



PLANNING AND DEVELOPMENT SERVICES
 38106 Rge Rd 275, Red Deer County, AB T4S-2L9
 Phone: (403) 350-2170 Fax: (403) 346-9840

For Office Use Only	File # _____
	Roll # _____
	Fee Submitted _____
	Date Deemed Complete _____
	Reference Files _____

SUBDIVISION APPLICATION

Please complete in full wherever applicable by the registered owner of the land that is the subject of the application (refer to attachments for details) If you are not the registered land owner please complete Appointment of Agent form

SECTION A – CONTACT INFORMATION

Applicant _____	Contact Name _____
Address _____	Home Phone Number _____
_____	Alternate (i.e. work/cell) _____
_____	Fax _____
City _____ Province _____	E-mail _____

SECTION B – SITE INFORMATION

Legal Land Description Lot _____ Block _____ Registered Plan _____

¼ _____ Section _____ Twp _____ Range _____ W of _____ M

Land Use Zoning _____ Parcel Size _____

Existing buildings and structures, historical or otherwise and whether they are to remain or to be demolished

Existing land use _____

Proposed land use _____

Explain, in detail, reasons for subdivision (use extra pages if required) _____

SECTION C – PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED

What is the nature of the topography of the land? _____ Flat _____ Rolling _____ Steep _____ Mixed

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

What is the nature of the soil of the land? _____ Sandy _____ Clay _____ Loam

Please note that the personal information requested in this form 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 the County's Planning and Development processes. The information will be used by the County staff and representatives for contact information. If you have questions regarding FOIP, please phone (403) 350-2150 and ask for the FOIP Coordinator.

SECTION D – LOCATION OF THE LAND TO BE SUBDIVIDED

- Is the land adjacent to another Municipal Boundary? _____ Yes _____ No
If “Yes” what is the name of the adjoining Municipality? _____
- Is the land situated within .8 km (.5 mile) of the right of way of a highway _____ Yes _____ No
If “Yes” what is the number of the Highway? _____
- Is the land situated within .8km (.5 mile) of a river, stream, watercourse, lake or other permanent body of water, canal or drainage ditch? _____ Yes _____ No
If “Yes” what is the name of the water body? _____
- Is the proposed parcel within 1 .5 km (.93 mile) of a sour gas facility? _____ Yes _____ No

SECTION E – FURTHER INFORMATION REQUIRED

What is the total number of NEW parcels being created? _____

What are the sizes of the NEW parcels being created? _____

What is the proposed use of the REMAINDER of the parcel? _____

Is the parcel to be subdivided within .8 km (.5 mile) of land that is used or authorized for use as: (Please)

- A landfill for the disposal of garbage or refuse? _____ Yes _____ No
- A sewage treatment plant or sewage lagoon? _____ Yes _____ No
- A confined livestock operation? _____ Yes _____ No
- Is/was there an oil well or pipeline located within 100 meters of this proposed parcel? _____ Yes _____ No
- Will the well and septic system be totally contained within the proposed boundaries of the parcel being created and conforms to the Safety Codes Act? _____ Yes _____ No

If the proposed subdivision is **NOT** going to be served by a municipal/regional water and sewer system, please describe how it will be serviced _____

SECTION F – FINAL AUTHORIZATION

By submitting an application I am allowing right of entry for inspection purposes. I hereby make application and acknowledge all plans and information submitted are, to the best of my knowledge, true and accurate.

