

SUBDIVISION APPLICATION REQUIREMENTS

1. Applications are **NOT** considered complete until **ALL** of the required information has been provided. Please ensure that you have completed the application form accurately and clearly and enclosed payment. Lack of information may delay consideration of your application.
2. Incomplete applications, including unpaid applications, will be held for 30 days for submission of additional documentation. After 30 days the application will be disposed of.
3. Should additional information be required, you will be contacted directly by the Planning & Development department via phone, email, fax or regular mail.
4. You will be notified of the decision by written notification letter including any conditions you must complete.
5. You may pay the fee by cheque, cash, debit, Visa or MasterCard (see page 11). If you plan to submit this application via email, do not provide your credit card details. Payment information will be requested by a County representative at the time of processing, and then securely destroyed
6. If the property is owned by more than one landowner, **ALL** landowners must be listed on page 2 (Applicant/ Agent Information) and all must sign the application where indicated on page 7.
7. It is the applicant's responsibility to ensure that all pages are received by the department. If sending by fax, please check your fax confirmation that the correct number of pages sent was received.
8. Further information on subdividing process and requirements can be found in the County's *Subsivision Guidebook* — available for download at LSAC.ca/forms.

A question that is commonly asked: "How long does it take from start to finish for my application to be processed?"

1. Within 20 days of receipt, a County employee will inform you whether your application is deemed complete or needs more information. From there, the County takes typically no more than 40 days to make a decision.
2. Subdivision applications are reviewed and processed as they are received.
3. Subdivision applications may take more than 40 days to reach a decision. Please ensure that the Time Extension Agreement has been completed.
4. Subdivision applications may require Municipal Planning Commission (MPC) approval. These meetings are typically held the first Wednesday of each month.

FOR OFFICE USE ONLY

File no.: _____ Tax roll no.: _____ Division: _____ Application date: _____

To be completed in full where applicable by the registered owner of the land that is the subject of the application, or by a person authorized to act on the registered owner's behalf. **Incomplete applications will be returned for further information.**

Please note: Subdivision applications issued by the County require a blanket drainage easement to be placed on title, with exception to parcels that have an approved stormwater plan. If a site-specific easement is preferred, please note this in your application. Any documentation/information (including personal information) required for processing an application will become public once submitted to the Municipal Planning Commission or Development Authority for review and processing.

APPLICANT ACTING ON BEHALF OF THE REGISTERED LANDOWNER(S) (WHERE APPLICABLE)

Full name of Applicant: _____

Address: _____ City: _____ Province: _____ Postal code: _____

Tel: _____ Cel: _____ Email: _____

Please note: By providing your email address, you consent to receiving correspondence (including decision) solely via email.

Name of Landowner/Registered Owner(s) (Parcel 1/reducing size): _____

Address: _____ City: _____ Province: _____ Postal code: _____

Tel: _____ Cel: _____ Email: _____

Name of Landowner/Registered Owner(s) (Parcel 2/increasing size): _____

Address: _____ City: _____ Province: _____ Postal code: _____

Tel: _____ Cel: _____ Email: _____

LEGAL LAND DESCRIPTIONS

Parcel 1 (parcel reducing size): All/part of: Qtr.: _____ Sect.: _____ Twp.: _____ Rge.: _____ w of 5th meridian

All/part of: Lot: _____ Block: _____ Plan: _____ Subdivision/Hamlet: _____

Rural address: _____ Division: 1 2 3 4 5 6 7

Designated use of the land as classified under a Land Use Bylaw; Zoning Bylaw; or Land Use Classification Guide where applicable: _____

Parcel 2 (parcel increasing size): All/part of: Qtr.: _____ Sect.: _____ Twp.: _____ Rge.: _____ w of 5th meridian

All/part of: Lot: _____ Block: _____ Plan: _____ Subdivision/Hamlet: _____

Rural address: _____ Division: 1 2 3 4 5 6 7

Designated use of the land as classified under a Land Use Bylaw; Zoning Bylaw; or Land Use Classification Guide where applicable: _____

