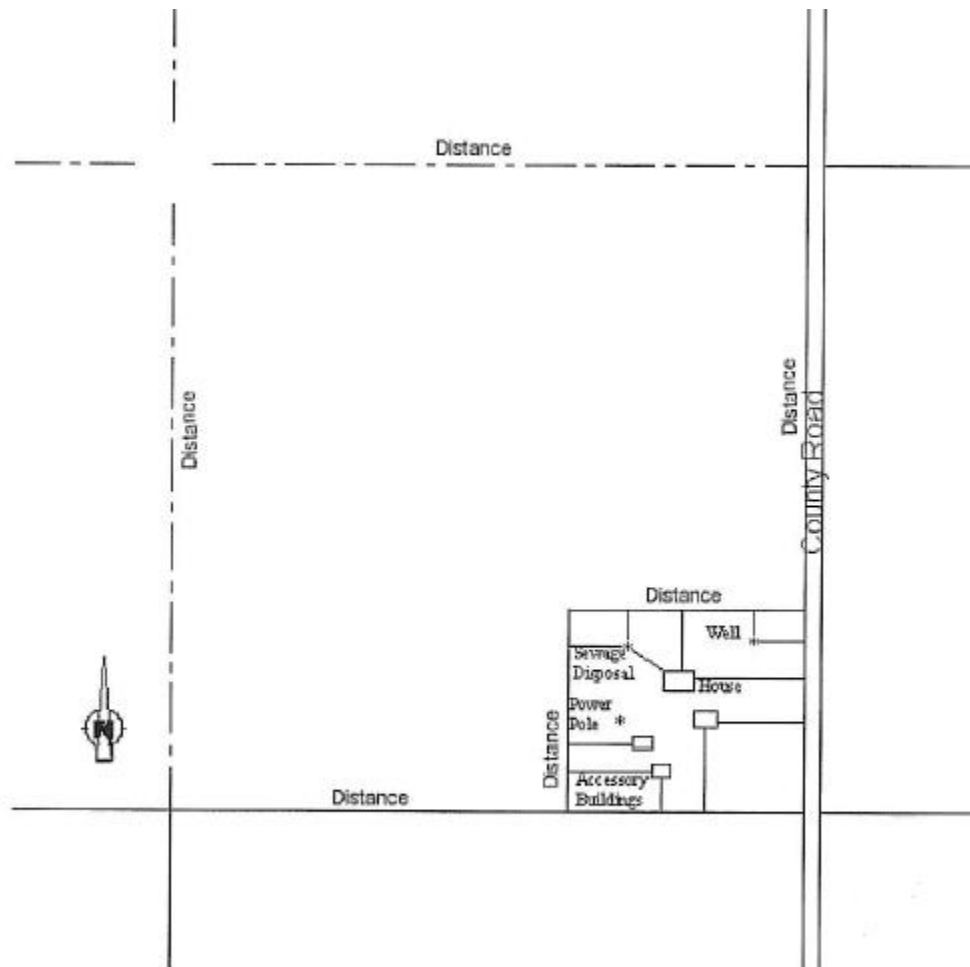
Your complete subdivision application must consist of the following:

- appropriate application fee
- application form
- current copy of certificate of title
- building location plan (if applicable)
- proposed plan – (8½x11 is sufficient)
- completed right-of-entry
- water table and percolation tests (if applicable)

Checklist (for office use only)

fully completed application form
application fee
building location plan (if applicable)
proposed plan-2 copies (please see information sheet for plan requirements)
current photocopy of certificate of title
completed right-of-entry
water table and percolation testing (if required)
ERCB abandoned well information

