

# Subdivision Application

## **PRELIMINARY DISCUSSIONS WITH THE MUNICIPALITY**

Landowners (or their agent) considering a subdivision are encouraged to contact staff in the Planning and Development Department prior to making an application. The purpose of this initial consultation is to provide the applicant with specific information on application process requirements and provides an opportunity for the applicant to receive preliminary feedback from Big Lakes including review of the proposed plan.

A pre-application meeting is required for any of the following types of development:

- Multi-lot subdivisions
- Multi-family residential
- Commercial/Industrial
- Recreation

The applicant is responsible for contacting the Planning and Development Department for the scheduling and coordination of the pre-application meeting.

## **REVIEW OF SUBDIVISION APPLICATION**

Every application for subdivision is reviewed by Big Lakes' Planning and Development Department to evaluate site suitability and conformity with County bylaws and provincial legislation.

Site suitability includes:

- Adjacent land use compatibility
- Adequate water supply and sewer systems
- Legal and physical access via road approach
- Proximity to existing wellsites and pipelines
- Environmental consideration
- Potential flooding or erosion issues

Compliance with:

- Municipal Government Act (MGA)
- Alberta Subdivision and Development Regulations
- Related provincial land use policies
- Big Lakes Land Use Bylaw (LUB)
- Big Lakes Municipal Development Plan (MDP)
- Big Lakes General Servicing Standards
- Existing Area Structure Plans (ASP) if applicable
- Existing Intermunicipal Development Plans (IDP) if applicable

## **CIRCULATION**

The application will be circulated to Big Lakes' departments, other affected agencies, and adjacent landowners for their comments and recommendations. These comments are used to evaluate the application and establish conditions of approval. The applicant is responsible for addressing any concerns or issues which may be identified by any agencies and/or adjacent landowners that may comment on the application. The Planning and Development Department is available to review the circulation responses with the applicant upon request.



## **DECISION**

Big Lakes County's subdivision approval authority is either the Subdivision and Development Officer or the Municipal Planning Commission. Decisions on subdivision applications referred to the Municipal Planning Commission are made at their monthly meeting. Applicants are free to attend Municipal Planning Commission meetings as they are public meetings. The applicant or their representatives are allowed to make a presentation to the Municipal Planning Commission upon request to appear on the agenda as a delegation at the meeting. The Municipal Planning Commission may then make a decision to conditionally approve, refuse, or table the application and the applicant will be notified in writing of the decision.

## **APPEAL**

If your application for subdivision is not approved, or you disagree with a condition, you can appeal to the Subdivision and Development Appeal Board (or Municipal Government Board, whichever the case may be) within 21 days of receipt of the written decision of the Subdivision Authority. Only you, the municipality, school boards or the provincial government can appeal a subdivision. Your neighbours are notified of the application and are invited to comment but cannot appeal a decision. An appeal fee will apply.

## **ENDORSEMENT**

The survey plan is then sent to Big Lakes by the surveyor. An endorsement fee is also paid at this time. The County will only endorse the document if the conditions of approval have been met. If a condition is not met by the applicant, the subdivision will not be endorsed and registered. You have one year from the date of the decision to have the survey plan endorsed by Big Lakes. If you cannot meet this timeline, please contact the Planning and Development Department for an extension. An extension may be granted at the sole discretion of the Subdivision Authority. An extension fee will apply.

## **REGISTRATION**

Once the survey plan has been endorsed, Big Lakes will return the Subdivision Authority Approval Form to the surveyor and it can be registered at Alberta Land Titles. The transfer of titled lots cannot occur until this plan is registered. The endorsed documents must be registered at Alberta Land Titles within one year of the endorsement date by Big Lakes. Once the plan is registered, a new Certificate of Title is issued for each of the new parcels.

## **PLEASE NOTE!**

***For a subdivision application, Big Lakes County requires that the developer dedicate road widening to the County in accordance with policy along all road right-of way of the quarter section. Road dedication shall be by way of a road plan and the cost of preparing and registering the road plan shall be the County's responsibility. Big Lakes County will compensate the landowner for the road widening dedication at a rate determined by Council from time to time.***

### **I. The following information is required to be submitted for an application to be considered complete.**

**Application Fee**

The application fee shall be included in accordance with the fee schedule in effect at the time of application.

