



Municipal District of Bighorn No. 8

No.2 Heart Mountain Drive, P.O. Box 310, Exshaw, Alberta T0L 2C0

Phone: (403) 673-3611 • Calgary Direct: (403) 233-7678

Fax: (403) 673-3895 • Email: bighorn@mdbighorn.ca

Website: www.mdbighorn.ca

APPLICATION FOR SUBDIVISION APPROVAL

By Plan of Subdivision: _____ OR By Other Instrument: _____

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND TO BE SUBDIVIDED OR BY A PERSON AUTHORIZED TO ACT ON BEHALF OF THE REGISTERED OWNER(S).

1. REGISTERED OWNER(S) OF LAND TO BE SUBDIVIDED:

Name(s): _____

Mailing Address: _____

_____ Postal Code _____

Telephone No. (Daytime) _____ (Evening) _____

Signature(s) of Registered Owner(s): _____

2. APPLICANT

Registered owner(s) or person authorized to act on behalf of registered owner(s):

Name: _____

Mailing Address: _____

_____ Postal Code _____

Telephone No. (Daytime) _____ (Evening) _____

E-mail: _____

FOR OFFICE USE ONLY:

FILE NO. _____ DATE RECEIVED: _____

LUB DESIGNATION: _____ DATE COMPLETED: _____

FEE: _____ RECEIPT #: _____

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

All / part of the _____ ¼ Sec. _____ Twp. _____ Rge. _____ W5M and/or;

All / part of Lot(s) _____ Block _____ Plan _____;

Within the Hamlet of _____ (if applicable)

Certificate of Title No. _____ (L.I.N.C. No. _____)

Total area of the parcel of land to be subdivided _____ hectares (_____ acres)

4. PROPOSED LOTS:

Total number of lots to be created is _____ (not including remaining portion)

5. LOCATION OF LAND TO BE SUBDIVIDED:

a) Is the land to be subdivided situated within 0.8 kilometres (0.5 miles) of a municipal boundary?

Yes _____ No _____ If 'yes' the municipality is _____

a) Is the land to be subdivided situated within 0.8 kilometres (0.5 miles) of the right-of-way of a Primary or Secondary Highway?

Yes _____ No _____ If 'yes', the highway is No. _____

b) Is the land to be subdivided situated within 0.8 kilometres (0.5 miles) of a river, stream, watercourse, lake or other permanent body of water, drainage ditch?

Yes _____ No. _____ If 'yes', state its name or otherwise describe: _____

d) Is the subject parcel/proposed parcel located within 1.5 km of a sour gas well, pipeline, or other facility?

Yes _____ No _____

6. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED:

a) Describe the existing use(s) located on

the proposed new lot(s) to be created: _____

the remaining portion of the original lot: _____

b) Describe the use(s) to be developed on

the proposed new lot(s) to be created: _____

the remaining portion of the original lot: _____

7. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED:

a) Describe the nature of the topography of the land (e.g. 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.)

8. WATER AND SEWAGE DISPOSAL SYSTEMS

The proposed new lot(s) are to be serviced by:

_____ private piped water system _____ private well _____ public piped water system _____ cistern
_____ municipal sewage collection system _____ septic field _____ holding tank

9. EXISTING BUILDINGS ON THE LAND PROPOSED TO BE SUBDIVIDED:

Describe any buildings, historical or otherwise, and any structures on the land and whether they are to remain or be demolished or moved:

10. MUNICIPAL RESERVES:

_____ Deferral

_____ Deferral to balance

_____ Cash in lieu of land, value to be determined.

_____ Land dedication. Amount (_____ %) of land dedicated: _____ ha (_____ ac)

11. CERTIFICATION:

I _____ hereby certify that:

(Full name in block capitals)

_____ I am the registered owner,

_____ I am authorized to act on behalf of the registered owner,

and that the information given on this form 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.

Signature: _____

Date: _____

12. RIGHT OF ENTRY:

I hereby authorize the Municipal District of Bighorn No. 8, or its agent, to enter the subject land for the purpose of conducting a site inspection in connection with this application for subdivision approval.