Box 219, Sangudo AB T0E 2A0

T 780.785.3411 TF 1.866.880.5722 F 780.785.2985 E DEVASSISTANT@LSAC.ca www.LSAC.ca

LOCATION OF LAND TO BE SUBDIVIDED

1. Is the land situated in the municipality of Lac Ste. Anne County?

2. Is the land situated immediately adjacent to the municipal boundary?
If **YES**, the adjoining municipality is _____
3. Is the land situated within 0.99 miles (1.6 km) of the right-of-way of a highway?
If **YES**, the highway no. is _____
4. Is the land situated within 0.5 miles (0.8 km) of a (river, stream, watercourse, lake, or other permanent body of water, or a canal, or a drainage ditch)?
If **YES**, state its name _____
5. Is the proposed parcel within 1.0 miles (1.5 km) of a sour gas facility?
6. Is the land you are developing on within 0.5 mile (0.8 km) of land that is or has been used as a municipal landfill for the disposal of garbage or refuse?
7. Is the land you are developing on within 0.5 mile (0.8 km) of land that is or has been used as a municipal sewage treatment facility or sewage lagoon?
8. Is the land you are developing on within 0.5 mile (0.8 km) of land that is or has been used as an intensive livestock operation (swine, chicken, beef, etc.)?
9. Has the land had a history of flooding?

PARCEL 1		PARCEL 2	
YES	NO	YES	NO
YES	NO	YES	NO
YES	NO	YES	NO
YES	NO	YES	NO
YES	NO	YES	NO
YES	NO	YES	NO
YES	NO	YES	NO
YES	NO	YES	NO
YES	NO	YES	NO

USE AND PHYSICAL CHARACTERISTICS OF PARCEL 1 (PARCEL REDUCING SIZE)

1. Existing use of the land (crop, hay, etc.): _____
2. Proposed land use (crop, hay, pasture, residential, etc.): _____
3. Describe the topography (flat, rolling, steep, mixed, etc.): _____
4. Describe the kind of soil on the land (sandy, loam, clay etc.): _____
5. Describe the nature of vegetation & water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.):

6. Describe any buildings and structures on the land (historical or otherwise), and indicate whether they are to stay, be removed or demolished:

SERVICES ON PARCEL 1 (PARCEL REDUCING SIZE)

Existing water supply type:

Well Cistern & Hauling Municipal Service
 Other (please specify) _____

Proposed water supply type:

Well Cistern & Hauling Municipal Service
 Other (please specify) _____

Existing sewage system type:

Treatment mound Disposal field Holding tank
 Sewage lagoon Open discharge (pump out)
 Other (please specify) _____

Proposed sewage system type:

Treatment mound Disposal field Holding tank
 Sewage lagoon Open discharge (pump out)
 Other (please specify) _____

Please consult Page 7 for diagrams and descriptions of allowable sewage system types.

USE AND PHYSICAL CHARACTERISTICS OF PARCEL 2 (PARCEL INCREASING SIZE)

1. Existing use of the land (crop, hay, etc.): _____
2. Proposed land use (crop, hay, pasture, residential, etc.): _____
3. Describe the topography (flat, rolling, steep, mixed, etc.): _____
4. Describe the kind of soil on the land (sandy, loam, clay etc.): _____
5. Describe the nature of vegetation & water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.):

6. Describe any buildings and structures on the land (historical or otherwise), and indicate whether they are to stay, be removed or demolished:

SERVICES ON PARCEL 2 (PARCEL INCREASING SIZE)

Existing water supply type:

Well Cistern & Hauling Municipal Service
 Other (please specify) _____

Proposed water supply type:

Well Cistern & Hauling Municipal Service
 Other (please specify) _____

Existing sewage system type:

Treatment mound Disposal field Holding tank
 Sewage lagoon Open discharge (pump out)
 Other (please specify) _____

Proposed sewage system type:

Treatment mound Disposal field Holding tank
 Sewage lagoon Open discharge (pump out)
 Other (please specify) _____

Please consult Page 7 for diagrams and descriptions of allowable sewage system types.

