

# SUBDIVISION

## *Application Information*



**COMPLETE THE ATTACHED APPLICATION FORM** – by printing clearly or filling out all of the required fields electronically. The application must be signed by the registered owner(s) of the land if different from the applicant. Please note that handsigned electronic signatures are accepted, but digital encrypted type signatures are not accepted.

**A PROCESSING FEE** – must also be paid.

- **First parcel out subdivision, agricultural subdivision, or boundary adjustment:** \$500 application fee, plus a \$250 approval fee required at the time of subdivision endorsement.
- **Fragmented parcel subdivision:** \$1000 application fee, plus a \$250 approval fee required at the time of subdivision endorsement.
- **Re-subdivision of a residential parcel** (where there is no rezoning): \$500 application fee, plus a \$250 approval fee required at the time of subdivision endorsement.

**All fees are payable to Lacombe County via cheque, cash, debit, or credit card. Credit card payments are completed using OptionPay (a third party software provider) and are subject to additional surcharges.** For other types of subdivision, please contact Planning Services for fees and further information.

**Please note the following regarding refund of subdivision fees.** If the subdivision application is withdrawn prior to circulation, 75% of the original fee will be refunded. If the subdivision application is withdrawn during or after circulation, 50% of the original fee will be refunded. **If the subdivision application is withdrawn after a site inspection, no refund will be given.**

**INCLUDE A SKETCH OF THE PROPOSED SUBDIVISION** – drawn to scale showing:

- the legal description of the property;
- the present boundaries of the property to be subdivided, including parcel dimensions;
- the location, size and dimensions of the proposed lot(s);
- any river, stream, watercourse, lake or other body of water that is contained within or bounds the proposed lot(s);
- the location and use of all existing and proposed buildings with distances from the proposed property boundaries and distances from any water on the lot(s) (ie. river, stream, watercourse, lake or other);
- any existing water well, as well as the location and type of private sewage disposal system in place and the distance that the system is from buildings and property lines;
- the existing and/or proposed access to the proposed lot(s) and the remainder of the titled area; and
- all easements, right-of-ways, and adjacent roads.

**SURROUNDING LAND USE MAP** – Showing land uses (e.g. residences, livestock facilities, sewage lagoon, old landfill sites, waste transfer stations, oil/gas facilities, roads, watercourses, etc.) within 800 metres (½ mile) of the land proposed to be subdivided.

**ALBERTA ENERGY REGULATOR (AER) DOCUMENTATION** – New subdivision applications, except for boundary adjustments, must include documentation from the AER identifying the presence or absence of abandoned wells on the property. The County will obtain this information directly from the AER for your application.

If it appears that a potential conflict between abandoned well locations and proposed surface development may exist, the applicant must contact the licensee on record for any additional information that may be required or to physically locate the well.

**ADDITIONAL INFORMATION REQUIRED FOR AGRICULTURAL SUBDIVISION PROPOSALS** – The subdivision of land for specialized or intensive agricultural operations, such as greenhouses and other horticultural businesses, may be considered only on unsubdivided quarter sections if the following criteria are met:

- submission of adequate detailed information describing the operation, such as a business plan that may include a financial plan, and any other information deemed necessary by the County;
- the specialized or intensive agricultural operation has been established for a period of more than one (1) year prior to subdivision approval to the satisfaction of the County. Established shall mean 75% of the operation outlined in the business proposal has been developed to the satisfaction of the County; and
- the proposed lot is not less than 4.05 ha (10 acres) in size.

**MORE INFORMATION** may be requested by the County to properly evaluate the application.

**RETURN THE APPLICATION TO**



Lacombe County  
 Planning Services  
 RR 3 Lacombe AB T4L 2N3  
[planning@lacombecounty.com](mailto:planning@lacombecounty.com)



**For further information about the subdivision process, please call Planning Services at (403) 782-8389.**

**THIS SPACE FOR OFFICE USE ONLY**

File No.	Fee Paid	Cash / Cheque / Debit / Credit	Receipt No.
File assigned to	ROLL No.		
20 Day Deadline to Deem Complete/Incomplete			Deemed Complete: Yes / No
If Deemed Incomplete, Deadline for Submission of Additional Information			
60 Day Decision Deadline			
Additional Notes:			

# SUBDIVISION

## Application Form



**THIS FORM IS TO BE COMPLETED & SIGNED IN FULL, WHEREVER APPLICABLE, BY ALL REGISTERED OWNER(S) OF THE LAND AND/OR BY A PERSON AUTHORIZED TO ACT ON BEHALF OF THE LANDOWNER(S)**

### 1 LANDOWNER INFORMATION

Name of registered owner(s) of land		
Address		
Town	Province	Postal Code
Home Phone	Cell Phone	
Email		

I would like to pick-up my correspondence relating to this application, rather than having it mailed.

I would also like an emailed copy of correspondence relating to this application.