Applicant's Signature

Date

Applicant's Signature

Date

FOR OFFICE USE ONLY

Application Fee \$ _____ Receipt # _____

Date Received _____

Agreement Fee \$ _____ Receipt # _____

Checklist:	<ul style="list-style-type: none"><input type="checkbox"/> Completed application form<input type="checkbox"/> Certificate of Title<input type="checkbox"/> Application Fee<input type="checkbox"/> Tentative Plan of Survey (includes abandoned oil and gas well site if applicable)<input type="checkbox"/> Septic System Confirmation (Location of Water Well and Sewage System)<input type="checkbox"/> Location of Buildings (where applicable)<input type="checkbox"/> Written explanation as to how the subdivision would preserve agricultural land and not negatively impact adjacent agricultural operations (Bare 1st parcels only)
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Subdivision Application Requirements

Note: An application for subdivision approval can only be made by the registered owner of the land that is the subject of the application or a person authorized to apply on their behalf (Part 1, Section 4(3) of Subdivision and Development Regulations). If you are not the registered owner you must fill out and submit the attached Appointment of Agent form with the application.

STAGE 1 - Application

The following pertains to all subdivision applications and the information required for any application for subdivision.

Red Deer County will only accept an application for subdivision when all of the following has been submitted (where deemed applicable):

1. Application Fee

The application fee must be included in accordance with County Bylaws. If the land subject to the application requires an amendment to the Land Use Bylaw (2006/6), the subdivision fees shall reflect the proposed land use designation. The subdivision fees apply not only to the new lot(s) created under the subdivision plan, but also the lot which constitutes the remainder, excluding lots proposed as reserve or public utility lots (refer to the County's Fee Schedule for applicable fees).

2. Application Form

- a. The application for Subdivision Approval form must be completed in its entirety.
- b. The names, address and telephone number(s) of the registered owner(s). If a person is acting on behalf of the registered owner(s), it is essential that the owner(s) fill out the appointment of agent form. Please note that if a company or individual is the owner of the said land, under an agreement for sale as indicated by caveat on the back of the Certificate of Title, we will require that you submit a copy of the signed agreement. The individual noted on the caveat must sign the application. If you are applying under the name of a numbered company that owns the land proof must be provided in the form of a company registration document that indicates that you are a owner/part owner of that numbered company.

3. Certificate of Title

- a. Red Deer County will obtain from Alberta Land Titles a copy of the Certificate of Title, as well as any caveats or easements registered on the title pertaining to Red Deer County, **once the subdivision application has been submitted.**

4. 1st Parcels Out

- a. All applications dealing with the first developed building site to be subdivided from an unsubdivided quarter section must include a Tentative Plan of Survey indicating the location of the existing development to be contained within the new parcel boundaries.
- b. If the application is for a 1st parcel out of a quarter section that does not include a developed building site (i.e. bare first parcel subdivision) the applicant must provide a written explanation as to how the subdivision would preserve agriculture and how it would not negatively impact adjacent agricultural operations including the remnant parcel as per Policy 3.2.2 of the Red Deer County Municipal Development Plan.

5. Tentative Plan of Survey

Please provide a paper as well as a digital (PDF and AutoCAD) version on Compact Disk, of the Tentative Plan of Survey:

- a. Showing the location, dimensions and boundaries of the land to be subdivided.
- b. Showing the location, dimensions and boundaries of:
 - Each new lot to be created
 - The reserve lot(s), if any
 - The right-of-way of each public utility and other rights-of-way.
- c. Showing the location and dimensions of buildings on the land that is the subject of the application (request that your surveyor provide a **Real Property Report** showing this information) and specify those buildings that are proposed to be demolished or removed, if any
- d. Describing the proposed use for the land that is the subject of the application, including any proposed improvements.
- e. Including contour information (where required) at an interval of 1m that is to be superimposed over the tentative plan. Contour data is to be related to a geodetic datum where possible.
- f. Showing the location and dimensions of any utility right-of-ways affecting the property.
- g. Showing the location of all abandoned oil and gas well sites as well as the setback distances in relation to existing or proposed building sites. **Please note: the Subdivision Authority cannot approve a subdivision application if the lot(s) does not comply with the setback directed by ERCB Directive 079.** Abandoned well site information must be provided by the applicant and can be obtained by contacting the Energy Resources Conservation Board (ERCB - 1-855-297-8311) or using the ERCB's Map Viewer. Information regarding the owner of each individual abandoned well site must also be provided. If there are no abandoned wells on the subject parcel, the applicant must provide documentation stating as such.
- h. Showing natural features such as:
 - Sloughs and/or other bodies of water
 - Rivers, creeks and intermittent water courses
 - Wooded areas
 - Muskeg or swamp
- i. Man made features such as:
 - Water bodies
 - Major drainage ditches
 - Gravel workings
 - Agricultural land (land under cultivation)
- j. Showing the location, numbers, names and other designations of:
 - Highways
 - Secondary roads
 - Public roadways
- k. Showing the proposed physical access for each lot created
- l. Showing the location of current and/or proposed method of sewage disposal and sewer discharge (i.e. septic tank, field discharge, lagoon, etc.) **Distances must be shown from all existing and proposed property lines and existing residences.**
- m. Showing the location/type of the current and/or proposed water source (eg. Water well).