REGULATORY REQUIREMENTS FOR SURFACE DEVELOPMENT IN PROXIMITY TO ABANDONED WELLS

New subdivision applications, except for lot line adjustments, must include documentation from the Energy Resources Conservation Board (ERCB) identifying the presence or absence of abandoned wells.

1. Obtain the information from ERCB's Abandoned Well Viewer available on the ERCB Website www.aer.ca
2. Abandoned well Information Included: **YES** **NO**

If **NO**, why not: _____

If an abandoned gas or oil well is identified on the land that is subject (the quarter section) of the subdivision application, the applicant must include a map that shows the actual well location as identified in the field, and the setback established in ERCB Directive 079 in relation to existing or proposed building sites.

For clarification on the information provided by the Abandoned Well Viewer, or if you do not have internet access, contact ERCB Customer Contact Centre by Telephone at 1.855.297.8311, or email inquires@aer.ca or contact Information Services by mail at ERCB, Suite 1000, 250 – 5 Street SW, Calgary, AB T2P 0R4.

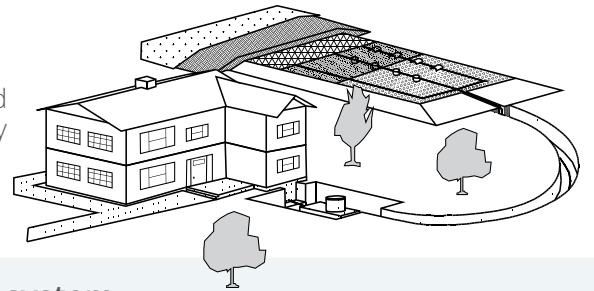
Within 7 days of applying for subdivision, please flag (orange flagging tape preferred) where you plan to put new access approach(es) for each parcel, so that the approaches may be inspected by the County's Planning & Development department.

1. Road widening of 5.18 metres (17.0 feet) will be taken on all Range and Township Roads on every application.
2. A survey plan is not required until a decision on the proposed application has been made and a decision letter with conditions has been issued.
3. To avoid unnecessary costs, do not have a surveyor complete the survey documentation prior to the decision from the Development Authority.

INDICATE SEWAGE SYSTEM TYPE THAT EXISTS OR WILL BE UTILIZED FOR THE PROPOSED DEVELOPMENT

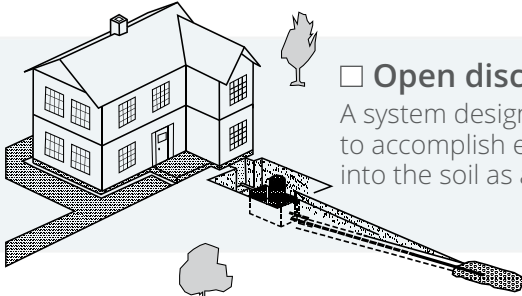
Treatment mound

A system where the effluent treatment area includes a bed of sand and is built above grade to overcome limits imposed by proximity to water table or bedrock, or by highly permeable or impermeable soils.



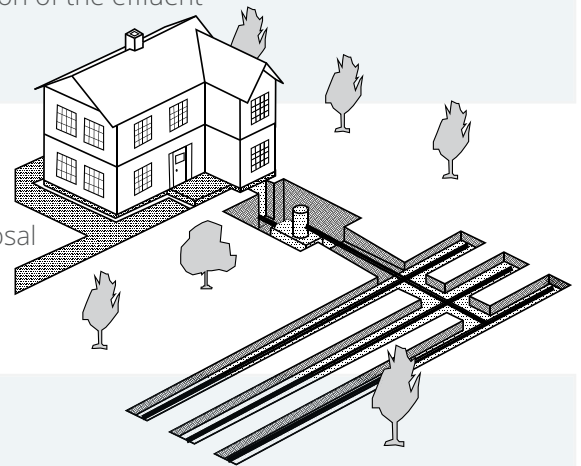
Open discharge (pump out) system

A system designed to discharge effluent to the ground surface to accomplish evaporation and absorption of the effluent into the soil as a method of disposal.



