

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. Fees can be paid by credit card via the County's secure payment portal at LSAC.ca/payments, or in person at the County Administration Office located at 56521 Rge Rd 65 (1.5km east of Sangudo).
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 Subdivision 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?"

9. Within 20 days of receiving the application, a Lac Ste. Anne 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.
10. Subdivision Applications are reviewed and processed as they are received.
11. Subdivision Applications may take more than 40 days to reach a decision. Please ensure that the Time Extension Agreement has been completed.
12. Subdivision Applications may require Municipal Planning Commission (MPC) approval. These meetings are typically held the first Wednesday of the month.

Please note: All subdivision applications issued by Lac Ste. Anne County will require a blanket drainage easement to be placed on title with exception to those parcels that have an approved stormwater plan. If a site specific easement is preferred, please note this in your application.

Please note: Any documentation/information (including personal information) required for processing an application will become public once submitted to Municipal Planning Commission (MPC) or the Development Authority for review and processing.

FOR OFFICE USE ONLY

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

This form is to be completed in full wherever 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 not be accepted. If an incomplete application is submitted by mail the application will be sent back for further information.

APPLICANT/AGENT INFORMATION

Full name of Applicant: _____

Mailing address: _____

City: _____ Province: _____ Postal code: _____

Tel: _____ Cel: _____ Email: _____

Please note: By providing your email address above, you are hereby consenting to receiving correspondence (including decision) solely by email in relation to this application.

Full name of Landowner: _____

Mailing address: _____

City: _____ Province: _____ Postal code: _____

Tel: _____ Cel: _____ Email: _____

Full name of Landowner: _____

Mailing address: _____

City: _____ Province: _____ Postal code: _____

Tel: _____ Cel: _____ Email: _____

LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All/part of: Quarter: _____ Section: _____ Township: _____ Range: _____ west 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 or a Zoning Bylaw or a Land Use Classification Guide where applicable: _____

LOCATION OF LAND TO BE SUBDIVIDED

- | | | |
|--|-----|----|
| 1. Is the land situated in the municipality of Lac Ste. Anne County? | YES | NO |
| 2. Is the land situated immediately adjacent to the municipal boundary? | YES | NO |
| 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? | YES | NO |
| 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)? | YES | NO |
| If YES, state its name _____ | | |
| 5. Is the proposed parcel within 1.0 miles (1.5 km) of a sour gas facility? | YES | NO |
| 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? | YES | NO |
| 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? | YES | NO |
| 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.)? | YES | NO |
| 9. Has the land had a history of flooding? | YES | NO |

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

- Existing use of the land (crop, hay, etc.): _____
- Proposed use of the land (crop, hay, pasture, residential, etc.): _____
- The designated use of the land as classified under a Land Use Bylaw: _____
- Number of Parcel(s) being created: _____ Type of Parcel(s) being created: _____
- Area of Parent Parcel (acres): _____ Area of Proposed Parcel (acres): _____

PHYSICAL CHARACTERISTICS OF LAND BEING 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, sloughs, creeks, etc.):

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

EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

1. Describe any buildings, historical or otherwise, and any structures on the land and whether they are to be demolished or moved: _____

EXISTING BUILDINGS LOCATED ON THE PROPOSED PARCEL(S)

1. Describe any buildings, historical or otherwise, and any structures on the land and whether they are to be demolished or moved: _____

EXISTING BUILDINGS LOCATED ON THE REMAINDER OF THE QUARTER-SECTION

1. Describe any buildings, historical or otherwise, and any structures on the land and whether they are to be demolished or moved: _____

EXISTING WATER SUPPLY TYPE

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

PROPOSED WATER SUPPLY TYPE

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

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, you 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. To clarify the information provided by the abandoned well viewer, or if you do not have internet access, call 1.855.297.8311; email [inquires@aer.ca](mailto:inquires@ aer.ca); or contact Information Services by mail at ERCB, Suite 1000, 250 – 5 Street SW, Calgary, AB T2P 0R4.