**Application Form**

The name(s), address(es), and telephone number(s) of the registered owner(s) and the authorized person acting on behalf of the registered owner(s). If a person is acting on behalf of the registered owner(s), the owner(s) shall sign the authorization in Section 9. If the said land is 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.

**Current Copy of Certificate of Title**

A copy of the certificate of title of the lands being subdivided dated not more than 30 days prior to application submission can be obtained from any license and registry office. If requested, the County can order a title for an additional fee.

**Tentative Plan of Subdivision**

One (1) digital PDF by email or storage device, prepared by an Alberta Land Surveyor showing:

- the location, dimensions and boundaries of:
  - the land to be subdivided;
  - each new lot to be created including the remnant parcel;
  - reserve lot(s), if any;
  - right-of-way of each public utility and any other right-of-way.
- natural features such as:
  - water bodies, wetlands, sloughs, muskeg, swamp and/or other bodies of water;
  - rivers, creeks, ravines, drainage courses;
  - top of bank;
  - forest or treed areas.
- man-made features such as:
  - drainage ditches;
  - aggregate extraction/borrow areas;
  - existing and proposed access locations.
- the location, numbers, names and other designations of:
  - highways
  - public roads
- the location, dimensions and setbacks to existing and proposed property lines 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. As well as any proposed improvements.
- the location of any existing or proposed wells and the location of any existing or proposed private sewage disposal systems with the distance from these to the existing or proposed buildings and property lines.
- contour information (where required) at an interval of 2 m, to be superimposed over the tentative plan, and related to a geodetic datum where possible.

**II. Please discuss with the Planning and Development Department as to whether the following information is required to be submitted as part of a complete application.**

- Area Structure Plan** - One (1) paper copy and one (1) digital PDF by email or storage device. A report that assesses of subsurface characteristics of the subject lands may be required. This report may identify areas of high water table, soil suitability for private sewage disposal, and slope stability

information where the lands may be susceptible to slumping or subsidence. Pursuant to the Municipal Development Plan, this report is a mandatory requirement for multi-lot residential subdivision proposals greater than six (6) lots, and commercial recreation developments of 1 acre or more,

- Geotechnical Report** - One (1) paper copy and one (1) digital PDF by email or storage device. A report that assesses of subsurface characteristics of the subject lands may be required. This report may identify areas of high water table, soil suitability for private sewage disposal, and slope stability information where the lands may be susceptible to slumping or subsidence. This report is a mandatory requirement for a multi-lot country residential subdivision application (Municipal Development Plan – Section 3.8(f)).
- Environmental Assessment and Biophysical Report**- One (1) paper copy and one (1) digital PDF by email or storage device. Pursuant to the Municipal Development Plan, Section 11.6, proponents of ASP's, and major developments shall submit this report which shall identify areas of environmental significance or concern. Proponents of any development or subdivision application may also be required to submit this report.
- Hydrogeological Report** - One (1) paper copy and one (1) digital PDF by email or storage device. Pursuant to Section 23(3)(a) of the Water Act; this report is required where the sixth (6) or subsequent parcel is being proposed on a quarter section and where water service is proposed via water well or surface diversion. This report shall be prepared by a qualified geotechnical engineering firm and signed by a qualified Geotechnical Engineer.
- Historical Resource Impact Assessment** - One (1) paper copy and one (1) digital PDF by email or storage device. The HRIA is a report that details the location, description, and evaluation of archaeological sites within a specific project area, descriptions of the artifacts collected, and any other information pertinent to a development and its potential impact on Historical Resources. It will contain recommendations for or against further site studies. Pursuant to Section 31 of the Historical Resources Act, it is a mandatory requirement should there be a strong likelihood of the presence of historical artifacts on the subject parcel.
- 1:100 Year Floodplain Analysis** - One (1) digital Shapefile projected to UTM NAD 83 Zone 11N and one (1) digital PDF by email or storage device. If the land that is the subject of an application is located in a potential floodplain, a map showing the 1:100 year flood and accompanying report will be required and shall be prepared by a qualified professional.
- Traffic Impact Assessment** - One (1) paper copy and one (1) digital PDF by email or storage device. This report may be required to analyse the traffic generated by the proposed subdivision and development, new access locations and/or increased use of an existing access. Mandatory for a multi-lot country residential subdivision application if within 0.8 km of a provincial highway.
- Noise Attenuation Study** - One (1) paper copy and one (1) digital PDF by email or storage device. This study is required when information is needed to determine noise levels due to traffic volumes on adjacent roadways that may impact the proposed subdivision.
- Private Sewage Assessment of Site Suitability** – One (1) paper copy and one (1) digital PDF by email or storage device. Based on The Model Process for Subdivision Approval and Private Sewage (2011), a Level