### 2 AGENT AUTHORIZED TO ACT ON BEHALF OF REGISTERED LANDOWNER(S) (IF APPLICABLE)

Name of agent(s)		
Address		
Town	Province	Postal Code
Home Phone	Cell Phone	
Email		

### 3 LEGAL LAND DESCRIPTION OF PROPERTY TO BE SUBDIVIDED

All OR  Part of
 

Quarter (ie. NE/NW/SE/SW)	Section	Township	Range	West of the	Meridian
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OR Being all parts of
 

Lot	Block	Plan
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Hamlet or Subdivision Name	
Civic Address (Blue 911 Sign)	Total Existing Parcel Size

#### 4 LOCATION OF LAND TO BE SUBDIVIDED

Is the land situated immediate adjacent to a municipal boundary?

YES  NO

If "yes", the adjoining municipality is

Is the land situated with 800 metres (1/2 mile) of the right-of-way of a highway?

YES  NO

If "yes", the highway is Number

Does the proposed parcel contain or is bounded by a river, stream, lake or other permanent body of water or by a drainage ditch?

YES  NO

If "yes", state its name

Is the proposed parcel within 1.6 kilometres (1 mile) of a sour gas facility?

YES  NO

Is the proposed parcel within 800 metres (1/2 mile) of an intensive livestock operation?

YES  NO

#### 5 SUBDIVISION DESCRIPTION

Existing use of land

Total number of new parcels being created

Size of parcel(s) being created

Describe the Proposed Use of Land

Designated use of the land as classified under the County's Land Use Bylaw

#### 6 PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

Describe the nature of the topography of the land (flat, rolling, steep, mixed, etc.):

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

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

**7 EXISTING BUILDINGS ON LAND TO BE SUBDIVIDED**

Describe any buildings and other structures on the land and whether they are to be kept, demolished or moved:  
*Please note: the Lacombe County Land Use Bylaw only allows for one dwelling on parcels of land less than 40 acres; should there be more than one dwelling on the parcel that is to be subdivided, one of the dwellings will need to be removed prior to endorsement of any subdivision.*

**8 WATER AND SEWER SERVICES**

If the proposed subdivision is to be served by means other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal:

**9 REASONS FOR THE PROPOSED SUBDIVISION**

**10 PROPOSED USE OF THE REMAINDER OF THE QUARTER SECTION OR LAND PRESENTLY IN TITLE**

**11 SUPPORTING DOCUMENTS ATTACHED (IF APPLICABLE)**

- Subdivision Sketch
- Surrounding Land Use Map
- Other (please specify)

**12 OTHER APPROVALS**

Is the proposed parcel the subject of a licence, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission?

YES  NO

If "yes", please describe

Is the proposed parcel the subject of the application is the subject of a licence, permit, approval, or other authorization granted by the Minister of Environment or granted under any Act the Minister is responsible for under s.16 of the Government Organization Act\*?

YES  NO

If "yes", please describe

*\*The Minister is responsible for the following Acts: Alberta Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act.*

**13 DECLARATION**

- I/We declare that the information given on this form and accompanying plan(s) and other documents are to the best of our/my knowledge a true statement of facts concerning the proposed subdivision.
- I/We also give my/our consent to allow a person appointed by the County the right to enter upon the said property with respect to this application only.
- I/We hereby consent to the public release and disclosure of all information contained within this application and supporting documentation as part of the subdivision process.
- I/We hereby authorize the Agent(s) named in this application to act as Agent(s) on my/our behalf in the matter of subdivision of the above-referenced lands.

Registered Landowner Signature	Date
Registered Landowner Signature	Date
Agent Signature (If Different than the Registered Landowner)	Date
Agent Signature (If Different than the Registered Landowner)	Date

*Please note that all information that you provide will be treated as public information in the course of Lacombe County's consideration of this development application pursuant to the Municipal Government Act, R.S.A. 2000 Chapter M-26 and the County's Land Use Bylaw. By signing this application, you consent to the public release of any information provided by you pursuant to this development. Information you provide will only be used for purposes related to the evaluation and consideration of this development application. If you have questions about this, please contact the FOIP Coordinator, Lacombe County, RR 3, Lacombe AB T4L 2N3 (403) 782-6601.*

# SUBDIVISION

## Subdivision Sketch

**BELOW ARE THE STANDARD SITE PLAN REQUIREMENTS FOR ALL APPLICATIONS. IF YOU WISH TO USE AN AERIAL PHOTO TO DRAW YOUR SITE PLAN, PLEASE USE GOOGLE MAPS OR CONTACT PLANNING SERVICES.**

- Include the legal description of the property.
- Identify the present boundaries of the property to be subdivided, including parcel dimensions.
- Identify the location, size and dimensions of the proposed lot(s).
- Identify any river, stream, watercourse, lake or other body of water that is contained within or bounds the proposed lot(s).
- Identify the location and use of all existing and proposed buildings with distances from the proposed property boundaries and distances from any water on the lot(s) (ie. river, stream, watercourse, lake or other).
- Identify any existing water well, as well as the location and type of private sewage disposal system in place and the distance that the system is from buildings and property lines.
- Identify the existing and/or proposed access to the property.
- Identify all easements, right-of-ways, and adjacent roads.
- Indicate north on the site plan, and ensure all distance units are indicated.

