



DATE RECEIVED

PLANNING & DEVELOPMENT SERVICES

Town Of Thorsby
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Phone: 780-789-3935 Fax: 780-789-3779
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SUBDIVISION APPLICATION

Please complete in full wherever applicable by the registered owner of the land that is the subject of the application (refer to attachments for details). If you are not the registered land owner please complete an Appointment of Agent form.

SECTION A - CONTACT INFORMATION

Applicant Name:
Mailing Address:
City: Province: Postal Code: Phone:
Cell: Fax: Email:

SECTION B - SITE INFORMATION

Legal Subdivision: Lot: Block: Registered Plan:
Part of: NE NW SE SW 1/4 Section: Township: Range: West of: M
Existing buildings and structures, historical or otherwise and whether they are to remain or to be demolished
Existing land use
Proposed land use
Explain, in detail, reason for subdivision (use extra pages if required)

SECTION C - PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED

What is the nature of the topography of the land? Flat Rolling Steep Mixed
Describe the nature of the vegetation of the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.)
What is the nature of the soil of the land? Sandy Clay Loam

SECTION D - LOCATION OF THE LAND TO BE SUBDIVIDED

Is the land adjacent to another Municipal Boundary? Yes No
If "Yes", what is the name of the adjoining Municipality?
Is the land situated within .8 km (.5 mile) of the right of way of a highway? Yes No
If "Yes", what is the number of the Highway?
Is the land situated within .8 km (.5 mile) of a river, stream, watercourse, lake or other permanent body of water, canal or drainage ditch? Yes No
If "Yes" what is the name of the water body?
Is the proposed parcel within 1 .5 km (.93 mile) of a sour gas facility? Yes No
Is there an abandoned water well located within the parcel? Yes No

SECTION E - FURTHER INFORMATION REQUIRED

What is the total number of NEW parcels being created?
What are the sizes of the NEW parcels being created?
What is the proposed use of the REMAINDER of the parcel?
Is the parcel to be subdivided within .8 km (.5 mile) of land that is used or authorized for use as: (Please complete below)
A landfill for the disposal of garbage or refuse? Yes No
A sewage treatment plant or sewage lagoon? Yes No
A confined livestock operation? Yes No
Is/was there an oil well or pipeline located within 100 meters of this proposed parcel? Yes No
Will the well and septic system be totally contained within the proposed boundaries of the parcel being created and conforms to the Safety Codes Act? Yes No
If the proposed subdivision is NOT going to be served by a municipal/regional water and sewer system, please describe how it will be serviced



**SUBDIVISION APPLICATION REQUIREMENTS**

**SECTION F – FINAL AUTHORIZATION**

By submitting an application, I am allowing right of entry for inspection purposes. I hereby make application and acknowledge all plans and information submitted are, to the best of my knowledge, true and accurate.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**PAYMENT INFORMATION**

Cash    Debit    Credit Card    Cheque No.: \_\_\_\_\_    Please call for payment (credit card only)

Credit Card No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature of Card Holder: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ File Number: \_\_\_\_\_ Legal File No.: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Diamond No.: \_\_\_\_\_ Linc No.: \_\_\_\_\_

Roll No.: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Region: \_\_\_\_\_ Division: \_\_\_\_\_

**Checklist:**

- Completed Application Form
- Certificate of Title
- Application Fee
- Tentative Plan of Survey (includes abandoned oil and gas well site if applicable)
- Septic System Confirmation (Location of Water Well and Sewage System)
- Location of Buildings (where applicable)
- Written explanation as to how the subdivision would preserve agricultural land and not negatively impact adjacent

**Please Note:** The personal information provided as part of this application is collected under section 39 of the Safety Codes Act and sections 303 and 295 of the Municipal Government Act and in accordance with section 32(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Assistant Chief Administrative Officer/ Development Officer at the Town of Thorsby.



## SUBDIVISION APPLICATION REQUIREMENTS

**Note:** An application for subdivision approval can only be made by the registered owner of the land that is the subject of the application or a person authorized to apply on their behalf (Part 1 Section 4(3) of Subdivision and Development Regulations). If you are not the registered owner you must fill out and submit the attached Appointment of Agent form with the application.

### STAGE 1 - Application

The following pertains to all subdivision applications and the information required for any application for subdivision.

Town of Thorsby will only accept an application for subdivision when all of the following has been submitted (where deemed applicable):

#### 1. Application Fee

The application fee must be included in accordance with Town Bylaws. If the land subject to the application requires an amendment to the Land Use Bylaw (2006/6), the subdivision fees shall reflect the proposed land use designation. The subdivision fees apply to the new lot(s) created under the subdivision plan, excluding lots proposed as reserve or public utility lots (refer to the Town's Fee Schedule for applicable fees).