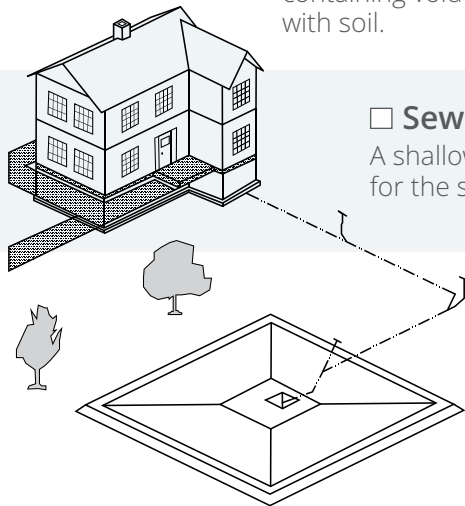
Disposal field

A system of effluent treatment and disposal by distributing effluent within trenches containing void spaces that are covered with soil.



Sewage lagoon

A shallow artificial pond for the stabilization of sewage or effluent.



Holding tank

A tank designed to retain sewage or effluent until transferred into mobile equipment for disposal elsewhere.

Other

Please provide a detailed description if none of these apply.

An existing sewage system must comply with the setbacks below (existing and/or proposed). The existing system will have to be inspected as a condition of subdivision approval to ensure compliance with these requirements.

	PROPERTY LINE	WATER SOURCE	BUILDING	SEPTIC TANK	BASEMENT	WATER COURSE
Holding tanks	1 m / 3.28 ft	10 m / 32.81 ft	1 m / 3.28 ft			10 m / 32.81 ft
Treatment mound/field	3 m / 9.84 ft	15 m / 49.21 ft	10 m / 32.81 ft	3 m / 9.84 ft	10 m / 32.81 ft	15 m / 49.21 ft
Field system	1.5 m / 4.92 ft	15 m / 49.21 ft	10 m / 32.81 ft	5 m / 16.40 ft	10 m / 32.81 ft	15 m / 49.21 ft
Open discharge	90 m / 295.28 ft	50 m / 164.04 ft	45 m / 147.64 ft			45 m / 147.64 ft
Lagoons	30 m / 98.43 ft	100 m / 328.08 ft	45 m / 147.64 ft			90 m / 295.28 ft
Packaged treatment plants	6 m / 19.69 ft	10 m / 32.81 ft	1 m / 3.28 ft			10 m / 32.81 ft

LANDOWNER(S) DECLARATION

I/We, _____ *[name of registered owner]* _____, make an application to adjust the lot lines of my (our) land in accordance with the plans and supporting information submitted herewith; and hereby:

Consent to allow any authorized person, pursuant to Section 542 of the *Municipal Government Act*, the right to enter the land and/or building(s) with respect to this application or potential verification of permit conditions arising from this application.

Consent to the rezoning of our land to a more suitable district (i.e.: Country Residential). Further, if the property is under contract for sale, I/we will be responsible to notify all potential buyers of the rezoning process, prior to registration of the proposed lot line adjustment or after the registration of Plan and prior to bylaw approval.

Acknowledge and consent that if this lot line adjustment application is approved, I/We may be required to place a drainage easement on our land.

Understand that any approvals granted regarding this application does not excuse the landowner(s) from complying with the requirements of any federal, provincial, or other municipal legislation or the conditions of easement, restrictive covenant or agreement affecting the lands.

Certify that the information given is complete and, to the best of my/our knowledge, a true statement of the facts.

Authorize the individual(s) listed as "applicant acting on behalf of the registered landowner(s) (where applicable)" on page two of this application to act on my/our behalf to make this application.

Agree to enter into an agreement with Lac Ste. Anne County to extend the legislated subdivision processing time limit for a period for 30 days (90 days instead of 60 days) for decision.

