

# Subdivision Application Form

FOR OFFICE USE ONLY			
Date Application is Accepted as Complete		File Number	
Fees Submitted		Receipt Number	

## OWNER AND APPLICANT INFORMATION

Name of Registered Owners				Phone #	
				Email Address:	
Address		Town / City		Postal Code	
Name of Agent (person authorized to act on behalf of registered owner), if any				Phone#	
				Email Address:	
Address		Town / City		Postal Code	

## LEGAL LAND DESCRIPTION

Qtr / LSD	Sec.	Twp.	Rge.	Meridian	Lot:	
				W 4 <sup>th</sup> M	Block:	
					Plan:	
MUNICIPALITY and CIVIC ADDRESS:						

## PHYSICAL CHARACTERISTICS OF THE LAND

Topography	<input type="checkbox"/> flat <input type="checkbox"/> rolling <input type="checkbox"/> steep <input type="checkbox"/> mixed Other:	Vegetation	<input type="checkbox"/> brush <input type="checkbox"/> shelterbelt <input type="checkbox"/> crop <input type="checkbox"/> native grass Other:
Soil	<input type="checkbox"/> sand <input type="checkbox"/> loam <input type="checkbox"/> clay Other:	Water	<input type="checkbox"/> slough <input type="checkbox"/> creek <input type="checkbox"/> lake <input type="checkbox"/> river Other:

## LAND USE

Existing Use of Land	<input type="checkbox"/> Agriculture <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Recreational Other:		
Proposed Use of Land	<input type="checkbox"/> Agriculture <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Recreational Other:		
Land Use Designation (from the Land Use Bylaw)	<table border="1"> <tr> <td>Number of Proposed Lots</td> <td></td> </tr> </table>	Number of Proposed Lots	
Number of Proposed Lots			

**Mail or deliver the completed application form, detailed sketch and required fee to:**

115 Palliser Trail, P.O. Drawer 1900, Hanna, Alberta T0J 1P0  
 tel 403-854-3371 fax 403-854-4684 toll free 1-877-854-3371  
 www.palliserservices.ca

# Subdivision Application Form

## LOCATION OF LAND TO BE SUBDIVIDED

Is the land located adjacent to the municipal boundary?	<input type="checkbox"/> no <input type="checkbox"/> yes	Municipality	
Is the land located within 800 m (1/2 mile) of a river, stream, watercourse, lake or other permanent body of water, a canal or drainage ditch?	<input type="checkbox"/> no <input type="checkbox"/> yes	Name of water body	
Is the land located within 800 m (1/2 mile) of the right-of-way of a provincial highway?	<input type="checkbox"/> no <input type="checkbox"/> yes	Highway Number	
Is the land located within 800 m (1/2 mile) of a Confined Feeding Operation?	<input type="checkbox"/> no <input type="checkbox"/> yes	Location	
Is the land located within 450 m (1500 ft) of a landfill for the disposal of garbage?	<input type="checkbox"/> no <input type="checkbox"/> yes	Location	
Is the land located within 450 m (1500 ft) of a sewage treatment facility or sewage lagoon?	<input type="checkbox"/> no <input type="checkbox"/> yes	Location	
Is the land located within 1600 m (1 mile) of a sour gas facility?	<input type="checkbox"/> no <input type="checkbox"/> yes	Location	
Is there an abandoned oil well and/or gas well on the subject property? ***	<input type="checkbox"/> no <input type="checkbox"/> yes	Location	***Refer to Abandoned Well Process

## EXISTING BUILDINGS

Describe all buildings and any structures on the land and whether they are to be demolished or removed	<input type="checkbox"/> residence	<input type="checkbox"/> garage	<input type="checkbox"/> shop	<input type="checkbox"/> quonset	<input type="checkbox"/> grain bins	<input type="checkbox"/> shelterbelt
	<input type="checkbox"/> other – please describe					

## WATER AND SEWER SERVICES

Type of Water Supply currently used	<input type="checkbox"/> dugout	<input type="checkbox"/> well	<input type="checkbox"/> municipal service	<input type="checkbox"/> cistern and hauling	
	<input type="checkbox"/> other – please describe				
Type of Water Supply proposed	<input type="checkbox"/> dugout	<input type="checkbox"/> well	<input type="checkbox"/> municipal service	<input type="checkbox"/> cistern and hauling	
	<input type="checkbox"/> other – please describe				
Type of Sewage Disposal currently used	<input type="checkbox"/> open discharge	<input type="checkbox"/> tile field	<input type="checkbox"/> municipal service	<input type="checkbox"/> sewage lagoon	<input type="checkbox"/> holding tank
	<input type="checkbox"/> other – please describe				
Type of Sewage Disposal proposed	<input type="checkbox"/> open discharge	<input type="checkbox"/> tile field	<input type="checkbox"/> municipal service	<input type="checkbox"/> sewage lagoon	<input type="checkbox"/> holding tank
	<input type="checkbox"/> other – please describe				

### \*\*\* ABANDONED WELL PROCESS FOR SUBDIVISION \*\*\*

Effective November 1, 2012, the Subdivision and Development Regulation requires that applicants for new subdivisions or development permits provide information about abandoned oil and gas wells on the subject property. Before an application for subdivision or a development can be considered, applicants MUST provide this information.