#### 2. Application Form

- a. The application for Subdivision Approval form must be completed in its entirety.
- b. The names, address and telephone number(s) of the registered owner(s). If a person is acting on behalf of the registered owner(s), it is essential that the owner(s) fill out the appointment of agent form. Please note that if a company or individual is the owner of the said land, under an agreement for sale as indicated by caveat on the back of the Certificate of Title, we will require that you submit a copy of the signed agreement. The individual noted on the caveat must sign the application. If you are applying under the name of a numbered company that owns the land proof must be provided in the form of a company registration document that indicates that you are an owner/part owner of that numbered company.

#### 3. Certificate of Title

- a. Town of Thorsby will obtain from Alberta Land Titles a copy of the Certificate of Title, as well as any caveats or easements registered on the title pertaining to Town of Thorsby, **once the subdivision application has been submitted.**

#### 4. Tentative Plan of Survey

Please provide a paper or digital copy of the Tentative Plan of Survey:

- a. Showing the location, dimensions and boundaries of the land to be subdivided.
- b. 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.
- c. Showing the location and dimensions of buildings on the land that is the subject of the application (request that your surveyor provide a Real Property Report showing this information) and specify those buildings that are proposed to be demolished or removed, if any
- d. Describing the proposed use for the land that is the subject of the application, including any proposed improvements.
- e. Including contour information (where required) at an interval of 1 m that is to be superimposed over the tentative plan. Contour data is to be related to a geodetic datum where possible.
- f. Showing the location and dimensions of any utility right-of-way's affecting the property.
- g. Showing the location of all abandoned oil and gas well sites as well as the setback distances in relation to existing or proposed building sites. Please note: the Subdivision Authority cannot approve a subdivision application if the lot(s) does not comply with the setback directed by ERCB Directive 079. Abandoned well site information must be

provided by the applicant and can be obtained by contacting the Energy Resources Conservation Board (ERCB - 1-855-297-8311) or using the ERCB's Map Viewer. Information regarding the owner of each individual abandoned well site must also be provided. If there are no abandoned wells on the subject parcel, the applicant must provide documentation stating as such.

- h. Showing natural features such as:
  - Sloughs and/or other bodies of water
  - Rivers, creeks and intermittent water courses
  - Wooded areas
  - Muskeg or swamp
- i. Manmade features such as:
  - Water bodies
  - Major drainage ditches
  - Gravel workings
  - Agricultural land (land under cultivation)
- j. Showing the location, numbers, names and other designations of:
  - Highways
  - Secondary roads
  - Public roadways
- k. Showing the proposed physical access for each lot created
- l. Showing the location of current and/or proposed method of sewage disposal and sewer discharge (i.e., septic tank, field discharge, lagoon, etc.) Distances must be shown from all existing and proposed property lines and existing residences.
- m. Showing the location/type of the current and/or proposed water source (e.g., Water well).

**5. Municipal Reserve (cash in lieu)**

- a. If money is required to be provided in place of municipal reserve, the applicant must provide a 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 as per the Municipal Government Act Section 667 (1).

## STAGE 2 – Additional Information Requirements and Conditions

In addition to the requirements outlined in Stage 1, the following **MAY BE REQUIRED** prior to Council review OR as a condition of subdivision approval as determined by the Subdivision Authority (Town Council):

### 1st Parcel out Subdivisions

- Water table and soil tests may be required to indicate the buildable area of the proposed parcel.
- Proof of adequate potable water is required for bare parcels. This may require you to drill a well, prior to the endorsement of the subdivision.
- Upon subdivision approval, the new or existing septic system must adhere to the Alberta Safety Codes Act. Written confirmation is to be provided to the Town from an accredited Safety Codes Officer that the sewage system complies with the Province's Private Sewage Disposal Systems Regulations regarding the setback distances from newly proposed property lines, bodies of water and water sources. If the parcel is bare, you will be required to provide written confirmation from a certified Private Sewage Treatment System (PSTS) Installer that there is a suitable site on the parcel to allow for a PSTS.
- Pursuant to the Town's Rural Road Levy policy, payment of road levies may be required as a condition of subdivision approval.
- **PLEASE NOTE: The Town may also require the registered owner(s) to enter into a Future Road Widening Agreement as a condition of subdivision..**
- A 30 meter road dedication may be required by Alberta Infrastructure & Alberta Transportation if development is located adjacent to a Provincial Highway.

