



Subdivision Application Package

DATE: _____	FEES: _____	RECEIPT: _____
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TO BE FILLED OUT BY THE APPLICANT

OWNER Phone _____ Cell _____
 Name (print) _____
 Address _____

AGENT (if applicable name & company) _____
 Mailing Address _____
 Email Address _____

LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

Quarter Section _____ C.O.T. No. _____
 All/part of Lot _____ Block ____ Plan _____ & All/part of Lot _____ Block ____ Plan _____

 Title Area _____ ha (ac)
 Number of parcels being created _____
 Size of parcels being created _____

LOCATION OF THE LAND TO BE SUBDIVIDED

Is the land immediately adjacent to the municipal boundary? yes ___ no ___
 If "yes", the adjacent municipality is _____
 Is the land within 0.5 miles of the R.O.W. of a Highway? yes ___ no ___
 If "yes", the Highway/Secondary Road is Number _____
 Is the land located within 0.5 miles of a permanent watercourse, a canal or drainage ditch? yes ___ no ___. If "yes", state name _____

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Existing use of the Land _____
 Proposed use of the land and _____
 Present zoning _____
 Proposed zoning _____

PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED

Describe the topography _____
 Describe the vegetation and water on the land (ie. brush, shrubs, trees sloughs and creeks)

 Describe the soil type _____

EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

Describe any permanent buildings or structures and whether they are to remain



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REGISTERED OWNER OR PERSON ACTING ON HIS BEHALF

I, _____ hereby certify that I am:
(Full name in block capitals)
(the registered owner/authorized to act on behalf of the registered owner) and that all the above statements are true.

Company _____

Address _____

Phone: _____ Cell: _____

Fax _____ Email _____

Date: _____

Signature _____

**When complete please forward this application to the Town of Stony Plain.
If you have any questions or need advice please contact Planning & Infrastructure at the number shown below:**

**Planning & Infrastructure
Town of Stony Plain
4905 51 Avenue
Stony Plain AB T7Z 1Y1**

**Phone: (780) 963-2151
Fax: (780) 963 0935**

This personal information is being collected for the Town of Stony Plain under the authority of Section 33c of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used to collect information regarding Subdivision Application. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-963-2151.



A Guide to Subdivision

This brochure explains:

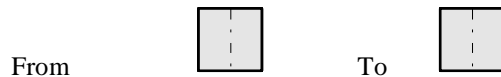
- What is a Subdivision?
- Why You Need to Obtain Approval for Subdivision
- Subdivision Application Requirements
- Application Fees.
- Conditions of Subdivision

What Is a Subdivision?

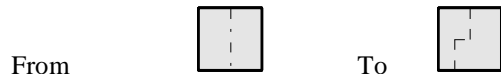
Subdivision is the dividing of a single parcel of land into two or more parcels, each to be given a separate title.

Any one of the following constitutes a subdivision, and therefore requires approval:

- Two lots on 1 title and 2 titles are required



- **re-aligning** or adjusting an existing lot line



- **creating several lots** from one or more existing properties



- **creating several bare land condominium units** from one or more properties;



Why You Need to Obtain Approval for Subdivision

The Municipal Government Act, 2000 RSA, the Subdivision & Development Regulations of Alberta, and the Town of Stony Plain Land Use Bylaw require that all subdivisions be approved by the Town's Subdivision Approving Authority (MPC).

The Planning Department is responsible for processing the subdivision applications and for advising the Municipal Planning Commission (MPC) on the suitability of the proposed subdivision. The intent of the review process is to ensure orderly, economical and beneficial development for the Town of Stony Plain and to ensure a fair process for all applicants.

Approval for subdivision is needed in order to ensure that the community's standards are met with regard to:

- suitability of the proposed site for the intended use;
- conformity of the proposal to local planning legislation, including the Municipal Development Plan (MDP), Area Structure Plans (ASP) and the Land Use Bylaw;
- adequacy of roads, lanes and emergency access;
- adequacy of open spaces and walkways;
- preservation of natural features like stream courses and trees;
- compatibility of overall subdivision pattern with the neighbourhood;
- adequacy of sewer, water and other services; and
- protection for future subdivision opportunities.



A Guide to Subdivision

Subdivision Application Requirements

The following information is required for a subdivision application:

1. One (1) original subdivision application form completed and signed;
2. One (1) key plan (8" X 11").
3. One (1) copy of the tentative plan of subdivision drawn @ at 1:1000 scale, plus 1 reduction @ 11" X 17" including the following information:
 - dimensions of the title area and sizes and dimensions of the proposed lots; including ER, MR & PUL lots.
 - location, use & dimensions of existing buildings and structures and their distances from property lines;
 - location & dimensions of utility rights of way or easements on or adjacent to the property;
 - location and name of existing roadways;
 - location of proposed roadways, and proposed accesses and utility rights of way or easements;
 - approximate location and boundaries of water courses, contained within the bounds of the title area;
 - the scale of the plan and a north arrow;
 - for major subdivisions a copy of the AutoCADD disc of the drawing; and
4. A digital copy of key plan and tentative plan of subdivision in PDF format;
5. One written description identifying how water, sanitary sewer and storm water servicing requirements will be addressed for the proposed lot(s);
6. An Abandoned Well Search;
7. Current copies of each relevant certificate of title as well as any registered instruments on each of the certificates of title;
8. One signed letter of authorization shall be provided from the landowner(s) named on the title;
9. One signed right of entry letter shall be provided;
10. Where an agreement for sale has been entered into and that individual is making application as the registered owner, one copy of the registered caveat must be provided;
11. Other information as may be required to determine subdivision conditions as legislated by the *Municipal Government Act*; and
12. Application fees.

Subdivision Fees

The subdivision application fees shall be payable to the Town of Stony Plain and must be paid at the time of application submission.

Fees comprise of an application fee plus a fee for each lot, including any remnant lots. Please refer to the current Schedule of Fees for more information.

Conditions of Subdivision

The Subdivision Authority may approve, vary or refuse and application. In the case of approval, the Subdivision Authority may impose conditions that must be fulfilled before the subdivision can be registered at the Land Titles Office. These conditions may include, but are not limited to:

- requirements to ensure that the subdivision complies with all Town standards;
- requirements for an agreement to be entered into with the Town for the construction of roads, sewers and other such infrastructure, or off-site levies;
- payment of any outstanding taxes; and
- dedication of reserve land, or other arrangements in-lieu-of land.



A Guide to Subdivision

Final Endorsement

A subdivision endorsement package must be submitted to the Subdivision Authority for endorsement and endorsement fees as specified in the current Schedule of Fees must be paid prior to its review.

The applicant must meet all conditions of the subdivision before the Subdivision Authority can endorse the final subdivision plan, which shall be prepared by an Alberta Land Surveyor.