CHECK THE ERCB ABANDONED WELL VIEWER TO DETERMINE IF ABANDONED WELLS ARE LOCATED ON THE SUBJECT PROPERTY. THE ERCB ABANDONED WELL VIEWER CAN BE FOUND ONLINE AT:

➔ <http://mapviewer.aer.ca/Html5/Index.html?viewer=aerabnwells>

**NO** Abandoned wells **are not** found. The applicant **MUST PROVIDE** the following as part of their application:

- A statement that no abandoned wells are located on the property and
- The map from the ERCB viewer of the property

**Mail or deliver the completed application form, detailed sketch and required fee to:**

115 Palliser Trail, P.O. Drawer 1900, Hanna, Alberta T0J 1P0  
tel 403-854-3371 fax 403-854-4684 toll free 1-877-854-3371  
www.palliserservices.ca

**YES** Abandoned wells **are** found. The applicant **MUST CONTACT** all Licensees identified by the ERCB as affecting their property to confirm the following:

- The exact location of each abandoned well; and
- The setback distance required by the Licensee from each abandoned well.



[http://www.aer.ca/data/codes/LicenseeAgent\\_Codes.pdf](http://www.aer.ca/data/codes/LicenseeAgent_Codes.pdf)

**AND MUST PROVIDE** the following as part of their application:

- The map from the ERCB viewer of the property; and
- A list of all abandoned wells, including the surface coordinates; and
- A sketch of the proposed development showing the required setback area of each abandoned well; and
- Any additional information from Licensee(s) that led to a change in the setback.

### PURPOSE OF THE PROPOSED SUBDIVISION (Attach a detailed sketch)

Please provide a detailed summary of the purpose of your subdivision application and attach a detailed sketch that **must show the location, dimensions, and boundaries of the proposed subdivision** in relation to the existing title. The sketch should also **show all buildings, structures and other improvements on the land**, and indicate if they are to remain or to be demolished; the location of any existing sewage disposal systems on the land, the location of any wells, and the location of other features such as shelter belts, railways, creeks or other water bodies, low land, other significant natural features, and any rights of way. If abandoned oil & gas wells are present, the location and setback distance from each well is required.

We suggest that you refer to the Palliser web map at [www.palliserwebmap.ca](http://www.palliserwebmap.ca) for assistance in preparing your sketch as this site contains scaled air photo base maps.

### THE FOLLOWING MUST ACCOMPANY THE APPLICATION TO BE CONSIDERED COMPLETE;

1. A photocopy of a current title for the property (**no older than 3 months**) or a title search will be required in accordance with the fee schedule.
2. A non-refundable **application fee** made **payable to Palliser Regional Municipal Services**.

<b>SUBDIVISION FEES (due at time of application)</b>	
<b>Single Lot Subdivision/Consolidation (reserve lots and public utility lots exempt)</b>	
Application Fee (for proposal of 1 new parcel/lot):	\$1,000.00
<b>Multi-Lot Subdivision</b>	
Application Fee (for proposal of 1 new parcel/lot):	\$1,000.00 <i>PLUS</i>
Fee per each <i>additional new lot beyond the initial lot proposed</i> :	\$300.00/lot
<b>Boundary Adjustment (where no additional parcels are created. Minor modifications for setbacks are accommodated.)</b>	
Application Fee: \$300.00 per boundary to be adjusted (Endorsement Fee: \$300.00 per boundary to be adjusted)	

**Mail or deliver the completed application form, detailed sketch and required fee to:**

115 Palliser Trail, P.O. Drawer 1900, Hanna, Alberta T0J 1P0  
 tel 403-854-3371 fax 403-854-4684 toll free 1-877-854-3371  
[www.palliserservices.ca](http://www.palliserservices.ca)

## Subdivision Application Form

<b>Separation of Title</b>
Application (includes the Endorsement fee): \$700.00
<b>LAND TITLE ENDORSEMENT FEE (due at time of PRMS endorsement)</b>
For <b>each</b> new lot created: \$300.00 (paid at the time of Palliser's endorsement which precedes surveyor's subdivision registration)
<b>CONDITIONAL APPROVAL TIME EXTENSION APPLICATION (1 YEAR MAXIMUM)</b>
A \$300.00 fee at the time of your first request. NOTE: Fees will increase in \$100.00 increments for each subsequent request.
<b>RECIRCULATION FEE</b>
\$300.00
<b>LAND TITLE SEARCH (if a current land title is not provided with application)</b>
\$15.00

**ALL REGISTERED OWNERS AND PERSONS ACTING ON THE REGISTERED OWNERS' BEHALF (may add attachment page if necessary).**

I/We \_\_\_\_\_ AND  
(Print Full Name(s))

\_\_\_\_\_ hereby certify that  
(Print Full Name(s))

I/we are the registered owner, **OR**

I am the agent authorized to act on behalf of the registered owner \_\_\_\_\_  
(Print Registered Owner(s) Name)

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.