Signature of the Registered Owner(s)

The personal information requested on this form is being collected in order to process your application and is governed by the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions with respect to the collection or release of this information, please contact the Municipal District of Bighorn No. 8



Municipal District of Bighorn No. 8

No.2 Heart Mountain Drive, P.O. Box 310, Exshaw, Alberta T0L 2C0

Phone: (403) 673-3611 • Calgary Direct: (403) 233-7678

Fax: (403) 673-3895 • Email: bighorn@mdbighorn.ca

Website: www.mdbighorn.ca

SUBDIVISION APPLICATION CHECKLIST

A complete application for subdivision must include:

- A signed application on the prescribed form.
- The required fee.
- A copy of the current Certificate of Title of the land that is the subject of the application.
- Authorization granting right of entry to M.D. of Bighorn staff.
- Tentative Plan of Survey prepared by qualified consultant, drawn to scale (see 'Subdivision Plan Standards'), and one digital copy in .pdf format. Refer to the attached 'Subdivision Plan Standards' for more detailed information.
- Documentation from the Alberta Energy Regulator (AER) identifying the presence or absence of abandoned wells (can be obtained from the ERCB online Web Viewer (<http://mapviewer.aer.ca/Html5/Index.html?viewer=aerabnwells>)).
- Authorization letter from the landowner, if necessary.

In addition to the above checklist, the Subdivision Authority may require any of the following:

- a real property report showing any existing buildings on the property that are proposed to remain;
- if a proposed subdivision is not to be served by a water distribution system, a report that meets the requirements of the Water Act;
- if a proposed subdivision is not to be served by a wastewater collection system, information supported by the report of a qualified person respecting the intended method of providing sewage disposal facilities to each lot, including the suitability and viability of that method;
- an assessment prepared by a qualified person of subsurface characteristics of the land that is to be subdivided, including but not limited to susceptibility to slumping or subsidence, depth to water table and suitability for any proposed on-site sewage disposal system;
- a servicing concept plan, including water, sanitary sewer, storm sewer, electricity, gas, telephone and cable utilities;
- a report certified by a professional engineer providing details of proposed on and off-site servicing, any required upgrading of that servicing, and considering cumulative impacts;
- a site grading plan, showing proposed building elevations in comparison to adjacent roadways and lots;
- identification of all drainage channels and other water bodies, wetlands, major tree stands, ravines, views and any other distinctive physical characteristics within and adjacent to the proposed subdivision;
- where the provision of municipal reserves are proposed, an evaluation of those reserves in accordance with any municipal statutory plan and the Community Services Master Plan;
- where the provision of environmental reserves are proposed or required, an evaluation of those reserves in regard to their effectiveness in protecting bodies of water and riparian habitat, the provision of public access, and the protection of other natural resources or features as required by the Act;
- calculations of the gross area of land in the plan area and the allocation of that land to streets, lanes, lots and reserves;
- a slope stability analysis for lands which have a gradient of 15% or greater;
- a wildlife hazard analysis that assesses structure location, design and landscaping on the subject property as well as vegetation cover in the surrounding area;
- location of any proposed or designated wildlife corridors or environmentally sensitive areas on or within the subdivision; and
- if an abandoned oil or gas well is identified on the land that is subject of the subdivision application, a map showing the actual location of the well and the setback distance as established in the ERCB Directive 079 in relation to the existing or proposed building sites.



Municipal District of Bighorn No. 8

No.2 Heart Mountain Drive, P.O. Box 310, Exshaw, Alberta T0L 2C0

Phone: (403) 673-3611 • Calgary Direct: (403) 233-7678

Fax: (403) 673-3895 • Email: bighorn@mdbighorn.ca

Website: www.mdbighorn.ca

SUBDIVISION PLAN STANDARDS

Subdivision plans must be clearly drawn to an appropriate scale and reduced to a standard page size* (letter, legal or 11" x 17") and must contain the following information:

- a) a north arrow and scale;
- b) the location, dimensions and boundaries of the parcel to be subdivided;
- c) the location, dimension and boundaries of each proposed lot to be created including any reserve land;
- d) existing rights of way of each public utility, or other rights of ways;
- e) the location, use and dimensions of all buildings on the land that is the subject of the application, indicating those buildings or structures that are proposed to be removed or demolished;
- f) the location of any existing or proposed wells, any private sewage disposal systems, and the distance of these to the existing or proposed buildings or property lines;
- g) the location and boundaries of the bed and shore of any river, stream, watercourse, lake or other body of water that is contained within or bounds the proposed lots or parcel of land;
- h) the location of any slopes which have a gradient of 15% or greater;
- i) the existing and proposed access to the proposed parcels and the remainder of the titled area;
- j) the location of any gas or oil wells or pipelines on the site and within 1.5 km (0.9 mile) of the site; and
- k) the location of any abandoned oil or gas wells on the site.

* Due to the detailed nature or size of the proposed subdivision, the Subdivision Authority may require oversized sets of plans drawn to scale, the number of which shall be determined based on the application referral requirements.