PARCEL 1 (PARCEL REDUCING SIZE)

<i>Name of registered owner</i>	<i>Signature of registered owner</i>	<i>Application date</i>
<i>Name of registered owner</i>	<i>Signature of registered owner</i>	<i>Application date</i>

PARCEL 2 (PARCEL INCREASING SIZE)

<i>Name of registered owner</i>	<i>Signature of registered owner</i>	<i>Application date</i>
<i>Name of registered owner</i>	<i>Signature of registered owner</i>	<i>Application date</i>

AUTHORIZATION OF AGENT ACTING ON BEHALF OF A REGISTERED OWNER

I, _____ *[name of registered owner]* _____, being the registered owner(s) of _____ *[legal land description]* _____, do hereby authorize _____ *[individual or firm making application]* _____ to make application for subdivision on the above mentioned property.

<i>Registered landowner signature</i>	<i>Registered landowner signature</i>	<i>Application date</i>
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The personal information provided will be used to process the subdivision application and is collected under the authority of Section 642 of the *Municipal Government Act*. Personal information provided may be recorded in the minutes of the Municipal Planning Commission, or otherwise made public pursuant to the provisions of the *Freedom of Information and Protection of Privacy (FOIP) Act*, including sections 39 through 42 therein.

EXCERPTS FROM THE COUNTY APPROACHES & CULVERTS POLICY

Policy 04-040-002 sets a standardized process regarding approaches onto municipal roadways throughout the County. This policy governs a variety of construction and maintenance variables, and helps the County maintain a high construction standard in order to enhance the safety of the travelling public.

Policy excerpts relevant to subdivision are listed below. Visit [LSAC.ca/planning](https://www.lacsa.ca/planning) to review *Policy 04-040-002* in its entirety.

- 1. All new approaches shall be constructed at the cost of the landowner at the subdivision or development permit stage (whichever comes first).**
- 2. All existing approaches shall be upgraded to the design & construction standards specified in sec. 6 of the policy.**
- 3. The upgrades required in sec. 6 of the policy shall be triggered as a condition of subdivision or development permit approval (whichever comes first), with all costs to be borne by the cost of landowner.**
- 4. New approach installations shall meet the following criteria:**
 - a.** New approaches must be located a minimum of ninety 90.0 m (295") from a County road intersection, or as directed by the Public Works department.
 - b.** Approach locations must have a minimum of 183.0m (600') sight distance each way.
 - c.** Finished road top must be 10.0 m (32'8") in width and flared to the County road.
 - d.** When culverts are required, they must be C.S.P. culverts and be the following diameter:
 - i. 400mm (16") minimum or as directed by the Public Works department.
 - ii. Must be a minimum length of 12.0 m (39'3")
 - iii. Culvert must be installed 0.3 m (12") from property line on the road allowance.
 - iv. Approach must be constructed with a minimum of 3-inch depth of 3/4" road crush material.
 - e.** All culverts shall be beveled and flush with rip rap.
 - f.** Approaches that enter onto paved roads may be required to be paved for 1.5 metres from the shoulder of the road within 150 days from construction of approach.
 - g.** The approach must have reasonable slope, not exceeding 5% for 15.0 metres (50 feet) away from the County road into the parcel, and complete with 4-6 inches of rip rap at culvert ends.
- 5. Dual approaches shall be deemed to not be a suitable form of access.**
- 6. The County reserves the right to require the approach developer to install wider or longer culverts on a case-by-case basis.**
- 7. The County reserves the right to require the removal of any approach as a condition of subdivision and/or development permit approval if such an approach does not meet the design & construction standards specified in sec. 6 of this policy — with all costs to be borne by the landowner.**

SUBDIVISION APPLICATION FEE SCHEDULE (NON-REFUNDABLE)

