COUNTY OF NEWELL

SUBDIVISION APPLICATION CHECKLIST

*The following is required when submitting a subdivision application. Missing information will result in the application being deemed **incomplete**. Applicants are encouraged to contact the County Office to schedule a consultation prior to submitting a subdivision application.*

☐ **Application Fee** (non-refundable)

Refer to the *Schedule of Fees Bylaw*.

☐ **Application Form**

A complete application form signed by the registered owner of the land/the person authorized to act on their behalf.

☐ **Sketch of the Proposed Subdivision**

An accurate and legible sketch (drawn to scale) that shows the location, dimensions and boundaries of the proposed parcel in relation to the lands that are the subject of the subdivision and all the requirements identified in the enclosed *Subdivision Sketch Checklist*. The sketch shall include dimensions from all buildings and structures (including private septic systems) to existing and proposed property lines. Sketches without dimensions will not be accepted.

For applications where any buildings or structures are present on the land that is the subject of the subdivision, a sketch prepared by an *Alberta Land Surveyor* is required.

☐ **Alberta Energy Regulator Abandoned Well Information**

In accordance with the *Subdivision and Development Regulation*:

- A map from the AER identifying the presence or absence of abandoned oil/gas wells on the parcel that is the subject of the application.*

  AND

- Either a statement that there are no abandoned oil/gas wells on the parcel that is the subject of the application **OR** a list and map identifying the location of abandoned oil/gas wells (including surface coordinates) on the parcel that is the subject of the application.*

**This information can be obtained from the AER's Abandoned Well Viewer (AER - Abandoned Well Map Viewer) or by contacting the AER Customer Contact Centre by telephone at 1-855-297-8311 or by email at inquiries@aer.ca.*

The actual well location on the subject parcel must be shown on the *subdivision sketch* and the setback established in the AER Directive 079 in relation to the existing or proposed building sites.

☐ **Other**

Applicants may be required to submit additional information necessary to determine if the requirements of the *Municipal Government Act* and the *Subdivision and Development Regulations* have been met.

COUNTY OF NEWELL

SUBDIVISION SKETCH CHECKLIST

The following information is required on all sketches accompanying subdivision applications to ensure the proposal is accurately presented to the Subdivision Authority:

- ☐ North arrow and legend.
- ☐ Legal land description and municipal address (if applicable).
- ☐ The accurate location, dimension, areas and boundaries of:
  - land that is the subject of the application;
  - each new lot to be created;
  - any municipal or environmental reserve land;
  - existing right-of-ways of each public utility;
  - other right-of-ways and/or easements;
  - railways and canals; and
  - any other features on, or adjacent to, the subject lands.
- ☐ Location and dimensions of buildings and structures, temporary or permanent and setbacks from the existing and proposed property lines.
- ☐ Location of any existing or proposed water sources (well, cistern, curb stop, etc.) and private sewage treatment systems (holding tanks, septic tank/field, open discharge/treatment mound, etc.) and setbacks from property lines.
- ☐ Existing and proposed access to each new lot and residual land.
- ☐ Adjacent municipal roads, provincial highways and any public pathway or trails adjacent to the site and setbacks from property lines.
- ☐ Approximate location and boundaries of the bed and shores of any river, stream, water course, lake or other body of water that is contained within the bounds of the proposed parcel of land.
- ☐ The location of any natural and man-made features such as fences, sloughs, dugouts, and/or other bodies of water, and wooded areas and/or shelter belts.

The following information might also be required:

- ☐ Existing and proposed site grades, contours and any special topographical features or site conditions (e.g. coulees, unstable areas, escarpments).
- ☐ A map showing the 1:100 year flood line.
- ☐ Land use and land surface characteristics within 0.8 kilometres of the land that is the subject of the application.
- ☐ Any other information required to determine whether the application meets the requirements of Section 654 of the *Municipal Government Act*.

COUNTY OF NEWELL

183037 RR145 (Box 130), Brooks, AB T1R 1B2
Office Hours: Mon-Fri 8:00 a.m. – 4:30 p.m.
Email: development@newellmail.ca
Web: www.countyofnewell.ab.ca
Phone: 403-362-3266

File No.

