

PLANNING AND DEVELOPMENT DEPARTMENT
P.O. Box 1679
Lac La Biche, AB T0A 2C0
Phone: (780) 623-1747 Fax: (780) 623-2039

SUBDIVISION APPLICATION REQUIREMENTS CHECKLIST

Notice to Applicants:

- 1) Applications are **NOT** considered complete **until all the information has been provided.**
 - 2) You will be notified by letter if you are required to submit additional information, schedules or reports for your application.
 - 3) You will be notified by letter when your application has been accepted as complete, and also when a decision has been made **(see Figure 1 & 2).**
 - 4) For additional information, please refer to the
 - 5) The applicant must submit the following information as specified under Section 4 of the *Subdivision and Development Regulation AR 43/2002*, as amended:
 - 5.1) The owner of a parcel of land, or a person authorized by the owner of a parcel of land, may apply for subdivision of that parcel of land by submitting a complete application for subdivision to the appropriate Subdivision Authority. If a Surveyor is required, please refer to page 14 for further information.
 - 5.2) A complete application for subdivision shall include:
 - If an agent is acting on behalf of an owner, the agent and registered owner(s) must sign the application;
 - A completed application for rezoning with all required documentation;
 - Application fee;
 - A copy of the current land title for the land that is the subject of an application validated within 30 days of the application;
- Site Plans in paper or CAD format at a scale satisfactory to the Subdivision Authority, showing the following:
- i. front, side, and rear yards;
 - ii. outlines of the exterior walls on all buildings;
 - iii. north point;
 - iv. legal description of the site and adjacent lots (by lot, block, subdivision and registered plan), roads, rights-of-way, easements, floodplains, top of bank, and watercourses within or abutting the lot;
 - v. location of existing and proposed municipal and private local improvements, principal building and other structures including accessory

- vi. buildings, garages, carports, fences, driveways, paved areas, and major landscaped areas including buffering and screening areas where provided; the grades of the adjacent streets, lanes, and sewers servicing the property, where available;
- vii. the lowest finished floor elevation in either the basement or main floor in the principal and accessory buildings, where available;
- viii. setbacks for existing and proposed development from areas of steep slope, top of bank from any watercourse, or identified high water mark of any watercourse; and
- ix. location of oil & gas wells, pipelines & facilities.

- Copies of all instruments registered against the land to be subdivided;
- If money is required to be provided in place of municipal reserves, the applicant must provide a market value appraisal of the entire parcel, completed within 35 days of the subdivision application. Discuss appraisal with a Development Officer; and
- Effective November 1, 2012 new subdivisions, except lot line adjustments, must identify the presence or absence of abandoned wells. Documentation from the ERCB(Energy Resource Conservation Board) Web Viewer must be attached to this application. ERCB Web Viewer can be accessed online at

6) Developers are required to submit an Area Structure Plan (ASP), prepared in accordance with the *MGA*, prior to approval of:

- Yes No - A Major Development;
- Yes No - A subdivision for Industrial or Commercial purposes exceeding 3 lots on an unsubdivided quarter section, or a subdivision on a previously subdivided quarter section where the cumulative density will exceed 3 lots;
- Yes No - A subdivision for Country Residential purposes exceeding 6 lots on an unsubdivided quarter section, or a subdivision on a previously subdivided quarter section where the cumulative density will exceed 6 lots; or
- Yes No - Any subdivision located in proximity to a highway where required by Alberta Transportation.

7) All subdivision applications must be consistent with the *Alberta Land Stewardship Act (ALSA)*, *Lower Athabasca Regional Plan (LARP)*, *Municipal Development Plan (MDP)* and other statutory plans, Land Use Bylaw, Part 17 of the *Municipal Government Act (MGA)*, and the *Provincial Subdivision and Development Regulation*.

8) Additional information that may be required:

- Yes No - A Stormwater Management Plan, which must be approved by Alberta Environment for any subdivision of 5 lots or more;
- Yes No - Environmental Site Assessment;
- Yes No - Environmental Impact Assessment;
- Yes No - Historical Resource Impact Assessment from Alberta Culture Community Resources Department;
- Yes No - Biophysical Assessment;
- Yes No - Geotechnical Reports (regarding near surface shallow water table tests, percolation tests for sewage disposal, potable water supply and steep slope evaluation);
- Yes No - Site Servicing Report (to outline how services will be supplied – water/sewer, gas, power, phone);
- Yes No - Traffic Impact Assessment (if required by request of Alberta Transportation);
- Yes No - Off-site Parking Plan;
- Yes No - Master Sign Plan;
- Yes No - Hydrogeological Report;
- Yes No - Landscape Plan;
- Yes No - Reclamation Plan;
- Yes No - Flood Plain Impact Study; and
- Yes No - Abandoned Wells Documentation.

