



## APPLICATION FOR SUBDIVISION

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**Prior to submission of this application form, you are required to have at least one pre-application meeting with the Planning and Development Department. If you still need to have this meeting, please call 780-542-7777 to make arrangements.** 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 submitted 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 an Alberta Land Surveyor, must meet the requirements shown on the tentative plan checklist provided at pre-application meeting.
- The Application Fee – \$500.00 base fee plus \$100.00 per affected title, or as per the Schedule of Fees.
- Information Disclosure Form – this enables us to discuss your file with your surveyor and referral agencies.
- A Letter of Authorization – Authorization from the land owners(s) for an individual to act on their behalf.
- Abandoned Well Information - Applicants/owners must submit documentation from the AER identifying the presence or absence of abandoned wells with any new subdivision applications (except for lot line adjustments). See AER Directive 79 for more information available on the AER website at <http://www.aer.ca/documents/directives/Directive079.pdf>
- Additional information may be submitted 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

\_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**3. Legal description and area of land to be subdivided**

- a. All/part of the \_\_\_\_\_ W5M
- $\frac{1}{4}$  Section
Section
Township
Range
- b. All/part of \_\_\_\_\_
- Lot
Block
Plan
- c. How many parcels are going to be created? (excl. remainder) \_\_\_\_\_
- d. Area of parcel(s) to be created, in hectares (acres) \_\_\_\_\_

**4. Location of land to be subdivided**

- a. Is the land in Brazeau County? Yes \_\_\_\_\_ No \_\_\_\_\_
- b. Is the land adjacent to a municipal boundary? (ie. Town of Drayton Valley) Yes \_\_\_\_\_ No \_\_\_\_\_
- If "yes" the adjacent municipality is: \_\_\_\_\_

- c. Is the land within 1.6 km (1.0 miles) of a highway right-of-way? Yes \_\_\_ No \_\_\_  
If "yes" the highway number is: \_\_\_\_\_
- d. Does the land 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 (if known): \_\_\_\_\_
- e. Is the land within 1.5 km (1.0 miles) of a sour gas facility? Unknown \_\_\_ Yes \_\_\_ No \_\_\_
- f. Is the proposed subdivision within 100 m (330 ft) of an oil or gas facility? Yes \_\_\_ No \_\_\_
- g. Is the proposed subdivision within 450 m (1,480 ft) to a landfill/waste facility? Yes \_\_\_ No \_\_\_
- f. Is the proposed subdivision within 300 m (980 ft) to a wastewater facility? Yes \_\_\_ No \_\_\_

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

- a. The existing use of the land (i.e. vacant, residential, agricultural) \_\_\_\_\_
- b. The proposed use of the land (i.e. residential, agricultural) \_\_\_\_\_

**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) and remnant parcel 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 – Describe the type of existing and proposed water sources**

- 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 existing and proposed sewage systems**

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

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

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**10. Right of Entry Authorization**

I/We, \_\_\_\_\_ give my/our consent for Right of Entry to my/our lands  
print name  
which are subject of this application.

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Date

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Signature

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Date

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Signature

**11. Owner(s) Signatures**

I/We, \_\_\_\_\_ hereby certify that I/we am/are the registered  
print name  
owner(s) of the lands 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.

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Date

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Signature

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Date

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Signature

**Applicant(s) Signatures (if other than the registered owner)**

I/We, \_\_\_\_\_ hereby certify that I/we am/are the agent  
print name  
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/our knowledge, a true statement of the facts relating to this application for subdivision.

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Date

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Signature

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Date

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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 this application. If you have questions about this collection or require further information please contact Planning and Development, Brazeau County, Box 77, Drayton Valley, Alberta, T7A 1R1, telephone 780.542.7777 or email [planning@brazeau.ab.ca](mailto:planning@brazeau.ab.ca) \*\*\*\*