



FOR OFFICE USE ONLY	
Date of Receipt	File Number
Fee Submitted	Accepted by

# PLANNING SERVICES FORM 3.4 SUBDIVISION APPLICATION NEW OR DISTINCT AGRICULTURAL USE

Please note that the information provided in these forms is crucial to the assessment of your Application. Further, that in making this Application you are certifying the accuracy of the information contained in the pages of this form and any other material submitted with your application. Erroneous or inaccurate information provided in these forms or within the material submitted with your application may prejudice the validity of the Application and/or any decision issued regarding the Application. This form incorporates the details required in section 4(2) of the Subdivision and Development Regulation Schedule Form 1 Subdivision and Development Regulation (section 4) Application for Subdivision and the requirements specified in section 4(3), 4(4) and 4(5) of the Subdivision and Development Regulation. 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.

### NATURE OF PROPOSED APPLICATION

Subdivision

#### 1. APPLICANT / AGENT

Applicant / Agent \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (B) \_\_\_\_\_ (H) \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Owner same as applicant

#### 2. OWNER

Registered Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (B) \_\_\_\_\_ (H) \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

#### 3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All / part of the \_\_\_\_\_ ¼ section \_\_\_\_\_ township \_\_\_\_\_ range \_\_\_\_\_ west of \_\_\_\_\_ meridian

Being all / parts of lot \_\_\_\_\_ block \_\_\_\_\_ Registered Plan Number \_\_\_\_\_ Certificate of Title Number \_\_\_\_\_

Municipal Address (if applicable) \_\_\_\_\_

Total Area of the above parcel of land to be subdivided is \_\_\_\_\_ hectares ( \_\_\_\_\_ acres)

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## 4. LOCATION OF LAND TO BE SUBDIVIDED

- (a) The land is situated in the municipality of **ROCKY VIEW COUNTY**.  YES
- (b) Is the land situated immediately adjacent to the municipal boundary?  YES  NO  
If "yes", the adjoining municipality is \_\_\_\_\_
- (c) Is the land situated within 0.8 kilometres of the right-of-way of a highway?  YES  NO  
If "yes", the highway is Number \_\_\_\_\_
- (d) Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water, or by a canal or drainage ditch?  YES  NO  
If "yes", state its name \_\_\_\_\_
- (e) Are there any oil or gas wells on or within 100 metres of the subject property(s)?  YES  NO
- (f) Is the proposed parcel within 1.5 kilometres of a sour gas facility?  YES  NO
- (g) Is the sour gas facility  active,  abandoned, or currently being  reclaimed
- (h) Is there an abandoned oil or gas well or pipeline on the property?  YES  NO

## 5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

- Describe:
- (a) Existing use of the land \_\_\_\_\_
- (b) Proposed use of the land \_\_\_\_\_
- (c) The designated use of the land as classified under a Land Use Bylaw \_\_\_\_\_

## 6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)

- (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, sloughs, creeks, etc.) \_\_\_\_\_
- (c) Describe the kind of soil on the land (sandy, loam, clay, etc.) \_\_\_\_\_

## 7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

Describe **any** buildings (historical or otherwise), and any structures on the land whether or not they are to be demolished or moved: \_\_\_\_\_

## 8. WATER AND SEWER SERVICES

If the proposed development is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal:

\_\_\_\_\_  
\_\_\_\_\_

# PLANNING SERVICES FORM 3.1

## 9. PROPOSED LOTS

(a) Number of parcels being created \_\_\_\_\_

(b) Size of parcels being created \_\_\_\_\_

## 10. MUNICIPAL RESERVE STATUS

(a) Disposition of Municipal Reserve, please check appropriate box:

Deferral

If dedicated, area of Reserves and designation

Deferral to balance

Cash in lieu of land, value to be determined by appraisal.

