

DATE RECEIVED: \_\_\_\_\_ TO BE COMPLETED BY MPS STAFF

DEEMED COMPLETE: \_\_\_\_\_ TO BE COMPLETED BY MPS STAFF

This form is to be completed in full wherever applicable by the registered owner of the land that is the subject of the application, or by a person authorized to act on the registered owner’s behalf.

1. Name of registered owner of land to be subdivided \_\_\_\_\_ Address, Phone Number, and Fax Number \_\_\_\_\_

2. Name of person authorized to act on behalf of owner (if any) \_\_\_\_\_ Address, Phone Number, and Fax Number \_\_\_\_\_

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

ALL  PART  of the \_\_\_\_\_ ¼ SEC. \_\_\_\_\_ TWP. \_\_\_\_\_ RANGE \_\_\_\_\_ WEST OF \_\_\_\_\_ MERIDIAN.

Being ALL  PART  of LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ REG. PLAN NO. \_\_\_\_\_ C.O.T. NO. \_\_\_\_\_

Area of the above parcel of land to be subdivided \_\_\_\_\_ hectares ( \_\_\_\_\_ 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 \_\_\_\_\_

b. Is the land situated within 1.6 KM of a right-of-way of a highway? YES  NO

If 'YES', the Highway # is: \_\_\_\_\_

d. Is a river, stream, lake, other water body, drainage ditch, or canal within (or adjacent to) the proposed parcel? YES  NO

If 'YES', the name of the water body/course is: \_\_\_\_\_

e. Is the proposed parcel within 1.5 KM of a sour gas facility? YES  NO

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED (Please describe)

Existing Use of the Land	Proposed Use of the Land	Land Use District Designation (as identified in the Land Use Bylaw)
_____	_____	_____

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (Please describe, where appropriate)

Nature of the Topography (e.g. flat, rolling, steep, mixed)	Nature of the Vegetation and Water (e.g. brush, shrubs, treed, woodlots)	Soil Conditions (e.g. sandy, loam, clay)
_____	_____	_____

7. STRUCTURES AND SERVICING

Describe any buildings/structures on the land and whether they are to be demolished or moved.

Describe the manner of providing water and sewage disposal.

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

I \_\_\_\_\_ hereby certify that  I am the registered owner OR  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.

IF THERE IS MORE THAN ONE REGISTERED LANDOWNER, PLEASE COMPLETE FORM 5

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ADDITIONAL APPLICATION REQUIREMENTS (CHECKLIST)**

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The following is a list of application requirements needed to provide a completed subdivision application:

- Application Fee (Please refer to applicable MPS fee schedule)**
  
- FORM 1 | Application for Subdivision (must be completed in full and signed)**
  
- FORM 2A or 2B | Alberta Energy Regulator (AER) Abandoned Wells Statement (whichever is applicable)**
  
- FORM 3A | Authorization for Electronic Communication**
  
- FORM 4 | Tell Us About Your Sewage Disposal System**  
\*\*To be completed for each private sewage disposal system on the subject property\*\*
  
- FORM 5 | Landowner Letter of Authorization**  
\*\*Must accompany all applications where the applicant is not the landowner **OR** where there is more than one registered landowner. Please note that signatures are required for **ALL** registered landowners\*\*
  
- Certificate of Title (obtained within 3 months of the submission of the application)**  
\*\*Please note that if one is not provided, we may acquire one on your behalf for a fee\*\*
  
- Tentative Plan of Subdivision (with area and dimensions of the proposed lot(s) and remainder parcel)**
  
- An orthophoto of the subject site (including proposed and remainder parcels)**
  
- Any other items or information identified during pre-submission consultation. Please list below.**

Please note that **applications may not be deemed complete** until all application requirements have been submitted and reviewed for completeness.