



Strathmore.ca



1 Parklane Dr. (Box 2280)
Strathmore AB T1P 1K2



(403) 934-3133



Subdivision Application Package

Version 4 – October 2021

FORM 1

Application Form

***** PLEASE CONTACT A PLANNER TO DISCUSS THE APPLICATION REQUIREMENTS FOR ALL SUBDIVISION APPLICATIONS *****

Applications can be submitted electronically by emailing all required documents to: development@strathmore.ca or in person to the Development Services Counter at Town Hall. **Application fees must be paid at the time of submission.**

Applicant & Property Owner Information					
Applicant			Property Owner (if different than Applicant)		
Phone			Phone		
Email			Email		
Mailing Address			Mailing Address		
Town/City	Province	Postal Code	Town/City	Province	Postal Code

Legal Description and Area of Land to be Subdivided			
Legal Address	Lot	Block	Plan
All/Part of the ____ SEC ____ TWP ____ RGE ____ W4M			
COT Number _____ Total Area of Parcel _____ Hectares _____ Acres			



Location of Land to be Subdivided:

- a) Is the parcel adjacent to the municipal boundary? ____ Yes ____ No
- b) Is the parcel situated within 1.6 kilometres of the centre line of a highway? ____ Yes ____ No
- If 'yes' the highway is No. _____
- c) Does the parcel contain or is it 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 _____
- d) Is the parcel within 1.5 kilometres of a sour gas facility? ____ Yes ____ No
- e) Is the parcel within 300 metres of a sewage lagoon? ____ Yes ____ No
- f) Is the parcel within 300 metres of an operating storage site for solid waste? ____ Yes ____ No

Existing and Proposed use of Land

Describe

- a. Existing use of the Land: _____

- b. Proposed Use of the Land: _____

- c. The designated use of the land as classified under the Land Use Bylaw: _____
- d. Describe any buildings and any structures on the land and whether they are to be demolished or moved:



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, woodlots, etc. sloughs, creeks etc.) _____
- c. Describe the kind of soil on the land (sandy, loamy, clay, etc.) _____

Further Relevant Information

- a. Number of parcels proposed: _____
- b. Size of proposed parcels: _____
- c. Municipal Reserve Provision:
 - (i) Previously provided through subdivision no. _____ as
Plan, Block, Lot _____ or cash-in-lieu \$ _____
 - (ii) Deferral _____
 - (iii) Deferral to Balance _____
 - (iv) Cash-In-Lieu, Appraised Market Value\$ _____
- d. Is there an approved Area Structure Plan or Area Concept Plan in place over the subject parcel?
____ Yes ____ No

If 'Yes', state its name _____

FORM 2

Subdivision Application Checklist

All information in the following checklist must be attached to every Land Use Amendment application. **THIS LIST MUST BE SIGNED AND SUBMITTED WITH THE APPLICATION FORM.**

Required Documentation and Information		
<i>Applicant</i>	<i>Office</i>	
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Title dated within 30 days of the date of your application submission
<input type="checkbox"/>	<input type="checkbox"/>	Copies of all instruments and documents registered on the Certificate of Title
<input type="checkbox"/>	<input type="checkbox"/>	Right of Entry Form (see Form 3)
<input type="checkbox"/>	<input type="checkbox"/>	Owner Authorization Form (see Form 3)
<input type="checkbox"/>	<input type="checkbox"/>	Affidavit of Corporate Signing Authority (See Form 4)
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision Application Fee
<input type="checkbox"/>	<input type="checkbox"/>	Complete Site Plan (2 copies) that includes the following:
<input type="checkbox"/>	<input type="checkbox"/>	a. North Arrow and Key Map (showing adjacent properties within 200m of the site)
<input type="checkbox"/>	<input type="checkbox"/>	b. Existing and proposed property lines
<input type="checkbox"/>	<input type="checkbox"/>	c. Adjacent roads, public pathways, or trails
<input type="checkbox"/>	<input type="checkbox"/>	d. Identify locations of easements, utility/access right of ways, railways, canals, or any other features on or adjacent to the property
<input type="checkbox"/>	<input type="checkbox"/>	e. Location of existing and proposed site grades, contours, and any special topographical features or stie conditions
<input type="checkbox"/>	<input type="checkbox"/>	f. Natural and man-made features such as sloughs, dugouts, wetlands, and/or other bodies of water, rivers, creeks, and intermittent watercourses and wooded areas along with shelter belts.
<input type="checkbox"/>	<input type="checkbox"/>	g. Existing and proposed land use districts (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	h. Foundation, outline of dwellings, all accessory buildings/structures complete with all dimensions and their distance from proposed property lines.
<input type="checkbox"/>	<input type="checkbox"/>	Site Contamination Disclosure (see Form 5)
<input type="checkbox"/>	<input type="checkbox"/>	Abandoned Well Report (see Form 6) Please sign Form 6 and provide a Map from https://extmapviewer.aer.ca/AERAbandonedWells/Index.html
<input type="checkbox"/>	<input type="checkbox"/>	Digital Copies of the Entire Application Package

Additional Items that may be Required

<i>Applicant</i>	<i>Office</i>	
<input type="checkbox"/>	<input type="checkbox"/>	Architectural Guidelines
<input type="checkbox"/>	<input type="checkbox"/>	Biophysical Impact Assessment
<input type="checkbox"/>	<input type="checkbox"/>	Detailed Site Servicing Plan
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Site Assessment
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical
<input type="checkbox"/>	<input type="checkbox"/>	Historical Resources Assessment/Overview
<input type="checkbox"/>	<input type="checkbox"/>	Slope Stability Study
<input type="checkbox"/>	<input type="checkbox"/>	Storm Water Management Study
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Impact Assessment

NOTE: The Planner may request additional information beyond the checklist requirements.