SUBDIVISION APPROVAL PROCESS

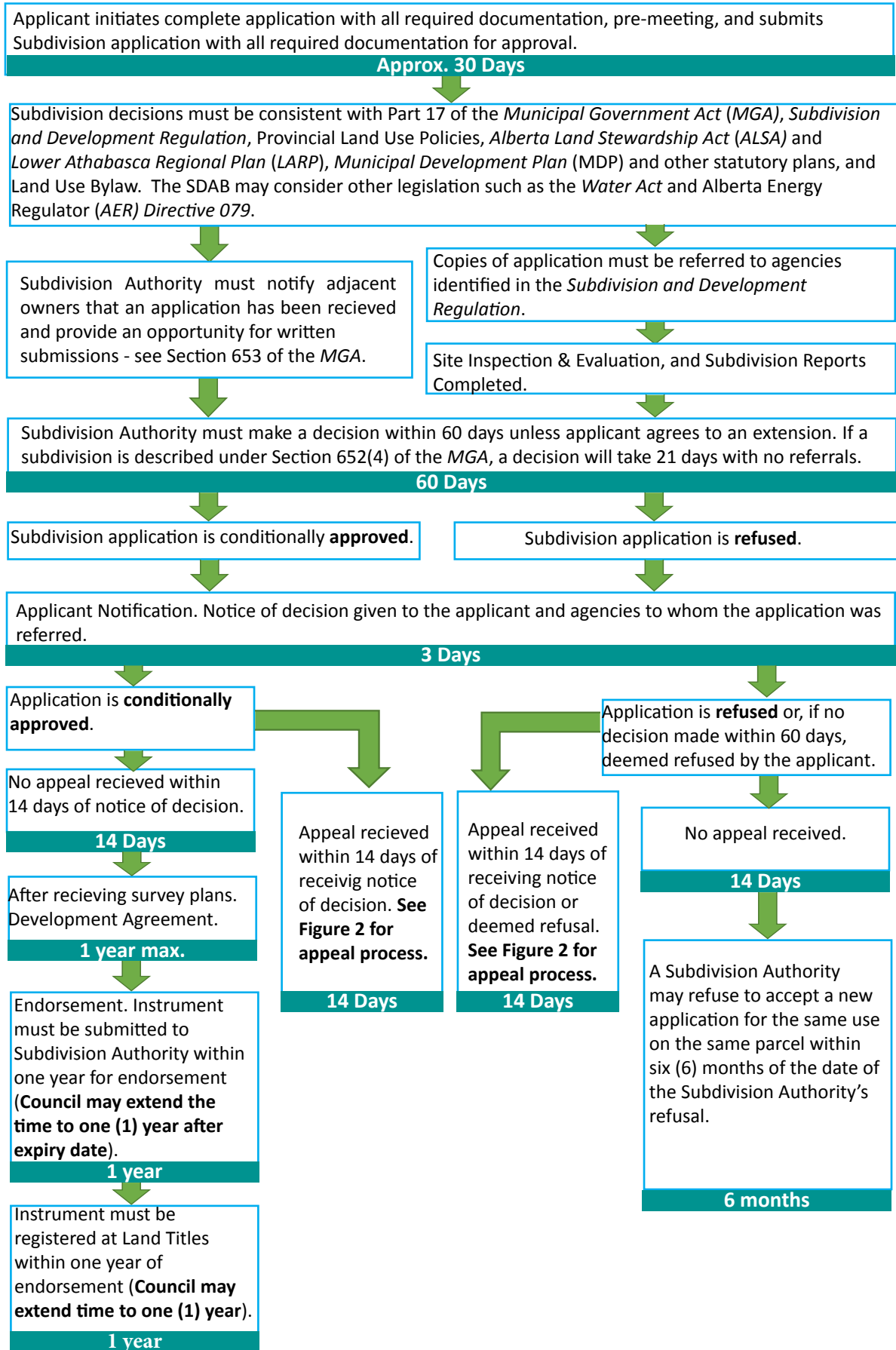


Figure 1: Subdivision Approval Process

SUBDIVISION APPEAL PROCESS

The applicant, a government agency to whom the application was required to be referred, a school authority in respect of reserves, or the municipality (if it was not the Subdivision Authority), may file a notice of appeal with the **Subdivision and Development Appeal Board (SDAB)** or the **Municipal Government Board (MGB)** as directed in the decision letter of the Subdivision Authority within 14 days after receiving the notice of decision, or within 60 days after the application date if no decision has been made.

