



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

PLANNING SERVICES FORM 3.5 SUBDIVISION APPLICATION COMMERCIAL OR BUSINESS PURPOSES

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:

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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.

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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 Commercial or Business Purposes

Wastewater

- Where the County determines that the subject land is in proximity to a piped wastewater system, the Applicant shall provide evidence that the system has sufficient capacity to accommodate the proposed development in accordance Alberta Environment Sustainable Resource Development (AESRD) requirements.

OR

- Where the County determines that a regional or decentralized wastewater system is required, the Applicant shall provide a Wastewater Treatment & Disposal Plan which details facility construction, management, operation and ownership including demonstrating that the necessary applications have been made to AESRD and providing a copy of that application to the County.

Conditions of subdivision may include but not be limited to:

- A requirement to connect to a piped wastewater system capable of servicing the site in accordance with AESRD standards.

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- A requirement to develop or make upgrades to a wastewater treatment and disposal system capable of accommodating the development in accordance with AESRD and Rocky View County standards and requirements. This may be under a Development Agreement.
- A requirement to register instruments detailing wastewater systems limitations and Lot Owners' Association obligations.
- Payment of relevant levies.

Water supply

- Where the County determines that the subject land is in proximity to a piped water supply system, the Applicant shall provide evidence that the system has sufficient capacity to accommodate the proposed development in accordance with AESRD requirements.

OR

- Where the Applicant proposes that a regional or decentralized water supply system is required, the Applicant shall provide a Water Supply Plan which details facility construction, management, operation and ownership including demonstrating that the necessary applications have been made to AESRD and providing a copy of that application to the County.

Conditions of subdivision may include but not be limited to:

- A requirement to connect to a piped water supply system capable of servicing the site in accordance with Alberta Environment standards.
- A requirement to develop or make upgrades to a water treatment and supply system capable of accommodating the development in accordance with Alberta Environment and Rocky View County standards and requirements. This may be under a Development Agreement.
- A requirement to register instruments detailing water systems limitations and Lot Owners Association Obligations
- Payment of relevant levies.
- Provision of confirmation from the private water supply provider that connection rights have been secured.

Wastewater and Water Supply

- Where the County has determined that a piped system is not available for connection and a regional or decentralized system is either not proposed or not required, the Applicant shall provide details of their proposed water supply and wastewater treatment and disposal methods. The installation of water wells, on-site treatment and disposal of wastewater are not supported under County policy for Commercial or Business uses. Cisterns and pump out holding tanks are typically accepted and installed at Development Permit stage.

Conditions of subdivision may include but not be limited to:

- A requirement to register instruments detailing wastewater and water systems limitations and Lot Owners Association obligations.

Stormwater management

- A Stormwater Management Report with recommendations regarding any required works to manage stormwater shall be provided.
- A Subcatchment Master Drainage Plan (SCMDP) in accordance with the County Servicing Standards, if required.

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Conditions of subdivision may include but not be limited to:

- A requirement to comply with the recommendations of a Stormwater Management Report prepared for the site including constructing stormwater management facilities under a Development Agreement.
- A requirement to make amendments to the Stormwater Management Report to address deficiencies in the plan or meet standards of practice including standards set by the County's servicing standards.
- Registration of easements to secure downstream conveyance and accept upstream disposal.
- Any other stormwater management requirements deemed necessary on the basis of the County's Servicing Standards.

Geotechnical matters

- An assessment of subsurface characteristics of the land (Geotechnical Report) that is to be subdivided including but not limited to, susceptibility to slumping or subsidence and depth to water table shall be provided. Further, any proposed subdivision which incorporates a proposal for road construction (not private access), shall incorporate a geotechnical assessment to establish the developability of the relevant parts of the property for a road.

Traffic Impacts

- A Traffic Impact Assessment (TIA) prepared by a suitable qualified person shall be provided.

Conditions of subdivision may include but not be limited to:

- A requirement to make the necessary improvements identified under the TIA under Development Agreement.
- Make the necessary road dedications including road widening dedications.
- A requirement to construct new roads under Development Agreement.
- Installation of approaches to service new lots.
- Registration of any necessary permanent or temporary instruments to provide for appropriate access and road service delivery management.
- Any other requirements deemed necessary on the basis of the County's Servicing Standards.

Biophysical Impact Assessment

- Where there is evidence of wetlands (or mapped wetlands regardless of status) on the parcel proposed for subdivision, a Biophysical Impact Assessment is required.

Conditions of subdivision may include but not be limited to:

- A requirement to comply with the recommendations of the Biophysical Impact Assessment.
- Dedication of any relevant Environmental Reserve or Environmental Reserve Easements.
- Compliance with any AESRD requirements for wetland dedication or compensation.

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Slope Stability

- If there is evidence that the subject land has slopes equal to, or in excess of, 15% (with greater than 2m of vertical rise), the Applicant shall incorporate a site plan identifying future dwelling/building sites, PSTS and Water Well locations within a minimum developable area of 1 acre together with private access roads. Where there is evidence of slopes equal to, or in excess of, 15% (with greater than 2m of vertical rise) on the site and development (future building construction, filling or excavation or the construction of private access or roads) is to incorporate this portion of the lands, or development is to be in close proximity to these sloped areas, a Slope Stability Assessment prepared by a suitably qualified professional (P.Eng) shall be provided which shall incorporate recommendations for the management of these areas with respect to the proposed development.

OR

- If there is evidence that the subject land has slopes equal to, or in excess of, 30% (with greater than 3m of vertical rise), the Applicant shall incorporate a site plan identifying future dwelling/building sites, PSTS and Water Well locations within a minimum developable area of 1 acre together with private access roads. Where there is evidence of slopes equal to or in excess of 30% (with greater than 3m of vertical rise) on the site and development (future building construction, filling or excavation or the construction of private access or roads) is to incorporate this portion of the lands, or development is to be in close proximity to these sloped areas, a Slope Stability Analysis prepared by a suitably qualified professional (P.Eng) shall be provided which shall incorporate recommendations for the management of these areas with respect to the proposed development.

Conditions of subdivision may include but not be limited to:

- A requirement to comply with the recommendations of the Slope Stability Assessment or Slope Stability Analysis.

Environmental Site Assessment

- If the parcel is adjacent to rail lands or there is any evidence of site history which may have contributed to the contamination of the site, the Applicant shall provide an Environmental Site Assessment.

Conditions of subdivision may include but not be limited to:

- A requirement to comply with the recommendations of the Environmental Site Assessment including any site reclamation required.

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.
- (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.

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- (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 3.5.**

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

Owner(s) contact information:

Mailing Address:

_____ *Postal Code* _____

Telephone (H) _____ *Cell (C)* _____ *Other* _____

Email _____



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

Time Extension Agreement for Subdivision Applications

APPLICANT: _____

LEGAL
DESCRIPTION: _____

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 – 32nd 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

Date

Applicant's Signature