



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



(403) 934-3133



Subdivision Application Package

Version 4 - October 2021



Application Form

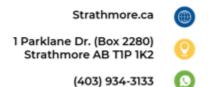
*** PLEASE CONTACT A PLANNER TO DISCUSS THE APPLICATION REQUIREMENTS FOR ALL SUBDIVISION APPLICATIONS ***

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 Owne	r (if different than <i>F</i>	Applicant)	
Phone			Phone	Phone	
Email		Email	Email		
Mailing Address		Mailing Addres	Mailing Address		
Town/City	Province	Postal Code	Town/City	Province	Postal Code
Legal Description and Area of Land to be Subdivided					
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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	HectaresAcres		





	Location of Land to be Subdivided:
a)	Is the parcel adjacent to the municipal boundary?YesNo
b)	Is the parcel situated within 1.6 kilometres of the centre line of a highway?YesNo
	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?YesNo
	If 'yes', state its name
d)	Is the parcel within 1.5 kilometres of a sour gas facility?YesNo
e)	Is the parcel within 300 metres of a sewage lagoon?YesNo
f)	Is the parcel within 300 metres of an operating storage site for solid waste?YesNo
	Existing and Proposed use of Land
Descrik	pe
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.	Descril	be 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.	Descri	be the kind of soil on the land (sandy, loamy, clay, etc.)		
		Further Relevant Information		
a.	Numb	er of parcels proposed:		
b.	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 ther	e an approved Area Structure Plan or Area Concept Plan in place over the subject parcel?		
	Y	esNo		
	If 'Yes'	, state its name		



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



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Additional Items that may be Required				
Applicant	Office			
		Architectural Guidelines		
		Biophysical Impact Assessment		
		Detailed Site Servicing Plan		
	Environmental Site Assessment			
		Geotechnical		
		Historical Resources Assessment/Overview		
		Slope Stability Study		
		Storm Water Management Study		
		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			



Right of Entry & Owner Authorization Form

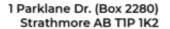
All information in the following form must be filled-out and submitted with every Land Use Amendment application.

OWNER AUTHORIZA	ATION		
I/We			
Print name(s) of registered o	owner(s)		
Being the registered owner(s) for			
Legal description a	and/or municipal address of land		
Do hereby authorize			
Individual or firm ma	aking application		
To submit a Land Use Amendment application on our behalf for the abo	ove described property.		
Owner Signature	Date		
RIGHT OF ENTRY	Υ		
I/We			
Print name(s) of registered o	owner(s)/applicant(s)		
Being the registered owner(s)/applicant(s) for			
Legal desci	ription 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.			











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FORM 4

Affidavit of Corporate Signing Au	
, of	make oath and say:
I am an officer or director of Use Rezoning / Subdivision / Area Structure Plan / and/or Developme Town of Strathmore affecting lands legally described as:	
(a) I am authorized to sign the Land Use Rezoning / Subdivision / Are Permit application on behalf of the corporation without affixing a corporation.	a Structure Plan / and/or Development
(b) I am authorized to sign a letter appointing an agent to act on beh Use Rezoning / Subdivision / Area Structure Plan / and/or Developme corporate seal; and	
I hereby appoint as our age	nt for the above-mentioned application(s)
If Corporate seal is not used	
SWORN before me at)	Print Nam
In the	
) This	
day ofA.D. 20)	
	Signatur
	Signatur Affix Corporate Seal her
) Commissioner of Oaths	



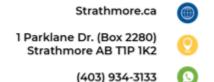
Site Contamination Disclosure

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

	ACTIVE ENVIRONMENTAL	L SITE INVESTIGATIONS
1.	Are you aware of any active environmental investigation studies.	s for this site? E.g. audits, assessments, tests, surveys or
	YES	NO
2.	If you answered YES to question #1 above, please providinvestigation.	e a brief description of each environmental
_		
_		
	HISTORICAL SITE	REMEDIATION
3.	Are you aware of any historical site remediation or a requests assessments, tests, surveys or studies.	uest for such to occur on this site? E.g. audits,
	YES	NO
4.	If you answered YES to question #3 above, please provid	e a brief description.
_		
_		
_		
	Owner/Applicant Signature	Date



If no wells are listed on site:



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.

l,	being the registered Owners(s) or Agent acting of	on behalf of
the registered Owner(s) of		(Legal
Description) have reviewed information pro	ovided by the Alberta Energy Regulator (AER) and can advise that t ndoned wells within the site of proposed development.	the
DATED: thisday of	, 20	
If wells are listed on site:		
l,	being the registered Owners(s) or Agent acting o	on behalf of
the registered Owner(s) of		(Legal
	done by due diligence as required by Alberta Municipal Affairs, the	e Town of
Strathmore and the AER, by obtaining requ	ired information from the "Abandoned Well Map Viewer" and/or	through the
AER Information Services, and hereby attac	ch "Schedule A" containing a list and map identifying the locations	of
abandoned wells within the search area, in	cluding the surface coordinates, written confirmation that I have o	contacted
the licensee for each well and that the exact development incorporating the necessary s	ct location of each well has been confirmed, a sketch of the propos setback area for each well.	sed
DATED: this day of	, 20 .	