14 Days after notice, 60 days if no decision made

Subdivision decisions must be consistent with Part 17 of the *Municipal Government Act (MGA)*, *Subdivision and Development Regulation*, Provincial Land Use Policies, *Alberta Land Stewardship Act (ALSA)* and *Lower Athabasca Regional Plan (LARP)*, *Municipal Development Plan (MDP)* and other statutory plans, and Land Use Bylaw. The SDAB may consider other legislation such as the *Water Act* and Alberta Energy Regulator (AER) Directive 079.

The Board hearing the appeal must give written notice of the hearing to the applicant and others as required under Section 679 of the *MGA* at least 5 days prior to the hearing.

5 Days Prior to Hearing

Subdivision and Development Appeal Board must hold a hearing within 30 days of notice of appeal in accordance with the *MGA* and Land Use Bylaw No. 12-024, as amended.

30 Days

Municipal Government Board (MGB) must hold a hearing within 60 days of notice of appeal if the appeal involves a provincial interest as specified under section 678(2)(a) of the *MGA*.

60 Days

Decision must be given in writing within 15 days of concluding the hearing.

15 Days after hearing

If **approved**, the decision of the Subdivision and Development Appeal Board is **functus officio** and any reconsideration is null.

Subdivision instrument must be submitted to the subdivision authority within one year for endorsement (**Council may extend the time to one (1) year after the expiry date**).

1 year max.

Subdivision instrument must be registered at Land Titles within one year of endorsement (**Council may extend the time to one (1) year after the expiry date**).

1 year max.

If **refused**, the decision of the Subdivision and Development Appeal Board is **functus officio** and any reconsideration is null. The MGB is allowed to reconsider decisions based on a procedures guide.

A refusal or conditions of an approval may be appealed to the Court of Appeal on a question of law or jurisdiction within 30 days. A Subdivision Authority may refuse to accept a new application for the same use on the same parcel within six (6) months of the date of the Subdivision Authority refusal.

30 days to appeal; 6 months to re-apply

Figure 2: Subdivision Appeal Process

PLANNING AND DEVELOPMENT DEPT
P.O. Box 1679
Lac La Biche, AB T0A 2C0
Phone: (780) 623-1747 Fax: (780) 623-2039

FILE NUMBER: _____

ROLL NUMBER: _____

Date Submitted: ____/____/____
MM DD YYYY

Applicant/Agent: _____

Phone: _____

Address: _____

Cell: _____

City/Prov. _____

Postal Code: _____

Fax: _____

SIGNATURE: _____ Email address: _____

Agent Authorization: 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.

Owner same as Applicant

Registered Owner: _____

Phone: _____

Address: _____

Cell: _____

City/Prov. _____

Postal Code: _____

Fax: _____

SIGNATURE: _____ Email address: _____

RIGHT OF ENTRY

Pursuant to Section 542 of the Municipal Government Act, I hereby do or do not grant consent for a designated officer of Lac La Biche County to enter upon the land as described above, for a site inspection. This may include taking photographs to be used in reports if required by a Development Officer.

Print Name: _____

SIGNATURE: _____

PROPERTY INFORMATION

Legal: Lot _____ Block _____ Plan _____ and/or Part of _____ ¼ Sec _____ Twp _____ Rge _____ W4M

Subdivision name (if applicable) or Area of Development: _____

Rural Address/Street Address: _____

If no address, submit a request to GIS to take a GPS of the driveway.

OFFICE USE ONLY:

Request Date: _____/_____/_____
MM DD YYYY

Notification letter sent to applicant regarding Rural Address.