SITE SKETCH EXAMPLE

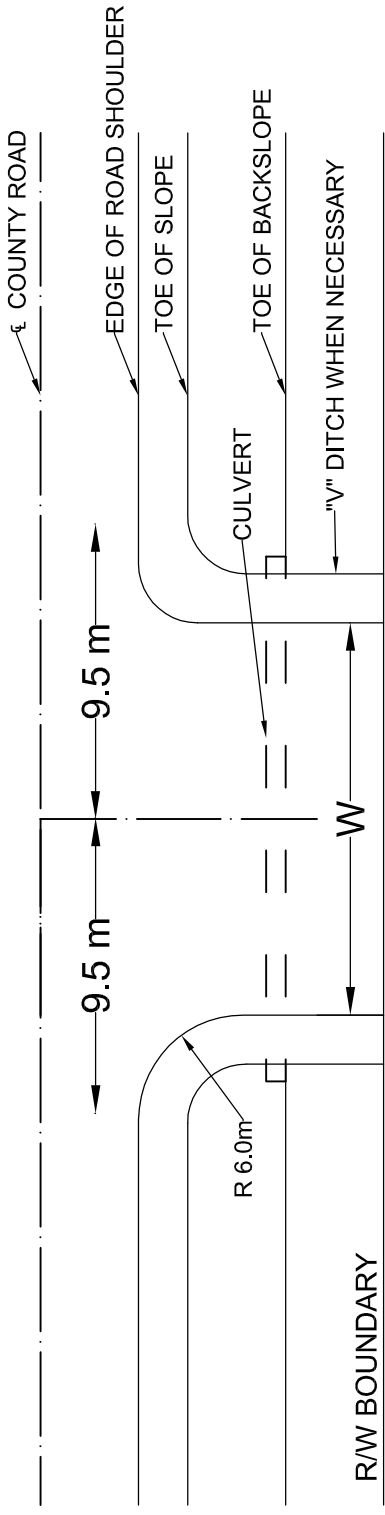


Your site plan should indicate:

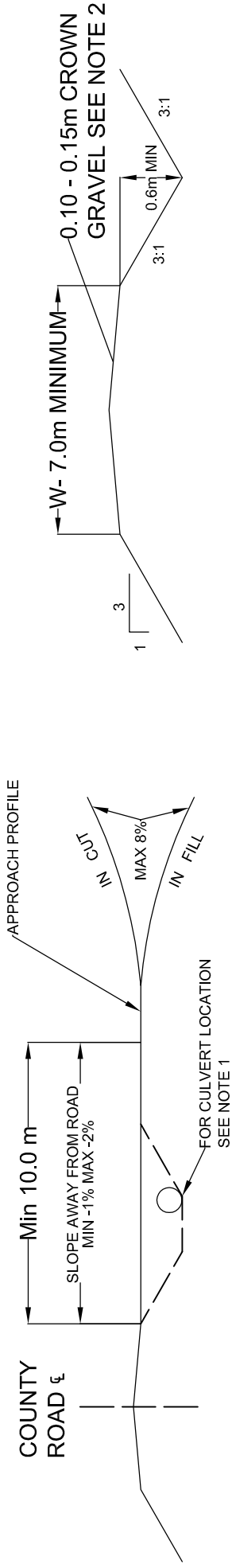
- Existing titled area of quarter section or lot showing measured boundaries of the proposed subdivision
- Approximate dimensions and location of buildings labeled with use (ie: house, barn, fence), shelterbelts, water well, power poles, gaslines, approaches and private sewage system
- All county roads, private roads, and primary and secondary highways
- All approaches to the property and remaining land
- Approximate location of any waterbody including lakes, sloughs, creeks, drainage ditches, and dugouts
-

NOTE: You can use an aerial photo from the County Office as the base for your subdivision sketch, but you will need to ensure all the above information is included.

APPROACH STANDARD (B3)



APPROACH PLAN



APPROACH CROSS SECTION

DITCH AND CULVERT LOCATION

NOTES

- 1) When culverts are required for approaches, they must be corrugated steel pipe and be a minimum of 300mm diameter, no smaller than the direct upstream culvert
 - a) Length will vary with depth of fill
 - b) Culvert to be placed at toe of backslope
- 2) A minimum of 8 m³ of maximum 50mm crushed gravel is to be applied to the approach
- 3) All dimensions shown are in meters
- 4) Minimum approach length is from road shoulder to right of way boundary

ROAD STANDARD (B1)

Right Of Way Requirements

Right of way 20 meters with backsloping
Easement for construction

Cross-section Elements

Finished Road Top 7 meters
Grade slope- 1 meter vertical @ 3:1
Ditch- Flat bottom @ 3.0 meter width
Backsloping- Minimum 3:1

Geometric Requirements

Maximum gradient- 6%
Minimum Crest Vertical Curvature- K45
Minimum Sag Vertical Curvature- K 30
Minimum Horizontal Curvature- 300 meter radius
Maximum Super Elevation- 6%

Structural Requirements

Surface Aggregate- Designation 4 Class 20 material, 275 tonnes per km
Grade- 0.90m minimum non- organic material with 0.20 meters of clay cap (if possible)
Compaction- Upper 0.30m- 100% of Standard Proctor Density
Below 0.30m- 95% Standard Proctor Density
Moisture Content- Optimum Moisture Content