SUBDIVISION APPLICATION

FOR OFFICE USE		
Date of Receipt:	Accepted by:	Fee Submitted:

1. CONTACT INFORMATION

Registered Owner of Lands:	
Mailing Address:	Postal Code:
Phone:	Email:
Name of Agent (Person authorized to act on Registered Owner's behalf) :	
Mailing Address:	Postal Code:
Phone:	Email:
Name of Surveyor:	
Mailing Address:	Postal Code:
Phone:	Email:

2. LEGAL LAND DESCRIPTION

All/Part of the	Quarter: NE ☐ NW ☐ SE ☐ SW ☐	Section:	Township:	Range:	W4	*(e.g. SW-20-18-14-W4)*
Being all/part of	Lot/Unit:	Block:	Plan:			
Total area of existing parcel of land is:		Hectares		Acres		
Total number of lots to be created:		Size of lot(s):				
Rural address (if applicable):						
Certificate of Title No. (s):						

3. LOCATION OF LAND TO BE SUBDIVIDED

a. Is the land situated within the County of Newell? ☐ Yes ☐ No

b. Is the land adjacent to a municipal boundary? ☐ Yes ☐ No
If yes, the adjacent municipality is: _____

c. Is the land within 1.6 kilometres (1 mile) of a highway? ☐ Yes ☐ No
If yes, the highway is: _____

d. Does the proposed parcel contain or is adjacent to 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 kilometres (0.93 miles) of a sour gar facility? ☐ Yes ☐ No

f. Is there a *Confined Feeding Operation* on the land or within 1.6 kilometres (1 mile) of the land being subdivided? ☐ Yes ☐ No

4. EXISTING AND PROPOSED USE OF THE LAND TO BE SUBDIVIDED

a. Existing use of the land: _____

b. Proposed use of the land: _____

c. Designated use of the land as classified under the Land Use Bylaw: _____

5. PHYSICAL CHARACTERISTICS OF THE 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, sloughs, creeks, etc.):

_____

_____

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

d. Are there any active oil or gas wells or pipelines on the land? ☐ Yes ☐ No

e. Are there any abandoned oil or gas wells or pipelines on the land? ☐ Yes ☐ No

6. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

a. Is this a vacant parcel (devoid of any structures or buildings)? ☐ Yes ☐ No

b. If no, list all structures or buildings on the land: _____

_____

_____

7. WATER & SEWER SERVICES

a. Describe existing source of potable water: _____

b. Describe the proposed source of potable water: _____

c. Describe the existing sewage disposal system: _____ Year installed: _____

d. Describe the proposed sewage disposal system: _____

8. REASON FOR THE APPLICATION

a. Describe the reasoning behind this subdivision application: _____

_____

_____

_____

_____

_____

_____

9. DECLARATION OF APPLICANT / REGISTERED OWNER

I hereby certify 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.

I certify that the registered owner of the land is aware of and in agreement with this application.

I give my consent to allow authorized persons the right to enter upon the subject land for the purpose of conducting an inspection with respect to this application only. This right is granted pursuant to Section 653(2) of the Municipal Government Act.

Date: _____ **Applicant Signature:** _____

Registered Owner: _____
(Required, if different from applicant) Print Name Signature

OR

☐ Written approval has been submitted by the registered owner stating that the applicant is authorized to sign the application form.

Date written approval was submitted: _____

Collection Statement: The personal information on this form is authorized under Part 17 Division 7 of the Municipal Government Act and Section 4 (a) of the Protection of Privacy Act, and it will be protected by section 10 of the Protection of Privacy Act. The information collected will be used to process the subdivision application, prepare referral notifications if needed, and to contact the applicant when required. The name of the applicant and nature of the application may be included on reports provided to the municipality or made available to the public as required or allowed by legislation. Please direct any questions about this collection to the Privacy Officer for the County of Newell at 403-362-3266 or administration@newellmail.ca.