6. Municipal Reserve (cash in lieu)

- a. If money is required to be provided in place of municipal reserve, the applicant must provide 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 is made as per the Municipal Government Act Section 667 (1).

STAGE 2 – Additional Information Requirements and Conditions

In addition to the requirements outlined in Stage 1, the following **MAY BE REQUIRED** prior to Council review OR as a condition of subdivision approval as determined by the Subdivision Authority (County Council):

1st Parcel Out Subdivisions

- Water table and soil tests may be required to indicate the buildable area of the proposed parcel.
- Proof of adequate potable water is required for bare parcels. This may require you to drill a well, prior to the endorsement of the subdivision.
- Upon subdivision approval, the new or existing septic system must adhere to the Alberta Safety Codes Act. Written confirmation is to be provided to the County from an accredited Safety Codes Officer that the sewage system complies with the Province's Private Sewage Disposal Systems Regulations regarding the setback distances from newly proposed property lines, bodies of water and water sources. If the parcel is bare, you will be required to provide written confirmation from a certified Private Sewage Treatment System (PSTS) Installer that there is a suitable site on the parcel to allow for a PSTS.
- Pursuant to the County's Rural Road Levy policy, payment of road levies may be required as a condition of subdivision approval.
- **PLEASE NOTE: The County may also require the registered owner(s) to enter into a Future Road Widening Agreement as a condition of subdivision. This agreement would be registered on the title of the properties involved and would essentially provide to the County 5.2m of land, along the entire length of the quarter section that is adjacent to a County road, for future road widening. The landowner(s) would still have access to and would be able to use these lands up to and until such time as the road widening occurs.**
- A 30 meter road dedication may be required by Alberta Infrastructure & Alberta Transportation if development is located adjacent to a Provincial Highway.

Multi-Lot Residential, Commercial and Industrial Subdivisions

- Water table and soil tests may be required to indicate the buildable area of the proposed parcel(s).
- Pursuant to the County's Rural Road Levy policy, payment of road levies may be required.
- Municipal Reserve(MR) by way of land dedication, cash in lieu payment, or deferred reserve caveat may be required. If cash-in-lieu is to be provided in place of land dedication, the applicant must provide a market value appraisal of the lands to be subdivided. The market value appraisal must have been completed 14 days prior to the submission of the appraised land value.
- An Environmental Reserve or Environmental Reserve Easement may be required depending on site conditions and features (i.e. a swamp, gully, ravine, coulee or natural drainage course or land that is subject to flooding, or land abutting the bed and shore of any lake, river, stream or other body of water).
- A Storm Water Management Plan & Grading Plan may be required indicating how storm water will be managed after development occurs including proposed drainage improvements and easements. A paper copy and digital form (both PDF and AutoCAD) versions of the drawing are required.
- A Traffic Impact Assessment, completed by a qualified professional, may be required prior to the submission of a subdivision application, if the lands to be subdivided are adjacent to a Provincial Highway.

