

INFORMATION REQUIRED TO ACCOMPANY ANY APPLICATION FOR SUBDIVISION

Town of Stettler Subdivision Approving Authority

NOTE: An application for subdivision approval may be made by the registered owner of the land that is the subject of the application or a person authorized to apply on his behalf. (Section 4(3) of part 1 Subdivision and Development Regulation (AR 212/95))

Subdivision Application by Instrument other than a Plan Subdivision

NOTE: An application for subdivision approval may be made by means of an Instrument other than a Plan of Subdivision in accordance with Section 652(2) Division 7 Municipal Government Act Statutes of Alberta 1994 Chapter M-26-1

REQUIRED INFORMATION

(Pursuant to Sections 4 and 5 of Part 1 Subdivision & Development Regulations (AR 212/95))

Applications for the subdivision will only be accepted by the Authority when ALL of the following have been submitted:

I. APPLICATION FORM (Schedule 1, Form A)

- a. Both sides of the application for Subdivision Approval form must be completed in its entirety.
- b. Both the registered owner's name and/or the authorized person's name acting on his behalf must be printed in the proper areas on the application form together with their respective mailing addresses and telephone numbers. The application form must be signed by one of the above mentioned persons. However, if a person is acting on behalf of the registered owner it is essential that this office receive, with the application form, a signed document of authorization from the registered owner authorizing a person to apply on his behalf.

II. SUBDIVISION ADMINISTRATION FEE

Application Fee: \$200.00 plus \$100.00 for each new parcel being created with the exception of the original lot which shall not be assessed.

All fees pertaining to a subdivision application are non-refundable.

Endorsement Fee: Flat rate fee of \$100.00 per subdivision approval and endorsement.

Any remaining land in title is considered a parcel. There is no charge for the creation of Municipal Reserve (MR), School Reserve (SR), Municipal and School Reserve (MSR), and Environmental Reserve (ER) lots and Public Utility (PUL) lots. Once a file has been opened, no refund of fees will be granted.

III. BUILDING LOCATION

All applications dealing with the first developed building site to be subdivided from an un-subdivided parcel or quarter section shall contain a surveyor's plan or reasonable facsimile showing the location (with dimensions) of existing development and related improvements to be contained within the new parcel boundaries.

IV. SKETCH

- a. Showing the location and boundaries of the land to be subdivided.
- b. Showing the location, dimensions and boundaries of each new lot to be created.
- c. Showing the location and dimensions 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.
- d. Showing natural features such as:
 - sloughs and/or bodies of water,
 - rivers, creeks and intermittent water courses,
 - wooded, muskeg, or swamp areas
- e. Man made features such as:
 - water bodies,
 - major drainage ditches,
 - easements and Utility Right of Ways,
 - agricultural land (land under cultivation)

- f. Showing the location, numbers, names and other designations of:
- highways and secondary roads,
 - other public roadways.
- g. Showing the location, dimensions and boundaries of:
- each new lot to be created,
 - the reserve lot(s), if any,
 - the right-of way of each public utility and other rights-of way.

*For application by Plan of Subdivision only.

V. CURRENT PHOTOCOPY OF TITLE

A current photocopy of title as it now exists at Land Titles Office can be obtained at any Registry Office in the Province of Alberta by submitting the legal description of the property in question along with the appropriate fees.

YOUR COMPLETE APPLICATION MUST CONSIST OF THE FOLLOWING:

APPLICATION FORM
APPLICATION FEE
BUILDING LOCATION PLAN (if applicable)
SKETCH or PLAN OF SUBDIVISION (if applicable)
CURRENT PHOTOCOPY OF TITLE

The application for subdivision must be submitted to:

The Town of Stettler Subdivision Approving Authority
P.O. Box 280
Stettler, AB T0C 2L0
(403) 742-8305

NOTE: Applications may be submitted by fax (403) 742-1404, however, the original duly signed application and appropriate fees must be in the possession of the Subdivision Approving Authority prior to Agency circulation.