Notification Date: _____/_____/_____
MM DD YYYY

Parcel Size: _____

Has any previous application been filed in connection with this property? Yes No

If yes, please describe the details of the application and file number:

Is the subject property:

within 100 m from a gas or oil well? Yes No

near a steep slope (exceeding 15%)? Yes No

near or bounded by a body of water? Yes No

within 800 m of a provincial highway (80 km/h or greater)? Yes No

within 1.5km of a sour gas facility? Yes No

within 450 metres of the working area of an operating landfill? Yes No

within 300 metres of the disposal area of an operating or non-operating landfill? Yes No

within 450 metres of the disposal area of non-operating hazardous waste facility? Yes No

within 300 metres of the working area of an operating storage site? Yes No

are there any underground storage tanks? Yes No

is a utility easement required? Yes No

immediately adjacent to a municipal boundary? Yes No

If yes, the adjoining municipality is: _____

SUBDIVISION**Registration Method:**

<input type="checkbox"/>	Plan of Survey
<input type="checkbox"/>	Descriptive Plan

Area of land to be subdivided (proposed lots): _____ (hectares/acres)

Reason for subdividing the land: _____

Existing use of the land: _____

Proposed use of the land: _____

Existing Land Use District/Zoning of Property: _____

Proposed Land Use District/Zoning of Property: _____

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

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

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

Describe the collection and disposal of stormwater (grass swales, ditches, curb/gutter etc.)

Describe any potential for the flooding, subsidence or erosion of the land

Describe any buildings/structures, including dimensions, on the land and whether they are to be demolished or moved.
(Please indicate on Site Plan)

WATER AND SEWAGE DISPOSAL

Please note, if the proposed subdivision is to be serviced by other than a water distribution system and a wastewater collection system, please describe the manner of providing water and sewage disposal. Please check off which options apply to you.

WATER SUPPLY

EXISTING	PROPOSED	
<input type="checkbox"/>	<input type="checkbox"/>	Dugout
<input type="checkbox"/>	<input type="checkbox"/>	Well
<input type="checkbox"/>	<input type="checkbox"/>	Cistern and Hauling
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Service
<input type="checkbox"/>	<input type="checkbox"/>	Other (please specify)

If applicable, please indicate additional information in the space below.

SEWAGE DISPOSAL

Please check off which options apply to you.

EXISTING	PROPOSED	
<input type="checkbox"/>	<input type="checkbox"/>	Open Surface Discharge / Septic Tank (ie. Pumps out onto ground)
<input type="checkbox"/>	<input type="checkbox"/>	Sub-Surface Disposal / Septic Tank (ie. field/mound)
<input type="checkbox"/>	<input type="checkbox"/>	Holding Tank and Hauling
<input type="checkbox"/>	<input type="checkbox"/>	Onsite Sewage Lagoon
<input type="checkbox"/>	<input type="checkbox"/>	Outdoor Privy
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Service
<input type="checkbox"/>	<input type="checkbox"/>	Other (please specify)

If applicable, please indicate additional information in the space below.

If you have any questions regarding water supply and sewage disposal, please consult:

The Inspections Group Inc.
 12010 - 111 Avenue
 Edmonton, AB T5G 0E6 Toll Free: (866) 554-5048
 Telephone: (780) 454-5048 Toll Free: (866) 454-5222

APPRAISAL AGREEMENT

Please note, Section 667(1)(a) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 states:

“ If money is required to be provided in place of municipal reserve, school reserve or municipal and school reserve, the applicant must provide:

- (a) a market value appraisal of the existing parcel of land as of a specified date occurring within the 35 day period following the date on which the application for subdivision approval is made:
 - (i) as if the use of the land that is the subject of the proposed subdivision conforms with any use prescribed in a statutory plan or land use bylaw for that land; and
 - (ii) on the basis of what might be expected to be realized if the land were in an unsubdivided state and sold in the open market by a willing seller to a willing buyer on the date on which the appraisal is made.”

Please check applicable section below:

<input type="checkbox"/>	To provide Lac La Biche County with a current market value appraisal of the subject property completed no more than 35 days of the subdivision application date.
<input type="checkbox"/>	If the applicant and the Subdivision Authority agree, a land value based on a method other than that described in Section 667(1)(a) of the <i>MGA</i> .

Date: _____

Signature of Applicant / Registered Owner	Signature of Applicant / Registered Owner

ABANDONDED WELLS

Lot	Block	Plan	Subdivision	
NW/NE/SW/SE	Section	Township	Range	WM

After reclamation of a well has been completed and approved by Alberta Environment and Sustainable Resource Development, there is nothing visible on the surface or on title to indicate the presence of an abandoned well. Proper setback distances and access to the abandoned well site needs to be maintained if a leak should occur. There is also a risk to excavation and construction if abandoned wells are not properly located.