Address \_\_\_\_\_ (Signed) \_\_\_\_\_

Phone No. \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ (Signed) \_\_\_\_\_

Phone No. \_\_\_\_\_ Date \_\_\_\_\_

**Mail or deliver the completed application form, detailed sketch and required fee to:**

115 Palliser Trail, P.O. Drawer 1900, Hanna, Alberta T0J 1P0  
tel 403-854-3371 fax 403-854-4684 toll free 1-877-854-3371  
www.palliserservices.ca

# Subdivision Application Form

---

## RIGHT OF ENTRY

I hereby authorize representatives of Palliser Regional Municipal Services and referral agencies to enter my land for the purpose of conducting a site inspection with respect to my subdivision application.

This right is granted pursuant to Section 653(2) of the Municipal Government Act.

---

*Registered Owners' Signatures*

---

*Registered Owners' Signatures*

**Mail or deliver the completed application form, detailed sketch and required fee to:**

115 Palliser Trail, P.O. Drawer 1900, Hanna, Alberta T0J 1P0  
tel 403-854-3371 fax 403-854-4684 toll free 1-877-854-3371  
[www.palliserservices.ca](http://www.palliserservices.ca)

## Subdivision Application Check List

- Provide a detailed summary of the purpose of your subdivision application and attach a detailed sketch that must show the location, dimensions, and boundaries of the proposed subdivision in relation to the existing title. The sketch should also show all buildings, structures and other improvements on the land, the location of any wells, and the location of other features such as shelter belts, railways, creeks or other water bodies, low land, other significant natural features, and any rights of way. **\*\*NOTE:** (We suggest that you refer to the Palliser web map at [www.palliserwebmap.ca](http://www.palliserwebmap.ca) for assistance in preparing your sketch as this site contains scaled air photo base maps.)

- Provide a title of the subject property and note that this title must be current (within 3 months of the application being submitted).

Titles can be obtained by visiting <https://alta.registries.gov.ab.ca/SpinII/Logon.aspx> or you can provide a \$15.00 payment to Palliser Regional Municipal Services and it will be obtained on your behalf.

- Provide Subdivision application fees, as per the following table;

<b>SUBDIVISION FEES (due at time of application)</b>	
<b>Single Lot Subdivision/Consolidation (reserve lots and public utility lots exempt)</b>	
Application Fee (for proposal of 1 new parcel/lot):	\$1,000.00
<b>Multi-Lot Subdivision</b>	
Application Fee (for proposal of 1 new parcel/lot):	\$1,000.00 <i>PLUS</i>
Fee per each <i>additional new lot beyond the initial lot proposed:</i>	\$300.00/lot
<b>Boundary Adjustment (where no additional parcels are created. Minor modifications for setbacks are accommodated.)</b>	
Application Fee: \$300.00 per boundary to be adjusted (Endorsement Fee: \$300.00 per boundary to be adjusted)	
<b>Separation of Title</b>	
Application (includes the Endorsement fee): \$700.00	
<b>LAND TITLE ENDORSEMENT FEE (due at time of PRMS endorsement)</b>	
For <b>each</b> new lot created: \$300.00 (paid at the time of Palliser's endorsement which precedes surveyor's subdivision registration)	

**Mail or deliver the completed application form, detailed sketch and required fee to:**

115 Palliser Trail, P.O. Drawer 1900, Hanna, Alberta T0J 1P0  
 tel 403-854-3371 fax 403-854-4684 toll free 1-877-854-3371  
[www.palliserservices.ca](http://www.palliserservices.ca)

## Subdivision Application Form

<b>CONDITIONAL APPROVAL TIME EXTENSION APPLICATION (1 YEAR MAXIMUM)</b>
A \$300.00 fee at the time of your first request. NOTE: Fees will increase in \$100.00 increments for each subsequent request.
<b>RECIRCULATION FEE</b>
\$300.00
<b>LAND TITLE SEARCH (if a current land title is not provided with application)</b>
\$15.00

- Ensure signatures of **ALL** Owner(s) and Agent(s) are on the application form.
- Ensure ERCB requirements have been met regarding the Abandoned Well Process for Subdivision if abandoned wells are located on the subject property. Refer to ERCB Abandoned Well Viewer at:  
<http://mapviewer.aer.ca/Html5/Index.html?viewer=aerabnwells>

If there are abandoned wells: Locate the Licensee contact information on the AER website at:  
[http://www.aer.ca/data/codes/LicenseeAgent\\_Codes.pdf](http://www.aer.ca/data/codes/LicenseeAgent_Codes.pdf)

- Ensure the correct Private Sewage Treatment Systems Separation Distances will be met.  
[http://www.palliserservices.ca/images/stories/Permit\\_Handbook.pdf](http://www.palliserservices.ca/images/stories/Permit_Handbook.pdf)

**Mail or deliver the completed application form, detailed sketch and required fee to:**

115 Palliser Trail, P.O. Drawer 1900, Hanna, Alberta T0J 1P0  
tel 403-854-3371 fax 403-854-4684 toll free 1-877-854-3371  
www.palliserservices.ca