### Multi-Lot Residential, Commercial and Industrial Subdivisions

- Water table and soil tests may be required to indicate the buildable area of the proposed parcel(s).
- Pursuant to the Town's Rural Road Levy policy, payment of road levies may be required.
- Municipal Reserve (MR) by way of land dedication, cash in lieu payment, or deferred reserve caveat may be required. If cash-in-lieu is to be provided in place of land dedication, the applicant must provide a market value appraisal of the lands to be subdivided. The market value appraisal must have been completed 14 days prior to the submission of the appraised land value.
- An Environmental Reserve or Environmental Reserve Easement may be required depending on site conditions and features (i.e., a swamp, gully, ravine, coulee or natural drainage course or land that is subject to flooding, or land abutting the bed and shore of any lake, river, stream or other body of water).
- A Storm Water Management Plan & Grading Plan may be required indicating how storm water will be managed after development occurs including proposed drainage improvements and easements. A paper copy or digital form of the drawing is required.
- A Traffic Impact Assessment, completed by a qualified professional, may be required prior to the submission of a subdivision application, if the lands to be subdivided are adjacent to a Provincial Highway.
- All new multi-lot residential developments (i.e., proposed lot(s) beyond 1st parcel out) are subject to the Town's Municipal Development Plan "pavement to pavement" policy. This policy requires that access roads to new subdivisions, as well as internal subdivision roads, are to be paved.
- Roads are to be designed and constructed according to Town road standards.
- All cul-de-sacs are to be terminated with a turnaround bulb in accordance with Town road standards.
- A 30 meter road dedication may be required by Alberta Transportation if the development is located adjacent to a Provincial Highway.
- A servicing agreement may be required which would deal with such items as the payment of off-site levies, or required site improvements (i.e., for roads, water and sewage services).
- Other agreements may apply depending on the application. Applicable fees will apply for each agreement that is required.

**NOTE:** Information, in addition to the above, may be required depending on the complexity of the application.

<b><u>APPLICANT CHECKLIST</u></b>	
Please check to ensure your subdivision application includes all of the following:	
<input type="checkbox"/>	Application Fee
<input type="checkbox"/>	Completed application form (including sign off on right of entry)
<input type="checkbox"/>	Tentative Plan of Subdivision – (paper or digital copy) – Includes abandoned oil and gas well sites if applicable
<input type="checkbox"/>	Water table and soil tests for private sewage suitability
<input type="checkbox"/>	Written explanation as to how the subdivision would preserve agricultural land and not negatively impact adjacent agricultural operations
<p>If any of the above is missing, unless otherwise stated by the subdivision officer, <u>the application will be deemed incomplete</u> and will not continue to be processed until such time as the information is provided.</p>	

**TOWN OF THORSBY SUBDIVISION PROCESS**

<p><b>Application</b> – A Subdivision Application is submitted and is deemed complete by Town of Thorsby.</p>	<p>Up to 60 days</p>
<p><b>Referral</b> – The application is referred to government and local agencies as well as adjacent landowners for comment.</p>	
<p><b>Administrative Report</b> – Once referral comments have been received and processed and a site inspection has been done, Administration will prepare a report and present a recommendation to the Subdivision Authority.</p>	
<p><b>Decision</b> – The Subdivision Authority will render one of the following two decisions:</p> <p>Conditional Approval – all approved subdivision applications are subject to certain conditions being met and these conditions will be set out in the decision letter. The applicant must satisfy all conditions prior to the endorsement the final Plan of Subdivision by Town of Thorsby. The applicant/owner may appeal the decision.</p> <p>Refusal – reasons for refusal will be set out in the decision letter. The applicant/owner may appeal the decision.</p> <p>A decision will be rendered on a subdivision application within 60 days of receipt of the completed Subdivision Approval Application package, unless a time extension is agreed to be the applicant/owner and Town of Thorsby. If a decision is not made within 60 days and an extension is not granted, the applicant/owner may initiate an appeal as the application would be a deemed refusal.</p>	<p>Within 14 days of the decision</p>
<p><b>Appeal</b> – The decision may be appeal by the applicant/owner, commenting government agency or, with regard to municipal and school reserves, the school authority. Adjacent landowners do not have the right to appeal the decision.</p> <p>Appeals may be heard by:</p> <ol style="list-style-type: none"> <li>1) Town of Thorsby Subdivision &amp; Development Appeal Board <ul style="list-style-type: none"> <li>– Notice of appeal must be received within 14 days. The appeal hearing will be held within 30 days of receipt of the appeal;</li> </ul> </li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>2) The Municipal Government Board <ul style="list-style-type: none"> <li>– If there is a provincial interest (i.e., provincial department referred) such as an adjacent highway or water body, the appeal will be heard before the Municipal Government Board. Notice of appeal must be received within 14 days. The appeal hearing will be held within 60 days of receipt of the appeal.</li> </ul> </li> </ol>	
<p><b>Satisfy Conditions of Approval</b> – If after 14 days, there are no appeals, the applicant/owner has 1 year from the date of approval to satisfy the conditions of approval.</p>	<p>Within 1 year of the decision</p>
<p><b>Endorsement</b> – Once all of the conditions of approval have been satisfied, the applicant /owner or a surveyor may submit 1 paper and 1 digital copy of the plan for endorsement by Town of Thorsby together with the endorsement fee and any other registerable document.</p>	
<p><b>Registration</b> – Once the plan has been endorsed, the applicant/owner or, a surveyor on behalf of the applicant/owner, has one year to register the plan and other registerable documents, if applicable, with Land Titles.</p>	<p>Within 1 year following plan endorsement</p>