Effective November 1, 2012 new subdivision applications, except for lot line adjustments, must identify the presence or absence of abandoned wells. Documentation from ERCB (Energy Resource Conservation Board) Web Viewer must be attached to this application. ERCB Web Viewer can be accessed online at <http://geodiscover.alberta.ca/Viewer/?Viewer=GDA&Project=8bdcaf0b-f685-4a76-be1f-b0b4712819e9>

In accordance with Provincial Alberta Regulation 23/2002 Subdivision and Development Regulation, the Applicant/Registered Owner has attached documentation from ERCB Web Viewer of the titled area that had indicated the following:

<input type="checkbox"/>	According to ERCB Web Viewer, there are no abandoned well sites within the titled area.
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OR

<input type="checkbox"/>	According to ERCB Web Viewer, there are abandoned well site(s) within the titled area. I have attached a tentative subdivision plan from an Alberta Land Surveyor showing the location of the well(s) and setbacks established by ERCB Directive 079 (see page 14 for Surveyor Information).
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Date: _____

Signature of Applicant / Registered Owner	Signature of Applicant / Registered Owner

FOR MULTI-LOT PARCELS ONLY:

Site Development Data:

Project Name (if applicable): _____

Existing

Proposed (in acres)

	Existing	Proposed (in acres)
Total gross acreage		
Total net acreage		
Number of Lots		
Commercial sq. ft.		
Total number of dwelling units		
Project Density		
Total acres in municipal reserve		
Total acres in environmental reserve		
Total acreage in easements/right-of-ways		

SITE PLAN TEMPLATE

Please indicate the following information as outlined on the sketch (see Figure 3).

SUBDIVISION APPLICATION SITE PLAN (Please use blank page or include additional attachments)

- The **use, location and dimensions of buildings** on the land and specify which buildings may be demolished or moved from property.
- Location of any water bodies on subject property.
- All developed and undeveloped **road allowances**.
- Indicate the **North** direction.
- Location of all right-of-way and easements within or abutting the subject property.
- Indicate **EXISTING zoning** of subject property.
- Location of **existing wells/ septic systems** and **distances from property lines to any permanent structures**.
- Indicate the **location, dimensions and boundaries of the land to be subdivided**.
- Existing and proposed access to each parcel being created as well as remnant lands.