# PLANNING SERVICES FORM 3.1

## 11. MANDATORY SUPPORTING INFORMATION – SUBDIVISION

### PART A: General requirements

- Application forms.
- Authorization from owner of the parcel for the making of the application.
- Proposed plan of subdivision or other instrument.
- Payment of fees.
- Land title for all properties affected by the subdivision must be within 30 days of the date of application.
- Description of the use or uses proposed for the land that is the subject of the application.
- Signed appraisal agreement and time extension agreement (if applicable)
- Information provided by the Alberta Energy Regulator (AER) as set out in AER Directive 079, *Surface Development in Proximity to Abandoned Wellbores*, identifying the location or confirming the absence of any abandoned wells within the proposed subdivision, and if an abandoned well is identified in the information a map showing the actual wellbore location of the abandoned well, and a description of the minimum setback requirements in respect of an abandoned well in relation to existing or proposed building sites as set out in AER Directive 079, *Surface Development in Proximity to Abandoned Wellbores*. Not required for a boundary realignment.

*Note: It should be noted that while every effort is made to ensure that applicants are provided with clear information regarding the requirements for applications, that over the course of the application assessment process, particularly following a full technical review and also following the receipt of submissions from agencies and landowners, additional technical information may be required. In addition to the requirement for further technical information, further justification regarding the merits of a development proposal may also be required.*

### PART B: For subdivision of land for a New Or Distinct Agricultural Use

*Where the subject land incorporates a dwelling unit*

- Private Sewage Treatment System (PSTS) Variation Assessment identifying the type, location, age and operational status of the existing treatment and disposal system. Operation status refers to whether the system is functioning appropriately and is adequate to manage the usage.
- The existing water well/s are identified in the PSTS Level 1 Variation Assessment.

*Other matters*

- Any other technical reports determined to be necessary in order to assess the suitability of land for subdivision including those items identified within the County Servicing Standards.

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## Terms, conditions and additional notes regarding subdivision applications

The following terms, conditions and additional notes are not limiting on the Subdivision Authority or the County in the requirement of supporting information for an application or the imposition of conditions on a subdivision approval.

- (a) *Boundary realignments*: requirement for applications regarding boundary realignments do not typically demand additional technical studies, unless the application is considered to significantly reduce the size of one of the parcels the subject of the application such that technical considerations need to be addressed (for example, a residential lot is reduced in size as a result of redesignation and boundary realignment for R-2 to R-1 demanding a higher level of proof for servicing). However, the County reserves the right to request additional technical reports if it is considered that previous servicing (including wastewater, stormwater, traffic and water supply) arrangements are insufficient.
- (b) **It should be noted that all information provided with an application is available for public review and comment.**
- (c) General statement about conditions:
  1. The Subdivision Authority may include any condition necessary to satisfy a Land Use Bylaw provision, a County Plan, Area Structure Plan, Conceptual Scheme, or Master Site Development Plan policy or County Servicing Standard.
  2. Where on-site works are proposed the County may, by condition, require the provision of a Construction Management Plan.
  3. The Subdivision Authority may impose any condition to meet a requirement of the Municipal Government Act or Subdivision and Development Regulation.
  4. As a condition of subdivision approval, the Subdivision Authority may include the requirement to update technical reports submitted with the application.
  5. The Subdivision Authority shall impose relevant requirements for the payment of levies associated with Bylaws for transportation, wastewater, water supply and stormwater:
    - i. Transportation Offsite Levy Bylaw;
    - ii. Water and Wastewater Offsite Levy Bylaw; and
    - iii. Such other Bylaws as may be in force or come into force and be applicable to development or activities on or services provided to the subject land from time to time.
  6. The Subdivision Authority shall determine any oversizing requirements for services and infrastructure required to be constructed as part of the proposed subdivision. The County will determine Cost Recovery arrangements through preparation and execution of documents prior to endorsement of a plan of survey for registration.
  7. The Subdivision Authority shall determine any outstanding municipal reserve dedications, cash-in-lieu payments or deferrals.