NOTE: By signing your name on the signature line below, you agree that all information submitted on this form is true.

Owner/Applicant Signature

Date

*Application Screened for Completion By:
(Planner)*

Date

FORM 3

Right of Entry & Owner Authorization Form

All information in the following form must be filled-out and submitted with every Land Use Amendment application.

OWNER AUTHORIZATION

I/We _____

Print name(s) of registered owner(s)

Being the registered owner(s) for _____

Legal description and/or municipal address of land

Do hereby authorize _____

Individual or firm making application

To submit a Land Use Amendment application on our behalf for the above described property.

Owner Signature

Date

RIGHT OF ENTRY

I/We _____

Print name(s) of registered owner(s)/applicant(s)

Being the registered owner(s)/applicant(s) for _____

Legal description and/or municipal address of land

Do hereby authorize representatives of the Town of Strathmore to enter upon the subject lands for the purpose of site inspection(s) to evaluate the proposed Land Use Amendment application.

Owner/Applicant Signature

Date

FORM 4

Affidavit of Corporate Signing Authority

I, _____, of _____ make oath and say:

1. I am an officer or director of _____ being the corporation named in the Land Use Rezoning / Subdivision / Area Structure Plan / and/or Development Permit application as submitted to the Town of Strathmore affecting lands legally described as:

2. (a) I am authorized to sign the Land Use Rezoning / Subdivision / Area Structure Plan / and/or Development Permit application on behalf of the corporation without affixing a corporate seal; and

(b) I am authorized to sign a letter appointing an agent to act on behalf of the corporation regarding the Land Use Rezoning / Subdivision / Area Structure Plan / and/or Development Permit application(s) without affixing a corporate seal; and

I hereby appoint _____ as our agent for the above-mentioned application(s)

If Corporate seal is not used

SWORN before me at _____)

Print Name

In the

_____) This

_____ day of _____ A.D. 20__)

Signature

Affix Corporate Seal here

_____)

Commissioner of Oaths

In and For the Province of Alberta

FORM 5

Site Contamination Disclosure

Please be aware further site assessments may be required as part of the review of your application.

ACTIVE ENVIRONMENTAL SITE INVESTIGATIONS

1. **Are you aware of any active environmental investigations for this site?** *E.g. audits, assessments, tests, surveys or studies.*

YES

NO

2. **If you answered YES to question #1 above, please provide a brief description of each environmental investigation.**

HISTORICAL SITE REMEDIATION

3. **Are you aware of any historical site remediation or a request for such to occur on this site?** *E.g. audits, assessments, tests, surveys or studies.*

YES

NO

4. **If you answered YES to question #3 above, please provide a brief description.**

Owner/Applicant Signature

Date

FORM 6

Abandoned Well Declaration

The *Municipal Government Act's* Subdivision and Development Regulations requires Developers/Landowners to identify abandoned oil and gas wells, where present, to comply with setback requirements. If abandoned wells do exist, subdivision and development applications must show exactly where the wells exist, what the setback distances are (if setbacks are required) and how they have been taken into account. To assist Applicants in collecting the required information, the AER has released an "Abandoned Well Map Viewer" that provides the location, name of the licensee and status of abandoned wells across Alberta. This can be accessed at:

<https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>.

Through use of the viewer, subdivision and development applications must contain the following:

1. A map of the search area from the viewer and a statement that there are no wells in the project area or;
2. A list and map identifying the locations of abandoned wells within the search area, including the surface coordinates, as provided by the viewer or AER Information Services;
3. A sketch of the proposed development incorporating the necessary setback area for each well.

If no wells are listed on site:

I, _____ being the registered Owners(s) or Agent acting on behalf of the registered Owner(s) of _____ (Legal Description) have reviewed information provided by the Alberta Energy Regulator (AER) and can advise that the information shows the absence of any abandoned wells within the site of proposed development.

DATED: this _____ day of _____, 20_____.

If wells are listed on site:

I, _____ being the registered Owners(s) or Agent acting on behalf of the registered Owner(s) of _____ (Legal Description) do hereby confirm that I have done by due diligence as required by Alberta Municipal Affairs, the Town of Strathmore and the AER, by obtaining required information from the "Abandoned Well Map Viewer" and/or through the AER Information Services, and hereby attach "Schedule A" containing a list and map identifying the locations of abandoned wells within the search area, including the surface coordinates, written confirmation that I have contacted the licensee for each well and that the exact location of each well has been confirmed, a sketch of the proposed development incorporating the necessary setback area for each well.

DATED: this _____ day of _____, 20_____.