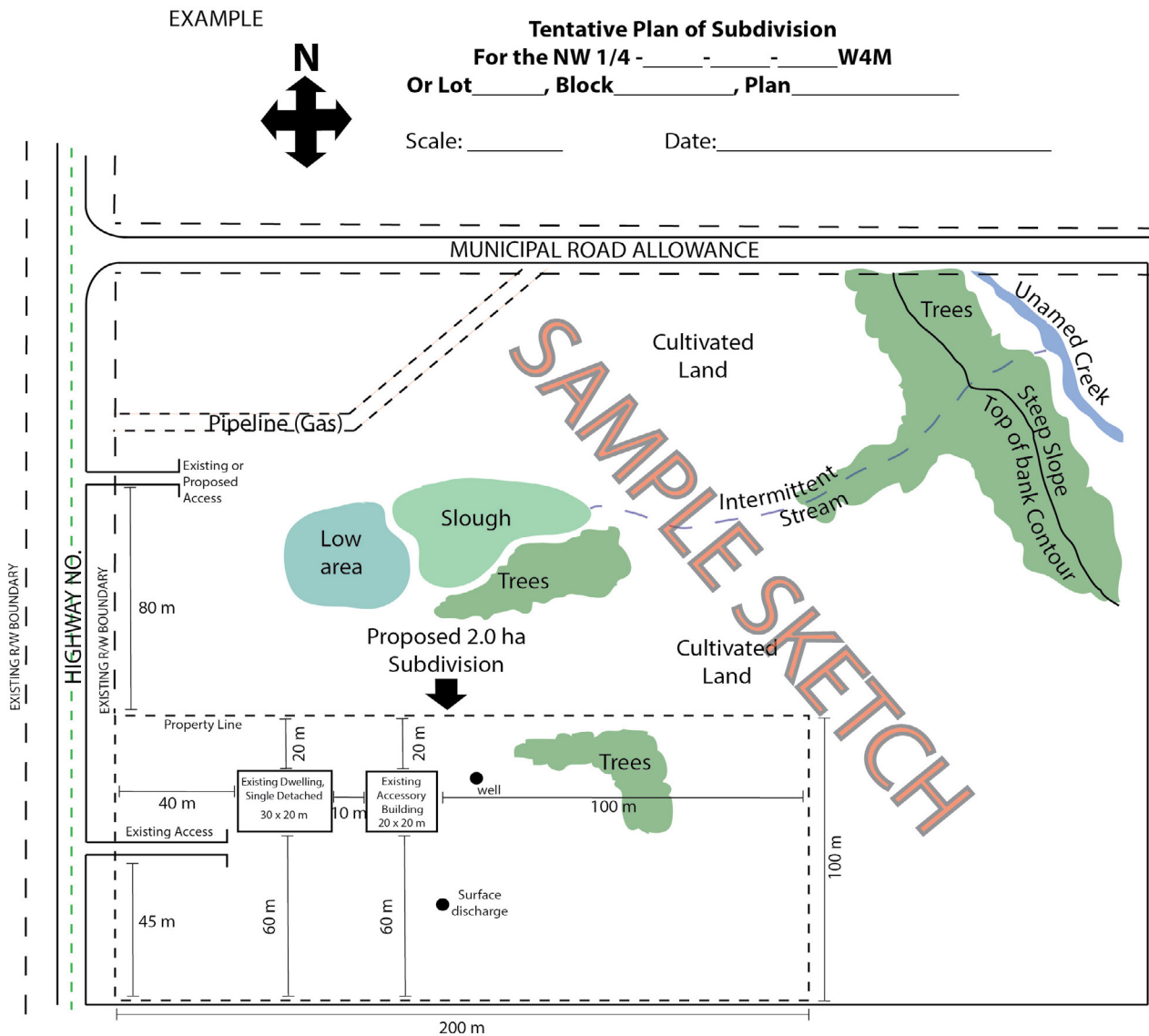


Figure 3: Site Plan Template

SITE PLAN

Date: _____

Legal: Lot _____ Block _____ Plan _____ and/or Part of _____ ¼ Sec _____ Twp _____ Rge _____ W4M

Name of Applicant: _____ File Number: _____ Scale: _____

NORTH



SOUTH

APPLICANT'S SIGNATURE: _____

APPLICATION REQUIREMENTS:

Applications are **NOT** considered complete **until ALL of the required information has been provided.** Please ensure that you have completed the application form accurately and clearly. Lack of information may delay consideration of your application.

Should additional information be required, you will be contacted directly by the Planning and Development Department.

You will be notified by letter when your application has been accepted as complete and also when a decision has been made regarding your application.

When a completed application is received, the Subdivision Authority must make a decision on an application for subdivision within 60 days from the date of receipt of the completed application pursuant to Section 4(1) of the *Subdivision and Development Regulation*. A decision may take 21 days from the receipt of the completed application in the case for a subdivision described in Section 652(4) of the *Subdivision and Development Regulation*. Furthermore, an subdivision extension may be granted to a time agreed to pursuant to Section 681(1)(b) of the *MGA*.

****NOTE: Registration of subdivided lots comes at the time of completed conditions.**

OFFICE USE ONLY

TYPE OF PAYMENT:

CREDIT CARD DEBIT CASH CHEQUE

SUBDIVISION PERMITS

Single Parcel/Natural Fragmentation/
Boundary Adjustments..... \$500.00

Endorsement Fee: Single Lot..... \$150.00

Two Lots..... \$500.00

Application (Per Lot)..... \$200.00

Endorsement Fee: Two Lots..... \$300.00

Mutli-Lot (3 or more)..... \$500.00

Application (Per Lot)..... \$300.00

Endorsement Fee..... \$500.00

Date Complete Application Received: ____/____/____
MM DD YYYY

Date of Approval: ____/____/____
MM DD YYYY

Date of MPC: ____/____/____
MM DD YYYY

TOTAL: \$ _____

Receipt #: _____

Received by: _____

Date Received: ____/____/____
MM DD YYYY

The personal information provided is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act. Any questions regarding the collection, use or disposal of this information should be directed to the FOIP Coordinator for Lac La Biche County at (780) 623-6806.