

2018 MPS Subdivision Fees (Effective April 1, 2018)

Service	NEW 2018 Fees
Subdivision Fee at Application for up to 3 lots, including any remainder	\$700 + \$100 per lot
Subdivision Fee at Application for 4 or more lots, including any remainder	\$700 + \$250 per lot
Separation of Titles [MGA 652 (4)]**	\$700
Condominium Plan Consent	\$50 per unit
Extension	\$250
Re-circulation	\$250
Fee at Endorsement ** Endorsement fees are charged at time of endorsement for all subdivisions except Separation of Titles	\$100 + (\$150 per lot)
Current Land Title	\$12 (per title)
Air Photo	\$7 (per photo)

GST - is payable on all required fees.

Please Note:

Some of our clients charge an additional per lot fee at time of application. Please contact our office for updated fee information for:

- **County of Barrhead**
- **Town of Bon Accord**
- **Town of Redwater**
- **Town of Bruderheim**

SAMPLE FEES DETAILS

- a) For subdivision creating **up to 3 lots**, including any remainder lot:
- | | |
|--------------------------------------|------------------------|
| With application | \$ 700.00, plus G.S.T. |
| + per lot with application | \$ 100.00, plus G.S.T. |
| + request for endorsement | \$ 100.00, plus G.S.T. |
| + per lot at request for endorsement | \$ 150.00, plus G.S.T. |
- b) For subdivisions creating four **(4) or more lots**, including any remainder lot:
- | | |
|--------------------------------------|------------------------|
| With application | \$ 700.00, plus G.S.T. |
| + per lot with application | \$ 250.00, plus G.S.T. |
| +request for endorsement | \$ 100.00, plus G.S.T. |
| + per lot at request for endorsement | \$ 150.00, plus G.S.T. |
- c) For subdivision applications made in order to satisfy **Section 652(4)** of the Act, sometimes referred to as a **separation of titles**
- | | |
|------------------|------------------------|
| With application | \$ 700.00, plus G.S.T. |
|------------------|------------------------|

* For subdivision applications made in order to satisfy Section 652(4) of the Act, there will be no fee charged at the request for endorsement.

FORM 2a | STATEMENT REGARDING ABANDONED WELLS LOCATED

I/We

the registered owner(s) (or authorized agents) of

have consulted the Alberta Energy Regulator (AER) Abandoned Well Map Viewer, and verified that:

ABANDONED WELLS ARE LOCATED ON THE PROPERTY SUBJECT TO THIS APPLICATION.

I/We have contacted the responsible licensee(s) and the exact well location(s) has/have been confirmed.

Additional information provided by the licensee(s) requiring a change in the setback area is attached:

YES

NOT APPLICABLE

In the event that construction activity occurs within the setback area of the abandoned well(s) as a result of development on the subject property, the abandoned well(s) will be temporarily marked with on-site identification to prevent contact during construction.

I/We have attached a copy of the AER map showing the subject property and a list identifying and locating the abandoned well(s) and on the subject property.

Signature of Registered Owner (or Agent)

Date

FURTHER INFORMATION MAY BE PROVIDED AS AN ATTACHMENT

FORM 2b | STATEMENT REGARDING NO ABANDONED WELLS

I/We

the registered owner(s) (or authorized agents) of

have consulted the Alberta Energy Regulator (AER) Abandoned Well Map Viewer, and verified that:

THERE ARE NO ABANDONED WELLS LOCATED ON THE PROPERTY SUBJECT TO THIS APPLICATION.

I/We have attached a copy of the AER map showing the subject property.

Signature of Registered Owner (or Agent)

_____ Date

FURTHER INFORMATION MAY BE PROVIDED AS AN ATTACHMENT

Municipal Planning Services (2009) Ltd.

#206, 17511 – 107 Ave. Edmonton

Phone: 780.486.1991

Business Hours

Email:

Fax: 780.483.7326

M-F: 8:30am to 4:00pm

admin@munplan.ab.ca

Owner(s) consent to receive electronic communication by an authorized person of Municipal Planning Services for the purpose of conveying information relative to a subdivision application.

Section 608 (1) of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended states:

608 (1) *Where this Act or a regulation or bylaw made under this Section requires a document to be sent to a person, the document may be sent by electronic means if*

(a) *the recipient has consented to receive documents from the sender by those electronic means and has provided an e-mail address, website or other electronic address to the sender for that purpose.*

In accordance with the above Section and the municipality's Land Use Bylaw requirements, it is necessary that this form be completed and returned with your application submission in order that an authorized person from Municipal Planning Services may be able to communicate information to you electronically regarding your file.

I/We grant consent for an authorized person of Municipal Planning Services to communicate information electronically regarding my/our file.

YES NO

Legal Land Description _____

Applicant or Registered
Owners Name as Per
Certificate of Title _____

Name of Signing Authority
(If owner is a numbered
company) _____

E-mail Address, Website
or other Electronic Address _____

Signature

Print

Date

FORM 4 | TELL US ABOUT YOUR SEWAGE DISPOSAL SYSTEM

An existing sewage disposal system must comply with the setbacks outlined below:

Disposal Systems	Property Line	Water Source	Building	Septic Tank	Basement	Water Course
Holding Tank	1 m (3.25 ft)	10 m (33 ft)	1 m (3.25 ft)			10 m (33 ft)
Treatment Mound	3 m (10 ft)	15 m (50 ft)	10 m (33 ft)	3m (10 ft)	10 m (33 ft)	15 m (50 ft)
Treatment Field	1.5 m (5 ft)	15 m (50 ft)	5 m (17 ft)	5 m (17 ft)	10 m (33 ft)	15 m (50 ft)
Open Discharge	90 m (300 ft)	50 m (165 ft)	45 m (150 ft)			45 m (150 ft)
Lagoon	30 m (100 ft)	100 m (330 ft)	45 m (150 ft)			90 m (300 ft)
Packed Sewage Treatment Plant	6 m (20 ft)	10 m (33 ft)	1 m (3.25 ft)			10 m (33 ft)

Source: Alberta Private Sewage System Standards of Practice (2015)

An existing private sewage system may have to be inspected as a condition of subdivision approval to ensure compliance with the requirements listed above. Should the existing sewage system not be compliant with the current code of practice, you will be required to upgrade to a compliant system at your own expense.

We strongly recommend that you research installation costs with accredited private sewage contractors.

1. Legal Land Description

Lot/Block/Plan _____

Quarter Section _____

2. What type of sewage disposal system do you currently have?

Open discharge (gray water)

Treatment Field System

Treatment Mound

Other (Please Specify) _____

3. When was the sewage disposal system installed?

4. What is the holding capacity of the sewage disposal system?

5. Who installed the sewage disposal system (if known)?

6. Distance from the sewage disposal system to the house:

Signature

_____ Date

FURTHER INFORMATION MAY BE PROVIDED AS AN ATTACHMENT

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LANDOWNER LETTER OF AUTHORIZATION

This form 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.

PLEASE ENSURE THAT ALL NAMES AND SIGNATURES OF THOSE LISTED ON THE CERTIFICATE OF TITLE ARE INCLUDED.

I/We _____

Being the registered owner(s) of:

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

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

Do hereby authorize: _____

to act as **APPLICANT** on my/our behalf regarding the subdivision application of the above mentioned lands.

Name of Applicant: _____

Address: _____ Postal Code: _____

Phone #: _____ Alternate Phone #: _____

Email/Fax: _____

Landowner Signature: Date: _____

Landowner Signature: Date: _____

Landowner Signature: Date: _____

If space for additional signatures is required, please provide as an attachment to this form.