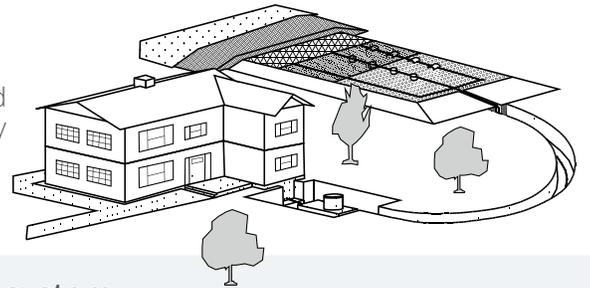
Within 7 days of applying for subdivision, please flag (orange flagging tape preferred) where you plan to put new access approach(es) for each parcel, so that the approaches may be inspected by the County's Public Works department.

1. Dual approaches are required for new proposals, unless there are extenuating circumstances.
2. Road widening of 5.18 metres (17.0 feet) will be taken on all range and township roads on every application.
3. 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.
4. 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

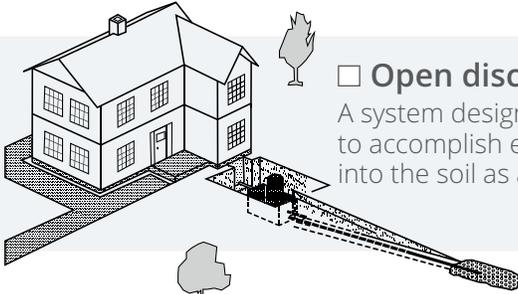
Treatment mound

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.



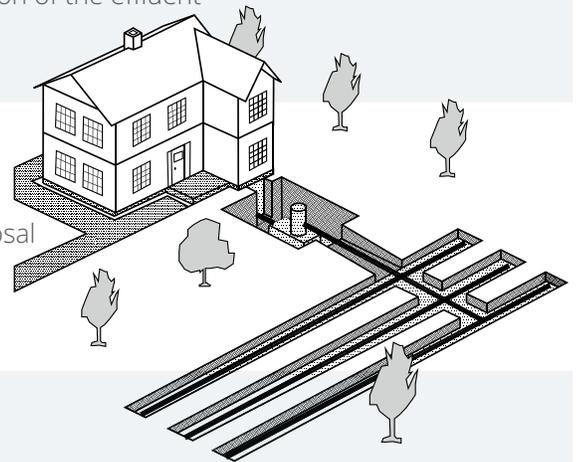
Open discharge (pump out) system

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.



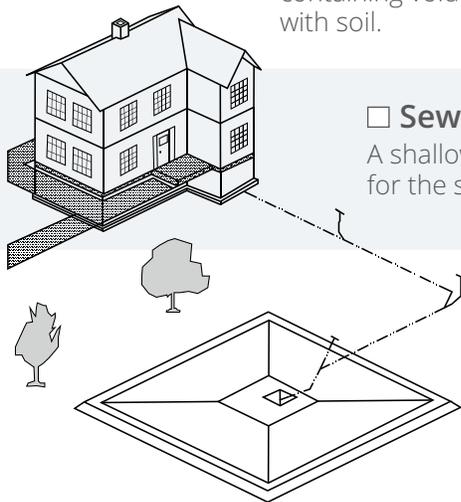
Disposal field

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

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. 9 of the policy.**
- 3. The upgrades required in sec. 2 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.
- 5. The County reserves the right to require the approach developer to install wider or longer culverts on a case-by-case basis.**
 - e. The Approach must have reasonable slope, not exceeding 5% for 15.0 m (50') away from the County road into the parcel. Complete with 4 to 6 inch rip rap on culvert ends.
 - f. Approach must be graveled with a minimum of ten (10) cubic yards of 20mm (3/4") crushed gravel
 - i. Industrial/Commercial- 400m (16")
 - g. Approaches built by landowners/occupants shall be paved to County standard within 150 days from construction of approach.
 - h. Dual Approaches shall have the following design criteria:
 - i. Dual lot access, 16.0 metres (52'5") wide
 - a. 4:1 side slope
 - b. 18.0 metres (59'0") long culvert
 - c. The above culvert length is based on a 1.0-metre-deep ditch.
 - d. Complete with 4 to 6 inch rip rap on culvert ends
 - ii. Greater ditch depths will require increased culvert lengths in the amount of twice the side slope.
- 6. 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. 9 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	411	\$ 600.00
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>		

Fees can be paid by credit card via the County's secure payment portal at LSAC.ca/payments, or in person at the County Administration Office located at 56521 Rge Rd 65 (1.5km east of Sangudo).

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 \times \$11,420.52 = \$4,613.89 owing