

Clear Form

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## Requirements as set out in Part 2 (Application) of the Matters Related to Subdivision and Development Regulation, Alta Reg. 84/2022

All boxes must be checked or noted as non-applicable. Information indicated must be attached and submitted with this form or the application will be deemed incomplete. The subdivision application documents must be submitted in digital and hardcopy.

- Application for subdivision completed in full and signed by the registered owner(s) OR the person authorized to act on behalf of the registered owner(s). If the land is under an agreement for sale as indicated by caveat, please submit a copy of the signed agreement. The individual noted on the caveat must sign the application.
- Subdivision application fee, payable to the City of Grande Prairie in accordance with the City's Fees, Rates and Charges Bylaw C-1395 (as amended from time to time). Lots exempt from the application fees include public utility lots, reserve lots and common property areas within bareland condominiums.
- Subdivision Authorization & Rights of Entry Form. If the applicant is not the owner, a letter must be provided from the owner authorizing the applicant to act on his/her behalf.
- Subdivision Abandoned Wells Declaration Form and map
- Copy of the Certificate of Title; the copy is to be validated within 30 days of the submission of the application
- Certificate of Title encumbrances (if applicable)

<input type="checkbox"/>	Y	<input type="checkbox"/>	NA	Deferred reserve caveat (DRC)
<input type="checkbox"/>	Y	<input type="checkbox"/>	NA	Access easements, rights-of-way
<input type="checkbox"/>	Y	<input type="checkbox"/>	NA	Unnamed restrictive covenants or easements
<input type="checkbox"/>	Y	<input type="checkbox"/>	NA	Copy of any agreement made under section 664.1 of the Act (Environmental reserve)
<input type="checkbox"/>	Y	<input type="checkbox"/>	NA	Copy of any provincial or federal agreement (i.e. airport vicinity)

### Copies of proposed plan of subdivision

<input type="checkbox"/>	Y	<input type="checkbox"/>	NA	One hard copy engineer architect scale
<input type="checkbox"/>	Y	<input type="checkbox"/>	NA	Digital and one hard copy 11 x 17
<input type="checkbox"/>	Y	<input type="checkbox"/>	NA	Digital and one hard copy 11 x 17 aerial photo view
<input type="checkbox"/>	Y	<input type="checkbox"/>	NA	Digital CAD copy
<input type="checkbox"/>	Y	<input type="checkbox"/>	NA	Digital and one hard copy Location Map showing zoning, general block layout and general road network for the subdivision and surrounding area

### Proposed plan of subdivision must clearly show the following:

- Dimensions and boundaries of the land that is subject of the application to be registered at the Land Titles office
- Location, dimensions, and boundaries of each new lot to be created including public utility lots and reserve lots
- Location, dimensions, and boundaries of existing rights-of-way for each public utility, easement, or other rights-of-way
- Description of the use or uses proposed for the land that is subject of the application
- Identify all remainder parcels of the titled land

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Proposed collector and arterial roadways identified as numbered or named

Existing and proposed accesses to the subdivision and any remainder titled land with dimensions

<input type="checkbox"/>	Y	<input type="checkbox"/> NA	Lot width as defined in the Land Use Bylaw C-1260 for setbacks and irregular shaped lots – the setback dimensions must be shown on the plan
<input type="checkbox"/>	Y	<input type="checkbox"/> NA	Location, uses and dimensions of buildings on the land or the adjacent parcel that are subject of the application and specify those buildings that are proposed to be demolished or moved
<input type="checkbox"/>	Y	<input type="checkbox"/> NA	If a proposed subdivision is not to be serviced by a water distribution system, the applicant must submit a report that meets the requirements of section 23(3)(a) of the Water Act.
<input type="checkbox"/>	Y	<input type="checkbox"/> NA	An assessment of subsurface characteristics of the land that is to be subdivided, including but not limited to, susceptibility to slumping or subsidence, depth of water table and suitability for any proposed onsite sewage system must be provided.
<input type="checkbox"/>	Y	<input type="checkbox"/> NA	If a proposed subdivision is not to be serviced by a wastewater collection system, information supported by the report of a person qualified to make it, respecting the intended method of providing sewage disposal facilities to each lot in the proposed subdivision, including the suitability and viability of the method, must be provided.

If the proposed lots or the remainder of the titled area are to be served by individual wells and private sewage disposal systems the following must be identified:

Location of any existing or proposed well

Location and type of any existing sewage disposal system

Distance from these to existing or proposed buildings and property lines

## Additional Information

The Subdivision Authority Officer may require an applicant to submit, in addition to the information noted above, any or all the following information to meet the requirements of Section 654 of the Municipal Government Act:

A map of the land that is to be subdivided showing topographic contours at no greater than 1.5 metre intervals and related to the geodetic datum, where practicable;

If the land that is subject of an application is located in a potential flood plain, a flood plain analysis showing the 1:1000 flood plan;

Information respecting the land use and land surface characteristics of land within 0.8 kilometres of the land to be subdivided;

If reserves are owing and money in place for reserve is requested, an appraisal report prepared by an Alberta Land Appraiser and;

A conceptual scheme that relates the application to future subdivision and development of adjacent areas.

If the proposed subdivision is adjacent to a water body, an approved top of bank study.

If the proposed subdivision is for private land (i.e. condo), a serving plan.

Any additional information required by the Subdivision Authority Officer to determine whether the application meets the requirements of section 654 of the Act.

## Office Use Only

File No.