



FOR OFFICE USE ONLY	
Date of Receipt	Accepted by
Fee Submitted	File No.
Decision	

# Subdivision Application

## Application Form, Checklist and Fee Schedule

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all material submitted must be clear, accurate and legible. Only complete applications will be accepted. Thank you for your cooperation. Please be advised that the information and materials required by the "Application Checklist" is part of this application.

### APPLICANT / OWNER INFORMATION

Name of Applicant \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address (include postal code) \_\_\_\_\_

Telephone (B) \_\_\_\_\_ (H) \_\_\_\_\_ Fax \_\_\_\_\_

Registered Owner (if not applicant) \_\_\_\_\_

Mailing Address (include postal code) \_\_\_\_\_

Telephone (B) \_\_\_\_\_ (H) \_\_\_\_\_ Fax \_\_\_\_\_

### LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED

All/part of the \_\_\_\_\_ 1/4 section \_\_\_\_\_ township \_\_\_\_\_ range \_\_\_\_\_ west of \_\_\_\_\_ meridian

Being all/part of lot \_\_\_\_\_ block \_\_\_\_\_ Registered Plan No. \_\_\_\_\_ Certificate of Title No. \_\_\_\_\_

Municipal Address (if applicable) \_\_\_\_\_

Total area of the above parcel of land to be subdivided is \_\_\_\_\_ hectares (\_\_\_\_\_ acres)

### LOCATION OF LAND TO BE SUBDIVIDED

Is the land situated within 0.8 kilometres of the right-of-way of a highway? Yes  No

If yes, the Highway No. is \_\_\_\_\_

Does the proposed parcel contain or is it bounded by a coulee, swale, drainage ditch or other body of water? Yes  No

If yes, state it's name \_\_\_\_\_

Are there any oil or gas wells on or within 100 metres of the subject property(s)? Yes  No

Is the proposed parcel within 1.5 kilometres of a sour gas facility? Yes  No

Is the sour gas facility active, abandoned, or currently being reclaimed? \_\_\_\_\_

Is there an abandoned oil or gas well or pipeline on the property? Yes  No

*Is the land situated within:*

- 450 metres of an operating or non-operating landfill or hazardous waste management facility?
- 300 metres of an area that is currently being used for the processing of waste water?
- 300 metres of a livestock feeding lot?

**EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED**

Describe the existing use of the land \_\_\_\_\_

Describe the proposed use of the land \_\_\_\_\_

If known, state the designated use of the land as classified under the Town of Carstairs Land Use Bylaw.

\_\_\_\_\_

**PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED**

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

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

Describe the type of soil on the land (sandy, loam, clay, etc.) \_\_\_\_\_

\_\_\_\_\_

**WATER AND SEWER SERVICES**

Existing source of water (please check one):

- None  Cistern  Water Well  Piped Water Source

Other (please describe)

\_\_\_\_\_

Describe the proposed water supply: \_\_\_\_\_

- Existing sewage disposal (please check one):  None  Septic Field

Piped Sewer System       Other (please describe)

Describe the proposed sewage disposal: \_\_\_\_\_

**EXISTING BUILDINGS ON THE LAND PROPOSED TO BE SUBDIVIDED**

Describe any buildings (historical or otherwise) and any structures on the land and whether they are to be demolished or moved including the foundation, water well and septic tank/field. \_\_\_\_\_

**ADDITIONAL INFORMATION FOR SUBDIVISION PURPOSES**

Proposed land use district (if amendment is required) \_\_\_\_\_

Number of parcels being created \_\_\_\_\_ Size of parcels being created \_\_\_\_\_

Proposed land use of remaining land in title \_\_\_\_\_

Disposition of Municipal Reserves (please check the appropriate box):

- Land dedication (indicate the area of Reserves and show dedication on drawing)
- Money in place of land (value to be determine by appraisal)
- Deferral
- Not applicable (e.g. existing title less than 2 acres, first parcel out of quarter sections, reserves previously dedicated)

**REGISTERED OWNER OR PERSON ACTING ON HIS/HER BEHALF**

I \_\_\_\_\_ hereby certify that  I am the registered owner  
(Print full name)                       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 for subdivision approval.

**RIGHT OF ENTRY**

I hereby authorize the Town of Carstairs or their representative to enter my land for the purpose of conducting a site inspection in connection with my application for subdivision approval.