DESCRIPTION	CODE	AMOUNT					
Application Fee	420	\$ 650.00					
Evaluation — incl. Public Works inspection; property appraisals; endorsement fees; planning; referrals	418	\$ 750.00					
Lot Fee of \$250 x _____ lots — do not count remainder towards parcel density	418	\$ -----					
Mapping — update of County mapping database and other related mapping required as a result of the subdivision approval (per application) for 4 or less parcels per quarter section.	429	\$ 500.00					
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Total for 1 (one) parcel out of a quarter section:		\$ 2,150.00					
Total for 2 (two) parcels out of a quarter section:		\$ 2,400.00					
Total for three (3) parcels out of a quarter section:		\$ 2,650.00					
Re-districting Fee — rezoning to a more suitable district (i.e.: Country Residential).	410	\$ 500.00					
<i>Note: redistricting fee only applies to applications of four (4) parcels or less per quarter-section, with a parcel size of 30.0 acres or less.</i>							
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Total for 1 (one) parcel out of a quarter section 30 acre or less:		\$ 2,650.00					
Total for 2 (two) parcels out of a quarter section 30 acre or less:		\$ 2,900.00					
Total for three (3) parcels out of a quarter section 30 acre or less:		\$ 3,150.00					

ADDITIONAL FEES AS REQUIRED (NON-REFUNDABLE)

DESCRIPTION	CODE	AMOUNT
Mapping — update of County mapping database and other related mapping required as a result of the subdivision approval (per application) for 4 or more parcels per quarter section	429	\$ 1,000.00
Approach Deposit (per approach) — this to only be accepted if the approach is required to be inspected during the winter; at no other time is acceptable to take an approach deposit	400	\$ 4,500.00
Lot Line Adjustment — to adjust the line between two parcels, if rezoning required see above	411	\$ 600.00 or 1100.00
Lot Amalgamation — to amalgamate two parcels	412	\$ 300.00
Amendment to Subdivision Application — changes to a previously submitted application	427	\$ 450.00
Engineering Fees \$225 x _____ lots — Civil Engineering required by the County generally, but not specifically related to evaluation of road network design, drainage, access, and approaches (additional landowner/developer to pay engineering costs in excess of \$225.00 per lot as described herein).	424	\$ -----
<i>Note: the Landowner/Applicant shall be required to pay any additional costs incurred by the County beyond the \$225 per lot relating to the review, condition, compliance and endorsement of this subdivision.</i>		

Money-In-Lieu Information Form (if your application is to create more than one parcel on the quarter-section)

If you are proposing to subdivide/create more than one (1) parcel and the parcels are less than 16.0 hectares (39.5 acres) and greater than 0.8 hectares (1.98 acres) in size, reserves will be owing on the proposed parcels. This also applies if one or more parcels are already subdivided (existing parcels) from the quarter section. The County will take money-in-lieu on all subdivisions applications that fall within the above noted criteria.

As per the *Municipal Government Act (MGA)*, the required reserves may not exceed 10% of the appraised market value, determined in accordance with Section 667. As per Section 667, the applicant must provide:

1. Market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision is made
2. As if the use proposed for the land that is the subject of the proposed subdivision conforms with any use prescribed in a statutory plan or land use bylaw for that land, and
3. On the basis of what might be expected to be realized if the land were in an unsubdivided state and sold in the open market by a willing seller to a willing buyer on the date on which the appraisal is made.

Example: Creation of 2 (two) 2.02 hectare {five (5) acre} parcels would result in the following (2.02 ha + 2.02 ha = 4.04 ha):

- Land Subject to Reserves (10% of MR Eligible): $4.04 \times 10\% = 0.404$ ha
- Market Value per hectare (HA): \$11,420.52
- 0.404 ha x \$11,420.52 = \$4,613.89 owing

FOR OFFICE USE ONLY

Date received (m/d/y): _____ Receipt no.: _____

Authorized County personnel: _____

PAYMENT AUTHORIZATION

Service description: _____

AMOUNT \$: _____

CREDIT CARD AUTHORIZATION

FOR OFFICE USE ONLY

Payment method: Visa MasterCard Interac Cash Cheque

Credit card no.: _____ Expiry date: _____ CVC: _____

Name of Cardholder: _____ Signature of Cardholder: _____

*NOTE: If you plan to submit this application via email, **do not** provide your credit card details. Payment information will be requested by a County representative at the time of processing, and then securely destroyed.*

This personal information is being collected in accordance with section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. If you have any questions about the collection, use or disclosure of this personal information, please contact the Lac Ste. Anne County FOIP Coordinator at the address below.