- All new multi-lot residential developments (i.e. proposed lot(s) beyond 1st parcel out) are subject to the County's Municipal Development Plan "pavement to pavement" policy. This policy requires that access roads to new subdivisions, as well as internal subdivision roads, are to be paved.
- Roads are to be designed and constructed according to County road standards.
- All cul de sacs are to be terminated with a turnaround bulb in accordance with County road standards.
- A 30 meter road dedication may be required by Alberta Transportation if the development is located adjacent to a Provincial Highway.
- A servicing agreement may be required which would deal with such items as the payment of off-site levies, or required site improvements (i.e. for roads, water and sewage services).
- Other agreements may apply depending on the application. Applicable fees will apply for each agreement that is required.

NOTE: Information, in addition to the above, may be required depending on the complexity of the application.

APPLICANT CHECKLIST

Please check to ensure your subdivision application includes all of the following:

- Application fee
- Completed application form (including sign off on right of entry)
- Tentative Plan of Subdivision – (paper and digital copy of (i.e. PDF and AutoCAD) – Includes abandoned oil and gas well sites if applicable
- Water table and soil tests for private sewage suitability
- Written explanation as to how the subdivision would preserve agricultural land and not negatively impact adjacent agricultural operations

If any of the above is missing, unless otherwise stated by the subdivision officer, the application will be deemed incomplete and will not continue to be processed until such time as the information is provided.

RED DEER COUNTY SUBDIVISION PROCESS

<p>Application – A Subdivision Application is submitted and is deemed complete by Red Deer County.</p>	
<p>Referral – The application is referred to government and local agencies as well as adjacent landowners for comment.</p>	
<p>Administrative Report – Once referral comments have been received and processed and a site inspection has been done, Administration will prepare a report and present a recommendation to the Subdivision Authority.</p>	
<p>Decision – The Subdivision Authority will render one of the following two decisions:</p> <p>Conditional Approval – all approved subdivision applications are subject to certain conditions being met and these conditions will be set out in the decision letter. The applicant must satisfy all conditions prior to the endorsement the final Plan of Subdivision by Red Deer County. The applicant/owner may appeal the decision.</p> <p>Refusal – reasons for refusal will be set out in the decision letter. The applicant/owner may appeal the decision.</p> <p>A decision will be rendered on a subdivision application within 60 days of receipt of the completed Subdivision Approval Application package, unless a time extension is agreed to be the applicant/owner and Red Deer County. If a decision is not made within 60 days and an extension is not granted, the applicant/owner may initiate an appeal as the application would be a deemed refusal.</p>	<p>Up to 60 days</p>
<p>Appeal – The decision may be appeal by the applicant/owner, commenting government agency or, with regard to municipal and school reserves, the school authority. Adjacent landowners do not have the right to appeal the decision.</p> <p>Appeals may be heard by:</p> <ol style="list-style-type: none"> 1) Red Deer County Subdivision & Development Appeal Board <ul style="list-style-type: none"> - Notice of appeal must be received within 14 days. The appeal hearing will be held within 30 days of receipt of the appeal; <p>OR</p> <ol style="list-style-type: none"> 2) The Municipal Government Board <ul style="list-style-type: none"> - If there is a provincial interest (i.e. provincial department referred) such as an adjacent highway or water body, the appeal will be heard before the Municipal Government Board. Notice of appeal must be received within 14 days. The appeal hearing will be held within 60 days of receipt of the appeal. 	<p>Within 14 days of the decision</p>
<p>Satisfy Conditions of Approval – If after 14 days, there are no appeals, the applicant/owner has 1 year from the date of approval to satisfy the conditions of approval.</p>	
<p>Endorsement – Once all of the conditions of approval have been satisfied, the applicant /owner or a surveyor may submit 1 paper and 1 digital copy of the plan for endorsement by Red Deer County together with the endorsement fee and any other registerable document.</p>	<p>Within 1 year of the decision</p>
<p>Registration – Once the plan has been endorsed, the applicant/owner or, a surveyor on behalf of the applicant/owner, has one year to register the plan and other registerable documents, if applicable, with Land Titles.</p>	<p>Within 1 year following plan endorsement</p>