\_\_\_\_\_  
Owner's Signature

## Application Checklist

The following information must be included with your application. If this information is not provided at the time the application is submitted, your application will be deemed incomplete and it will not be processed until the information is provided.

- Completed application form.
- Application fee.
- A copy of the **Certificate(s) of Title(s)**.
- Copy of any utility rights-of-way, easements, etc. registered on title(s).
- A **Key Plan** showing the lands to be subdivided as described in the Certificate(s) of Title. The portion to be registered must be indicated within this Key Plan.
- Letter of authorization. This is required when the applicant is not the registered owner of the land and/or the person authorized to act on their behalf (if any).
- Three (3) copies of the proposed subdivision plan (or **Tentative Plan**)

### The Tentative Plan shall contain:

- North arrow
- Scale
- Municipal address (street address)
- Legal description
- Location, dimension, areas and boundaries of the land to be subdivided in relation to the rest of the titled lands
- Existing and proposed property lines
- Adjacent roads, highways and public pathways or trails adjacent to the site
- Curbs and sidewalks
- All street names
- Easements, utility rights-of-way, railways, canals or other feature on or adjacent to the land and proposed subdivision.
- Existing and proposed site grades, contours and any special topographical features or site conditions (e.g. unstable areas, escarpments, etc.)  
***NOTE:** the topographic contours must not be greater than 1.5 metre intervals*
- Existing and proposed access to the proposed parcels and the remainder of the titled area
- Proposed road system, identifying all road types (with carriageway, and right-of-way dimensions). The road system must show and label:
  - the proposed roads, lanes, etc. right-of-ways
  - the standard corner radii and corner cuts for all roads and lanes
  - all emergency and temporary access roads, including any temporary turn-arounds and interim intersections.

- Location, use and dimensions of existing buildings (temporary and permanent) and specify those buildings that are proposed to be demolished or moved. Show driveways and road approaches on the property with their distances to existing and proposed property lines showing the:
  - foundation outline of the building, including existing cantilevers, decks and other projections
  - outline of any accessory buildings (e.g. detached garages, garden sheds and other buildings, complete with dimensions)
  - location of existing wells, septic fields, fences, trees and any permanent bodies of water
  - all buildings must be shown even if they may not be affected by the proposed subdivision.
- Floodway and floodplain limits
- 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
- If the proposed lots are to be served by individual wells and private sewage disposal systems, the location of any existing or proposed wells, the location and type of any private sewage disposal systems and the distance from these to existing or proposed buildings and property lines.
- A line marking the 1.5 km radius from a sour gas facility, where any of the lands affected by the tentative plan are within 1.5 km of a sour gas facility
- Setbacks from high pressure gas lines and land fill sites
- Any significant existing natural vegetation areas
- Existing services and site constraints (e.g. hydrants, utility poles)



## Subdivision Service Fees

The Town of Carstairs' Planning and Development Service Fees as contained in Bylaw 1054

### SUBDIVISION APPLICATION FEES

#### Payable with initial application:

##### Small Lot Subdivision (1 to 5 lots):

Flat fee, 1 – 2 lots .....	\$ 2,000.00
Flat fee, 3 – 5 .....	\$ 3,500.00

##### Large Lot Subdivision (6 or more lots):

Flat fee for the first 5 lots.....	\$ 2,000.00
Each additional lot thereafter.....	\$ 200.00
Phased approvals - fee per phase .....	\$ 250.00

#### Payable prior to endorsement:

##### Endorsement Fees - *excluding reserve and utility parcels*

Per lot fee, first 10 lots.....	\$ 300.00
Per lot fee for each additional lot.....	\$ 100.00
Per unit fee for Building Condominium Plan.....	\$ 150.00

#### Payable at time of request:

##### Subdivision Approval Time Extension or Re-activation Requests

Each request .....	\$ 250.00
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Subdivision Appeal Fee.....	\$ 1,000.00
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- \* Additional fees may be required if the plan area is located within the Newly Annexed Lands
- \* Pre-application fees will be based on an hourly rate as per Current Planning Agreement

### APPLICATION FEE REFUNDS

If requested prior to circulation.....	75% of original fee
Before staff report is initiated .....	50% of original fee
After completion of staff report .....	No Refund