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- (d) *Technical reports* are defined as any report or any information regarding a matter identified in the Municipal Government Act, Subdivision and Development Regulations, Statutory Plan, County Policy, Servicing Standards or Bylaw.
- (e) General statement about technical reports:
1. Additional technical reports may be required after the time of application, based upon the ongoing assessment of the application.
- (f) All costs of development are borne by the landowner or developer including, but not limited to, all on and off-site construction works, infrastructure development, securities, levies, contributions, reserve payments, additional fees associated the preparation and review of reports and technical assessments, endorsement fees imposed by the County, registration fees and such other costs as may be associated with the development of the land and the registration of any and all documents to create separate title for proposed parcels. Further, that it is the landowner's and developer's responsibility to identify and consider all costs of development.
- (g) The applicant and landowner acknowledge that not providing the information required in this form or failing to provide accurate information may prejudice the assessment of the application.
- (h) The applicant and landowner acknowledge that the County including individual staff members have not provided an advisory role with respect to the preparation and making of this application and that the decision to make the application is entirely that of the applicant and landowner.

### 12. REGISTERED OWNER OR PERSON ACTING ON HIS BEHALF

I \_\_\_\_\_ hereby certify that  I am the registered owner  
(Print Full Name)  I am authorized to act on behalf of  
the registered owner

and that the information given on this form and the material provided with this application is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision approval. Further, I have read, understood and accept the contents, statements and requirements contained and referenced in this document – **SUBDIVISION APPLICATION PLANNING SERVICES FORM 3.4.**

Address \_\_\_\_\_ (Signed) \_\_\_\_\_  
Phone Number \_\_\_\_\_ Date \_\_\_\_\_

### 13. RIGHT OF ENTRY

I hereby authorize Rocky View County to enter my land for the purpose of conduction a site inspection in connection with my application for subdivision approval.

Applicant / Owner's Signature

## LETTER OF AUTHORIZATION

I, (We) \_\_\_\_\_ being the owner (s) of

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

**Legal:**

NW/NE/SE/SW Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W \_\_\_\_\_ M

give \_\_\_\_\_ permission to act on my (our) behalf in  
the Redesignation and/or Subdivision of the subject property.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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*Owner(s) contact information:*

*Mailing Address:*

\_\_\_\_\_

\_\_\_\_\_ *Postal Code* \_\_\_\_\_

*Telephone (H)* \_\_\_\_\_ *Cell (C)* \_\_\_\_\_ *Other* \_\_\_\_\_

*Email* \_\_\_\_\_

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**PLANNING SERVICES**  
**APPRAISAL AGREEMENT**

**APPLICANT:** \_\_\_\_\_

**LEGAL DESCRIPTION:** \_\_\_\_\_  
\_\_\_\_\_

Section 667(1)(a) of the Municipal Government Act states that

*If money is required to be provided in place of municipal reserve, school reserve or municipal and school reserve, the applicant must provide*

(a) *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 approval is made*

In accordance with Section 667(1)(a) of the Municipal Government Act the applicant agrees:

- To provide Rocky View County with a market value appraisal of the subject property within 35 days of the subdivision application fees being paid

or

- To pay the subdivision appraisal fee (refer to Master Rates Bylaw) and have Rocky View County obtain the market value appraisal on your behalf

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature





## Planning Services

\_\_\_\_\_ **File Number**

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### Time Extension Agreement for Subdivision Applications

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APPLICANT: \_\_\_\_\_

LEGAL  
DESCRIPTION: \_\_\_\_\_

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Section 6 of the Subdivision and Development Regulations requires Rocky View County to make a decision on a completed application within **60 days** of its receipt, unless an agreement is entered into with the applicant to extend this period.

In order to permit Rocky View County to make a decision on your application, we are requesting that you enter into the Time Extension Agreement as set out below. Without this agreement, we will be unable to deal with your application after the 60 day period has expired.

If you concur with our request, please complete the agreement set out below and forward it to:

**ROCKY VIEW COUNTY**  
**Planning and Development Services**  
911 – 32<sup>nd</sup> Avenue N.E.  
Calgary, Alberta T2E 6X6

In accordance with Section 681 (1)(b) of the Municipal Government Act,

I/We, \_\_\_\_\_  
hereby enter into an agreement with Rocky View County to extend the time prescribed under  
Section 6 of the Subdivision and Development Regulations

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\_\_\_\_\_ **Date**

\_\_\_\_\_ **Applicant's Signature**