



APPLICATION FOR SUBDIVISION

For office use only	
Date of Receipt	File Number
Fee Submitted	Accepted By

If you are ready to complete and submit this subdivision application form, you must have had at least one pre-application meeting with the Planning and Development Department. If you still need to have this meeting, please call 780-542-2667 to make the necessary arrangements for the meeting.

This form should be completed in full by the registered Owner(s) of the land that is the subject of the application **or** by a person authorized to act on the registered Owner's behalf and handed in at the front counter or mailed to the Brazeau County Office together with the following documents:

- A copy of the Certificate of Title – not older than two weeks, at the time the application is submitted.
- A Tentative Plan – prepared by a professional surveyor, showing amongst other things the proposed accesses, physical features and developments on the subject land and other information registered on the title.
- The application fee – \$500.00 base fee plus \$100.00 per affected title.
- A Letter of Authorization - if the Applicant is not the Landowner, or if a numbered company is involved, to prove that the person signing on behalf of the Landowner or the company has the signing authority.
- A Water Study – if the sixth (or more) lot on the quarter section is to be serviced by a well(s); or any other required study.
- A Time Extension Agreement – optional; to allow Administration additional time (more than 60 days) to process the application.

If you want to submit any additional information other than the mentioned documents, please feel free to do so, by adding a letter or sketch, etc.

For further information, please see the Brazeau County brochure titled *Applying for a Subdivision – A General Guide to the Subdivision Approval Process*.

1. Name and mailing address of the Applicant

 _____ P/C

Email: _____
 Phone: _____
 Cell: _____
 Fax: _____

2. Name and mailing address of the Owner (if not the Applicant)

 _____ P/C

Phone: _____
 Cell: _____
 Fax: _____

3. Legal description and area of land to be subdivided

All/part of the _____ ¼ Section _____ Township _____ Range _____ W5M
 Being all/parts of Lot _____ Block _____ Plan No. _____
 Area of parcel(s) to be created, described in hectares (acres) _____
 How many parcels are going to be created? _____

4. Location of land to be subdivided

- a. The land situated in the municipality of Brazeau County. _____
- b. Is the land situated immediately adjacent to the municipal boundary? Yes _____ No _____
 If "yes" the adjoining municipality is: _____
- c. Is the land situated within 0.8 kilometers (0.5 miles) of a highway right-of-way? Yes _____ No _____
 If "yes" the highway number is: _____
- d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water, or by a drainage ditch or canal? Yes _____ No _____
 If "yes" state its name: _____
- e. Is the proposed parcel within 1.5 kilometers (1.0 miles) of a sour gas facility? Yes _____ No _____
- f. Is the proposed subdivision within 100 meters (300 feet) of an oil well or gas well site? Yes _____ No _____

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

- a. The existing use of the land _____
- b. The proposed use of the land _____
- c. The designated use of the land as classified under the Land Use Bylaw _____

6. Physical characteristics of land to be subdivided

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

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

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

- d. Describe how the proposed lot(s) will gain access

7. Existing building(s) on the land to be subdivided

Describe any buildings and any structures on the land. Are they to be demolished or removed?

- a. On the proposed new lot(s)

- b. On the remaining land

8. Water services

- a. How will the proposed new lot(s) be serviced?

- b. How will, or is, the remaining land serviced?

9. Sewer services – Describe the type of sewage system you are contemplating using

- a. How will the proposed new lot(s) be serviced?

- b. How will, or is, the remaining land serviced?

10. Municipal Reserve Status (to be discussed with the Director of Planning & Development during the pre-application meeting)

a. Municipal Reserves have been dedicated in the past during a previous application for subdivision. Yes _____ No _____
If "yes" please specify the area (in hectares/acres) or % paid for cash-in-lieu of the Municipal Reserve dedication: _____

b. Municipal Reserves were deferred during a previous application for subdivision, and have not yet been dedicated or paid as cash-in-lieu. Yes _____ No _____
If "yes" please specify the area (in hectares/acres) and the description of the land: _____

c. Municipal Reserves are still owing. Yes _____ No _____
If "yes" please specify the area (in hectares/acres) for which this will apply and the description of the land: _____

11. I/We hereby give my/our consent to allow Council or a person appointed by it the Right of Entry to the above land with respect to this application only.

Signed _____ Dated _____

REGISTERED OWNER

I/We, _____ hereby certify that I/we am/are the registered owner(s) 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.

Date _____

(signature)

(signature)

AND APPLICANT (if other than the registered Owner)

I, _____ hereby certify that I am the agent authorized to Act on behalf of the registered Owner(s) 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.

Date _____

(signature)

(signature)

RIGHT OF ENTRY

I hereby authorize Brazeau County to enter my land for the purpose of a site inspection.

Owner's Signature _____

******The information on this form is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used solely for the purpose of subdivision. If you have questions about this collection or require further information please contact the Director of Planning and Development, Brazeau County, Box 77, Drayton Valley, Alberta, T7A 1R1 or telephone 780.542.7777.******