



P.O. Box 280, Bruderheim, Alberta, T0B 0S0 Telephone (780) 796-3731 Fax (780) 796-3037

- By plan of subdivision
- By other instrument

For office use only

File number _____

Date of receipt of application as complete _____

Application fee submitted _____

This form is to be completed in full wherever applicable by the **registered owner of the land or by an authorized person** acting on behalf of the owner.

1. Name of registered owner(s) of land to be subdivided _____ Address, postal code, and telephone number (home and work) _____

2. Authorized person acting on behalf of the registered owner _____ Address, postal code, and telephone number (home and work) _____

3. Legal description and area of land to be subdivided
All/part of the _____ ¼ section _____ township _____ range _____ west of the 4th meridian
Being all/parts of lot _____ block _____ plan _____ C.O.T. No. _____
Area held in current title(s) _____ hectare _____ acres

4. Location of the land to be subdivided
- a. Is the land situated immediately adjacent to the municipal boundary? Yes No
If "yes", the adjoining municipality is _____
 - b. Is the land within 0.5 miles of the right-of-way of a Highway? Yes No
If "yes", the highway number is _____ The secondary road number is _____
 - c. Is the land within 0.5 miles of a river, stream, watercourse, lake, or other permanent body of water, canal, or drainage ditch? Yes No
If "yes", state the name and describe _____

5. Existing and proposed use of the land to be subdivided

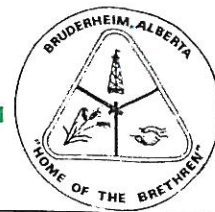
- a. Existing use of land _____
- b. Proposed use of land _____
- c. Current land use designation _____ Proposed land use designation _____

6. Physical characteristics of the land
- a. Nature of the topography of the land (flat, rolling, steep, mixed) _____

 - b. Nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc. Show on sketch)

 - c. Type of soil (sandy, loamy, clay, etc.) _____

7. Describe any existing buildings on the land proposed to be subdivided, historical or otherwise and any structures on the land and whether they are to be demolished or moved - show location on sketch and describe on following page.



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...cont

8. a. Total number of parcels being created (including remnant) _____
b. Size of parcel(s) being created (hectares and acres) _____
c. Proposed use of remainder of ¼ section or land presently in title _____

9. Please indicate if the land that is the subject of the subdivision application is situated within 1000 feet of land that is used or authorized for use as

- a. a landfill for the disposal of garbage or refuse Yes No
b. A sewage treatment or sewage lagoon Yes No
c. a livestock feeding lot Yes No

10. What is the purpose/reason for the subdivision application? _____

(further information may be provided on a separate page)

11. Water and sewer services

If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal.

Registered owner of person acting on his behalf

I, _____ hereby certify that I **a) am the registered owner or b) am authorized to act on behalf of the registered owner(s)**, and that the information given on the form is complete and is, to the best of my knowledge, a true statement of the facts relating to this application. I/We hereby give my/our consent to allow Council or a person appointed by it the right to enter the above land with respect to this application only.

Signed _____

Home phone _____ work phone _____

Date _____

Authorization from registered owner(s) of land subject to subdivision

Registered owner's signature _____

Collection and use of personal information

This personal information is being collected in accordance with the Municipal Government Act (MGA) and is protected by the privacy provisions of the Freedom of Information and Privacy Act (FOIP). This information will be used to process and approve the application. If you have any questions about the collection and use of your information, contact the Town of Bruderheim at (780) 796-3731.



Checklist (for office use only)

- fully completed application form (2 originals)
- application fee
- building location plan (if applicable)
- proposed plan-2 copies (please see information sheet for plan requirements)
- current photocopy of certificate of title
- completed right-of-entry
- list of preferred street names
- copy of proposed subdivision on CD or DVD
- water table and percolation testing (if required)

Information required to accompany any application for subdivision
Pursuant to Section 4 of the Subdivision and Development Regulations (AR 212/95)

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 his behalf. (Part 1, Section 4(3) of Subdivision and Development Regulations)

An application for subdivision will only be accepted by the Town when **all** of the following information has been submitted.

1. Application fee

The application fee must be included in accordance with Town Bylaws. If the land subject to the subdivision application requires an amendment to the land use by-law, 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. (see fee schedule for applicable fees).

2. Application form (2 originals)

- a. The application for Area Structure Plan/Amendment Approval form must be completed in its entirety.
- b. The names address and telephone number(s) of the registered owner(s) and the authorized person(s) acting on behalf of the mentioned persons. If a person is acting on behalf of the registered owner(s), it is essential that the owner(s) sign the authorization at the back of the application 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 on the Certificate of Title, please submit a copy of the signed agreement. The individual noted on the caveat must sign the application.

3. Current copy of Certificate of Title

A current copy of the title as it now exists at Land Titles Office can be obtained from any **licenses and registrations office**.

If there are any caveats or easements registered on the title pertaining to Lamont County (i.e. deferred reserve caveats or utility easements) please submit copies of these documents along with the application.

4. Building location

All applications dealing with the first developed building site to be subdivided from an unsubdivided quarter section shall contain a surveyor's plan showing the exact location of the existing development to be contained within the new parcel boundaries.

5. Proposed plan-2 copies (if plan of survey is to be used, please provide an 8½x11 reduction of the plan)

- a. Showing the location, dimensions and boundaries of the land to be subdivided.
- b. Showing the location, dimensions and boundaries of each new lot being created.
- c. Showing the location and dimensions of buildings on the land that is the subject of the application and specifying those buildings that are proposed to be demolished or removed, if any.



- d. Describing the use proposed for the land that is the subject of the application, including proposed improvements.
 - e. Contour information (where required) at an interval of 1m is to be superimposed over the tentative plan, and contour data is to be related to a geodetic datum where possible.
 - f. Showing the location of any utility right-of-ways affecting the property.
 - g. Showing natural features such as:
 - i. sloughs and/or other bodies of water
 - ii. rivers, creeks and intermittent water courses
 - iii. wooded areas
 - iv. muskeg or swamp
 - h. Man made features such as:
 - i. water bodies
 - ii. major drainage ditches
 - iii. gravel workings
 - iv. agricultural land (land under cultivation)
 - i. Showing the location, numbers, names and other designations of:
 - i. Highways
 - ii. secondary roads
 - iii. public roadways
 - j. Showing the location, dimensions and boundaries of:
 - i. each new lot to be created
 - ii. the reserve lot(s), if any
 - iii. the right-of-way of each public utility and other rights-of-way
 - k. Showing the location (***distances must be shown from all existing and proposed property lines and existing residences***) and current and/or proposed method of sewage disposal and sewer discharge and the location/type of the current and/or proposed water source. Please be advised that a change in property lines or parcel size may require a change to current sewage disposal methods pursuant to the Plumbing Code.
6. List of preferred street names for subdivision applications.
 7. Water table and Percolation tests may be required to indicate the developable area of the proposed parcel(s).
 8. A copy of the proposed subdivision plan on CD or DVD.
 9. Additional information may be required.

Your complete subdivision application must consist of the following

- ✓ appropriate application fee
- ✓ application forms - 2 originals
- ✓ current copy of certificate of title
- ✓ building location plan (if applicable)
- ✓ proposed plan – 2 copies (8½x11 is sufficient)
- ✓ completed right-of-entry
- ✓ list of preferred street names (if applicable)
- ✓ copy of proposed subdivision plan CD or DVD
- ✓ water table and percolation tests (if applicable)