FORM 1 | APPLICATION FOR SUBDIVISION MPS FILE NO. TO BE COMPLETED BY MPS STAFF DATE RECEIVED: _TO BE COMPLETED BY MPS STAFF TO BE COMPLETED BY MPS STAFF DEEMED COMPLETE: 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 __ ¼ SEC. _____ TWP. _____ RANGE _____ WEST OF __ ALL__PART__of the _ Being ALL PART of LOT BLOCK REG. PLAN NO. C.O.T. NO. Area of the above parcel of land to be subdivided _ _ hectares (_ Municipal address (if applicable) 4. LOCATION OF LAND TO BE SUBDIVIDED The land is situated in the municipality of: NO 🗌 Is the land situated immediately adjacent to the municipal boundary? YES If 'YES', the adjoining municipality is _ Is the land situated within 1.6 KM of a right-of-way of a highway? h. YES NO If 'YES', the Highway # is: _ Is a river, stream, lake, other water body, drainage ditch, or canal d. YES NO within (or adjacent to) the proposed parcel? If 'YES', the name of the water body/course is: _ YES NO 🗌 Is the proposed parcel within 1.5 KM of a sour gas facility? 5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED (Please describe) Proposed Use Land Use District Designation **Existing Use** of the Land of the Land (as identified in the Land Use Bylaw) 6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (Please describe, where appropriate) Nature of the Vegetation and Water Nature of the Topography Soil Conditions (e.g. flat, rolling, steep, mixed) (e.g. brush, shrubs, treed, woodlots) (e.g. sandy, loam, clay) 7. STRUCTURES AND SERVICING Describe any buildings/structures on the land and Describe the manner of providing water and sewage whether they are to be demolished or moved. disposal. 8. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

	I hereby certify that <u></u> 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
i	and complete and is (to the best of my knowledge) a true statement of the facts relating to this application for subdivision.

Date

Signature

ADDITIONAL APPLICATION REQUIREMENTS (CHECKLIST)

The foll	lowing 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.

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
** 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.

+ 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.
Trequest for chaorsement	ψ 100.00, plus G.S.1.

+ 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 PLEASE PRINT	
the registered owner(s) (or authorized agents) of LEGAL LAND DESCRIPTION	
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	

FORM 2b | STATEMENT REGARDING NO ABANDONED WELLS

I/We	PLEASE PRINT
the registered owner(s) (or authorized agents) of	LEGAL LAND DESCRIPTION
have consulted the Alberta Energy Regulator (AER) A	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 sl	showing the subject property.

FURTHER INFORMATION MAY BE PROVIDED AS AN ATTACHMENT

Date

Signature of Registered Owner (or Agent)

FORM 3a | AUTHORIZATION FOR ELECTRONIC COMMUNICATION

•	II Planning Servic 511 – 107 Ave. Edi	` '	
Phone: Fax:	780.486.1991 780.483.7326	Business Hours M-F: 8:30am to 4:00pm	Email: admin@munplan.ab.ca
		e electronic communication by an autho conveying information relative to a subd	
Section 60	8 (1) of the Municipa	al Government Act, R.S.A. 2000, c. M-26, a	s amended states:
608 (1) to a		or a regulation or bylaw made under this S nt may be sent by electronic means if	ection requires a document to be sent
(a)	-	consented to receive documents from the somail address, website or other electronic ac	
this form b	e completed and re	Section and the municipality's Land Use By sturned with your application submission in any be able to communicate information to y	order that an authorized person from
_	ally regarding my/	thorized person of Municipal Planning Se our file.	ervices to communicate information
Legal Lar	nd Description		
	or Registered Name as Per e of Title		
	Signing Authority is a numbered		
	ddress, Website Electronic Address		
Signature		Print	Date

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer a subdivision application and decision. The personal information provided will be protected in accordance with Part 2 of the Act.

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:			
natu	Date Date			

FORM 5 | LANDOWNER LETTER OF AUTHORIZATION

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

LANDOWNER LETTER OF AUTHORIZATION

This form must accompany all applications where the applicant is <u>not</u> the landowner **OR** where there is more than one registered landowner. Please note that signatures are required for <u>all</u> 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 _____ 1/4 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: _____ Postal Code: _____ Address: Phone #: ______ Alternate Phone #: _____ Landowner Signature: Date: Landowner Signature: Date: Date: _____ Landowner Signature:

The personal information requested on this form is being collected by Municipal Planning Services (2009) Ltd for purposes provided under Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have any questions about this collection, contact MPS at (780) 486-1991.

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