1, 2, 3, or 4 Assessment may be required for subdivision proposals where private on-site sewage systems are being considered (Section 13.7 of the Municipal Development Plan).

- Stormwater Management Plan** - One (1) paper copy and one (1) digital PDF by email or storage device. Information may be required to identify how stormwater will be managed post development including proposed drainage improvements and easements. This report shall be prepared by a qualified engineering firm and signed by a qualified Engineer. The SWMP is mandatory for any multi-lot subdivision application as per Section 13.9 of the Municipal Development Plan.
- Design Brief** – Two (2) paper copies and one (1) digital PDF by email or storage device. Information may be required to identify the water network analysis and concept and the sanitary sewer network analysis and concept. This report shall be prepared by a qualified engineering firm and signed by a qualified Engineer.
- Street Names** - One (1) digital PDF by email or storage device. Drawing showing the list of preferred street names (if applicable).

## Fees

### Application Fees:

- a. Re-districting \$500.00
- b. Subdivision (fewer than 4 lots) \$300.00 application fee plus  
\$100.00 per lot being created, including the balance of the parcel
- c. Subdivision (4 or more lots) \$500.00 application fee plus  
\$100.00 per lot being created, including the balance of the parcel

The County will not issue refunds of subdivision application fees after referrals have been made.

**Endorsement Fees:** \$ 60.00 per title being created for subdivision plan endorsement

### Time Extensions for Endorsements and Registrations:

Each Request \$100.00

### Additional Costs:

- a. **Copy of Land Title**  
A copy of the certificate of title of the lands being subdivided dated not more than 30 days prior to application submission can be obtained from any license and registry office. If requested, the County can order a title for an additional fee.
- b. **Surveying fees**  
To have a surveyor create a plan to include with the subdivision application, you will be charged fees for their work to prepare the plan. These fees will vary depending on the surveyor chosen and whether a Descriptive Plan or Plan of Surveyor is required. Surveying fees are over and above the fees that are paid to the County. It is recommended that you obtain a few quotes from various surveyors to obtain the best pricing.
- c. **Off-Site Levies**  
At time of subdivision, the lots being subdivided may be subject to off-site levies. Off-site levies are required for new or expanded facilities for the storage, transmission, treatment or supplying of water and new or expanded facilities for the treatment, movement or disposal of sanitary sewage. Payment of off-site levies is generally made prior to the subdivision being endorsed and registered at the Alberta Land Titles Office.
- d. **Plans and Reports**  
If required, the preparation of all reports and studies required to support the subdivision application is the responsibility of the developer and shall be undertaken at the developer's cost. The cost of the plans and reports vary between professional engineers, planners, etc.; therefore it is recommended that you obtain a few quotes from various companies to obtain the best product and pricing.
- e. **Costs to meet the conditions of approval**  
If your subdivision application is approved, it is likely that it will be approved with conditions that will need to be met before the subdivision can be endorsed and registered at the Alberta Land Titles Office. Examples of conditions may include the construction of an approach or road, and installation of municipal addressing sign or water and sewer services. These conditions may vary and therefore, the cost of completing the subdivision conditions will also vary. Completion of the conditions is at the developer's expense unless noted otherwise.

## Surveyor Information

### GeoVerra

17327 – 106A Avenue  
Edmonton, Alberta T5S 1M7  
Tel: 780-481-3399  
info@geoverra.com

### Explore Surveys Inc.

Box 1987  
St. Paul, Alberta T0A 3A0  
Tel: 780-645-3399  
Contact: Steve Vollick, A.L.S.

