

Subdivision Application Form – Urban or Complex

File Number: _____
PRMS Number: _____

This application should be used for urban or complex subdivisions where there is:

- construction of public water, sanitary or stormwater mains, roads or other infrastructure;
- approval of a stormwater management or grading plan; or
- dedication of municipal or environmental reserve.

1. CONTACT INFORMATION	
Applicant Name(s)/Company*:	
Mailing Address:	Postal Code:
Phone #:	
Email:	
Landowner Name(s)/Company*, if not the Applicant:	
Mailing Address:	Postal Code:
Phone #:	
Email:	

*If the owner is a company, see page 5 for additional requirements

2. LEGAL LAND DESCRIPTION
All/part of the _____ ¼ Sec. _____ Twp. _____ Range _____ W 4 th M
Being all/part of Lot(s) _____ Block _____ Registered Plan _____
Civic Address (if applicable):
Municipality:

3. LAND USE
Existing Use of Land (ie. residential, agricultural):
Proposed Use of Land (ie. same as above):
Land Use Designation (from Land Use Bylaw):
Number of Proposed Lots:
Describe any buildings/structures on the land and whether they are to be demolished or removed:

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4. PHYSICAL CHARACTERISTICS OF LAND

Describe the nature of the topography of the land (flat, rolling, steep, mixed, etc.):

Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.):

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

5. SERVICES ON THE LAND TO BE SUBDIVIDED

List the existing and/or proposed manner of providing water and sewage disposal:

6. LOCATION OF THE LAND TO BE SUBDIVIDED

	YES	NO
Is the land located adjacent to the municipal boundary? If “yes”, name adjacent municipality: _____		
Is the land located within 800m (1/2 mile) of a river, stream, watercourse, lake or other permanent body of water, canal, or drainage ditch?		
Is the land located within 1.6 km (1 mile) of the right-of-way of a highway? If “yes”, state highway number _____		
Is the land located within 800m (1/2 mile) of a Confined Feeding Operation?		
Is the land located within 450m (1476 ft) of a garbage landfill?		
Is the land located within 300 m (984 ft) of a sewage treatment facility or sewage lagoon?		
Is the land located within 1.5 km (0.93 miles) of a sour gas facility?		
Is there an abandoned oil or gas well or pipeline on the property? (Well Map Viewer: https://maps.aer.ca/awm/index.html)		

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RIGHT OF ENTRY AND REGISTERED OWNER AUTHORIZATION

I/We hereby authorize Palliser Regional Municipal Services to process the application and enter my/our land to conduct a site inspection in connection with my/our application. This right is granted pursuant to Section 653(2) of the Municipal Government Act.

Owner's Name (Printed)

Owner's Signature

Date

Owner's Name (Printed)

Owner's Signature

Date

CONSENT TO APPLICANT

I/We hereby authorize _____
to act on my/our behalf as the registered landowner(s) on matters pertaining to this application.

Owner's Name (Printed)

Owner's Signature

Date

Owner's Name (Printed)

Owner's Signature

Date

SIGNATURE

Registered Owner or person Acting on Behalf of the Owner:

I, _____, hereby
certify that:

(Full Name, printed)

- ☐ I am the Registered Owner; or
☐ I am 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.

I HEREBY AGREE that Palliser Regional Municipal Services Company Limited may release the information contained within this application for the purposes of processing this subdivision application. This release may include but is not limited to inclusion in referral letters issued to agencies and adjacent landowners, and inclusion in the municipal planning commission packages prepared by Palliser Regional Municipal Services Company Limited.

Signature

Date

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CONSENT TO ELECTRONIC COMMUNICATION - LANDOWNER

All communications in electronic format will be considered written communications. Which includes electronic documents, stamps, and signatures, for all notices related to this application.

Manner of Consent

I (Landowner) _____,

of (mailing address) _____

acknowledge that I will be able to access and agree to accept communications provided electronically by Palliser Regional Municipal Services.

The email address to be used is: _____

Signature

Date

CONSENT TO ELECTRONIC COMMUNICATION – APPLICANT (If not the Landowner)

All communications in electronic format will be considered written communications. Which includes electronic documents, stamps, and signatures, for all notices related to this application.

Manner of Consent

I (authorized agent) _____,

of (mailing address) _____

acknowledge that I will be able to access and agree to accept communications provided electronically by Palliser Regional Municipal Services.

The email address to be used is: _____

Signature

Date

FOR OFFICE USE ONLY

Date Application Received:

Accepted By:

Fee Submitted:

APPLICATION REQUIREMENTS

1. Application Fee (non-refundable) made payable to Palliser Regional Municipal Services. (Cheque, Cash, or E-transfer accepted to subdivisions@palliserservices.ca)
2. Abandoned Well Map
3. Certificate of Title of lands being subdivided (Not older than 3 months) or a title search will be required in accordance with the fee schedule.
4. If the landowner is a company – we require a corporate registry search and an affidavit of corporate signing authority (signed by a Commissioner of Oaths)
5. Tentative/ Site Plan prepared by an Alberta Land Surveyor:

A detailed tentative plan **must show the following:**

- The location, dimensions, measurements, and boundaries of the land that is the subject of the application and of each new lot (including reserves) to be created.
- Location of the proposed subdivision in the municipality.
- Legal description of the Land (municipal address – i.e., street address) (legal address – i.e., lot, block, plan).
- North arrow pointing to the top, with scale to which the sketch is drawn
- Existing and proposed rights of way (including roads), all easements, railways, etc.
- The location, use and dimensions of buildings on the land that is the subject of the application including setbacks from existing and proposed property lines, specifying if those buildings are proposed to be demolished or moved.
- The location of any water body or watercourse (labelled if named). Floodway and flood fringe limits if applicable. Location and boundaries of the bed and shore of any river, stream, watercourse, lake, or other body of water that is contained within the bounds of the proposed parcel of land.
- The location of any existing or proposed water well.
- The location and type of any existing or proposed private sewage system discharge with the distance from these to existing or proposed building or property line and any existing body or watercourse.
- The existing and proposed access to the proposed parcel(s) and to the remainder of the titled area; and (this is where you could show the approach specs provided by Alberta Transportation).
- Label all street names and lanes.
- Any abandoned, suspended, or active gas or oil well(s).
- A line marking the 1.5 km radius from a sour gas facility, where any of the land affected by the tentative plan is within 1.5 km of the sour gas facility if applicable.
- High pressure gas lines if applicable and landfill sites setback lines if applicable.
- Name of Alberta Land Surveyor preparing plan.
- Alberta Land Surveyor's Permit Stamp (if corporation).

Alberta Land Surveyors' Association - <https://www.alsa.ab.ca>

If you are wanting to pull your Certificate of Title, you can at this link (log in as guest):
[SpinIIHost](#)

ADDITIONAL REQUIREMENTS

At the discretion of the Subdivision Authority, additional information, plans or reports may be required to adequately render a decision on an application. These may include, but are not limited to:

- A conceptual scheme.
- An assessment of the subsurface characteristics of the land to be subdivided, including but not limited to susceptibility to slumping or subsidence (a slope stability report where slopes exceed 15%) and depth to water table.
- Municipal Reserve calculations, detailing required and proposed MR dedications.
- Biophysical or environmental impact analysis.
- Transportation impact analysis.
- An assessment of emergency access requirements.
- An evaluation of the proposed servicing concept plan and the capacity of the existing infrastructure by a qualified professional.
- Existing topographic contours at specified intervals related to geodetic data, prepared by an Alberta Land Surveyor.
- Stormwater management plan.
- Historic resources impact assessment.
- Identification of Municipal School Reserve (MSR) or School Reserve (SR).
- Design concepts for multi-unit residential or commercial sites.
- Entrance feature designs and locations of community mailboxes.
- A written description of how the application is consistent with any applicable statutory plans or bylaws.
- A written description of how the application has met or considered the recommendations of a report prepared by a qualified professional.

As per the requirements of the *Municipal Government Act* and *Matters Related to Subdivision and Development Regulation*, the Subdivision Authority is required to issue an acknowledgement on the completeness of a subdivision application within 20 days of its receipt unless an agreement has been entered into with the applicant to extend this period.

If your application is deemed incomplete, an incomplete application notice will be issued indicating the outstanding documents and information to be submitted by an agreed upon date for the application to be considered complete. If the required information is not submitted on or before this date, the application is deemed to be refused, and a notice of refusal will be issued to you by the Subdivision Authority.

Once the required information has been submitted and your application has been deemed complete, PRMS must circulate your subdivision application prior to a decision being issued.

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The Subdivision Authority must issue a decision on your subdivision application within 60 days unless a decision time extension agreement has been entered into.

If a decision is not rendered within 60 days or by the date specified in the written time extension agreement, you may deem your application to be refused within 14-days after the expiration of the time prescribed and you may appeal the deemed refusal.

SUBDIVISION FEES

Single Lot Subdivision/Consolidation (<i>reserve lots and public utility lots exempt</i>)	
Application Fee (for proposal of 1 new parcel/lot):	\$1,000.00
Multi-Lot Subdivision	
Application Fee (for proposal of 1 new parcel/lot):	\$1,000.00
Fee per each <i>additional new lot beyond the initial lot proposed</i> :	PLUS \$300.00/lot
Boundary Adjustment (<i>where no additional parcels are created. Minor modifications for setbacks are accommodated.</i>)	
Application Fee: \$300.00 per boundary to be adjusted (Endorsement Fee: \$300.00 per boundary to be adjusted)	
Separation of Title	
Application (includes the Endorsement fee): \$700.00	
Land Title Endorsement Fee (due at time of PRMS' endorsement for registration at Land Titles)	
For each new lot created: \$300.00	
Conditional Approval Time Extension Application (1 year maximum)	
A \$300.00 fee at the time of your first request. NOTE: Fees will increase in \$100.00 increments for each subsequent request.	
Recirculation Fee	
\$300.00	
Land Title Search (if a current land title is not provided with application)	
\$15.00	

Mail, deliver, or email the completed application form, tentative plan 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
subdivisions@palliserservices.ca
www.palliserservices.ca **March 2025**

The personal information requested in these forms is protected under the Freedom of Information and Protection of Privacy Act (FOIP). Collection of the personal information on this form is authorized under the Municipal Government Act, and is required for the purpose of PRMS' Planning processes.