### Challenger Geomatics Ltd.

Suite 110, 2899 Broadmoor Blvd  
Sherwood Park Alberta T8H 1B5  
Tel: 780-686-6684  
MLee@ChallengerGeomatics.com  
Contact: Mike Lee, ALS, MBA, P.Eng.

### Velocity Geomatics Inc.

104 – 11302 98 Avenue  
Grande Prairie, Alberta T8W 2H5  
Tel: 587-259-8888

### Helix Surveys Ltd.

#202, 10514-67 Avenue  
Grande Prairie Alberta T8W 0K8  
Tel: 780-532-5731  
Contact: Valerie Lethbridge, ALS, BCLS

### Midwest Surveys Inc.

#121, 8805 Resources Road  
Grande Prairie, Alberta T8V 3A6  
Tel: 780-832-4801  
Toll Free: 1-866-832-4802  
Contact: Ian Cleland, A.L.S.

### Global Raymac Surveys

10550 – 117<sup>th</sup> Avenue  
Grande Prairie, Alberta T8V 7N7  
Tel: 587-578-2713  
Contact: Will Shadid, ALS

### Don Wilson Surveys Ltd.

Box 4120  
5010 – 50 Ave., Unit C  
Barrhead, Alberta T7N 1A1  
Tel: 780-674-2287  
Contact: Don Wilson, A.L.S.

### Compass Geomatics Ltd.

6265 Cronquist Drive  
Red Deer, Alberta T4N 1E2  
Toll Free: 1-855-356-0111  
Tel: 403-356-0111  
www.compassgeomatics.ca  
Contact: W.M. Savoury, A.L.S.

### Borderline Surveys Ltd.

Box 43  
#103-2, 8301 – 99 Street  
Clairmont, Alberta T8X 0T8  
Tel: 780-538-1955  
Contact: Jason Coates, A.L.S., B.Tech

Office use only: File No. \_\_\_\_\_

Date Received \_\_\_\_\_

Roll No. \_\_\_\_\_ Fees Received \_\_\_\_\_

LUB Designation \_\_\_\_\_

# Subdivision Application

**This form is to be completed in full wherever applicable by the registered owner of the land is subject of the application or by a person authorized to act on the registered owner's behalf.**

## 1. REGISTERED OWNER

NAME:	
MAILING ADDRESS:	
TELEPHONE:	ALTERNATE TELEPHONE:
E-MAIL	

## 2. AGENT AUTHORIZED TO ACT ON BEHALF OF REGISTERED OWNER (if applicable)

NAME:	
MAILING ADDRESS:	
TELEPHONE:	ALTERNATE TELEPHONE:
E-MAIL:	

## 3. LEGAL LAND DESCRIPTION & AREA OF LAND TO BE SUBDIVIDED

LEGAL DESCRIPTION:

All/part of ¼	SEC	TWP	RGE	W5M	OR	All/parts of REGISTERED PLAN	BLOCK	LOT
---------------	-----	-----	-----	-----	----	------------------------------	-------	-----

RURAL ADDRESS:

C.O.T. No.:

AREA EXISTING PARCEL:

<input checked="" type="checkbox"/> ACRES
<input checked="" type="checkbox"/> HECTARES

AREA OF LAND TO BE SUBDIVIDED:

<input type="checkbox"/> ACRES
<input type="checkbox"/> HECTARES

## 4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in Big Lakes 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 1.6 km (1.0 mile) of the centreline of a highway right of way?  Yes  No  
If "yes", the highway is No.  2  33  679  747  749  750
- d. Does the proposed parcel contain or is it adjacent to a body of water, by a drainage ditch, or canal?  Yes  No  
If "yes", state its name: \_\_\_\_\_
- e. Is the proposed parcel within 1.5 km (0.9 miles) of a sour gas facility:  Yes  No
- f. Is the proposed parcel within 100 m (328 feet) of a gas or oil well?  Yes  No
- g. Are there any abandoned wells within the proposed parcel?  Yes  No
- h. Is the proposed parcel within 450 m (0.25 mile) of the working area of an operating landfill?  Yes  No
- i. Is the proposed parcel within 300 m of the disposal area of an operating or non-operating landfill?  Yes  No
- j. Is the proposed parcel within 450 m (0.25 mile) of the working area or disposal area of an operating or non-operating hazardous waste management facility?  Yes  No
- k. Is the proposed parcel within 300 m of the working area of an operating storage site?  Yes  No

**5. EXISTING & PROPOSED USE OF LAND TO BE SUBDIVIDED**

- a. Existing use of the land: \_\_\_\_\_
- b. Proposed use of the land: \_\_\_\_\_
- c. Number of parcels being created: \_\_\_\_\_ Type of parcel(s) being created: \_\_\_\_\_

**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, etc. – sloughs, creeks, etc.):  
\_\_\_\_\_  
\_\_\_\_\_
- c. Describe the kind of soil on the land (sandy, loam, clay):  
\_\_\_\_\_

**7. 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. WATER & SEWER SERVICES**

If the proposed subdivision is to be serviced by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal. (The location of these facilities must be accurately indicated on the sketch.) Please indicate if the water and sewer services are existing or proposed by entering an E or P in the appropriate column.

TYPE OF WATER SUPPLY	1 <sup>st</sup> Parcel	2 <sup>nd</sup> Parcel	Balance of Quarter
Dugout			
Well			
Cistern & Hauling			
Municipal Service			
Other (Please specify)			

TYPE OF SEWAGE DISPOSAL	1 <sup>st</sup> Parcel	2 <sup>nd</sup> Parcel	Balance of Quarter	Date Installed
Open Discharge / Pump Out				
Septic Tank / Holding Tank				
Tile Field / Evaporation Mound				
Tertiary Treatment System				
Sewage Lagoon				
Municipal Service				
Other (Please specify)				

**9. REGISTERED OWNER OR PERSON ACTING ON BEHALF OF THE REGISTERED OWNER**

I, \_\_\_\_\_, hereby certify that:

I am the registered owner or  I am the agent 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Signature

**Further information may be provided by the applicant on the reverse of this form.**

**The personal information on this form is being collected for the purpose of processing the Development Permit Application under the Authority of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP. If you have any questions about the collection, contact the Big Lakes County FOIP Assistant at phone 780-523-5955.**

**10. AUTHORIZATION**

Complete this form only if the applicant is NOT the owner of the property being subdivided.

I (We), \_\_\_\_\_, being the registered owner(s)  
(Name of Registered Owner(s))

of \_\_\_\_\_, do hereby authorize  
(Legal Description of Land)

\_\_\_\_\_ to make application for subdivision affecting the above lands.  
(Individual or firm seeking application)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registered Owner

\_\_\_\_\_  
Registered Owner

**11. RIGHT OF ENTRY**

Pursuant to Section 542 of the Municipal Government Act, I hereby **DO**  or **DO NOT**  grant consent for an authorized person of Big Lakes County to enter upon the land that is subject to the proposed subdivision application for the purposes of making a site inspection in order to evaluate the proposed subdivision. This may include taking photographs to be used in reports if required by a Development Officer.

LEGAL DESCRIPTION:

QTR/LSD	SEC	TWP	RGE	W5M	OR	REGISTERED PLAN	BLOCK	LOT

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Signature

**Be advised that:**

- Payments of offsite levies for any new lot may be required. Please see the schedule of fees for applicable levy. The levy is the rate being charged when the development agreement is entered into or endorsement is required, not the rate when the subdivision application is made.
- Additional information may be required by the Subdivision Authority to determine whether the application meets the requirements of Section 654 of the Municipal Government Act.
- Reserves may be required for park, school, or environmental protection in accordance with County policy by way of land dedication, deferred reserve caveat, or easement.
- Pursuant to County policy and standards, road widening, road dedication or new relocated, removal or improved access provision may also be a condition of subdivision approval.
- A development agreement may be required which would deal with such items as the payment of off-site levies or required site improvements.
- A subdivision approval may require that the land involved in the subdivision be rezoned to an appropriate Land Use District. The applicant is responsible for all costs and requirements of the redistricting process.