

Clear Form

Print Form

This form shall be attached to all Subdivision Endorsement packages. Endorsement packages submitted without this form may be subject to delays in processing. All boxes shall be checked and all information indicated shall be included in the Subdivision Endorsement package.

Endorsement submission is 19 days after the date of the conditional approval, if an appeal has not been entered into.

PLEASE NOTE: REQUIREMENTS MAY NOT BE LIMITED TO THIS LIST.

- Subdivision Authority Approval document
 - Two copies of the final legal plan of survey (engineer architect scale) to be registered
 - One copy of the Certificate of Title obtained from any registry office. The copy is to be validated within 30 days of the submission of the endorsement package
 - The application fee, payable to the City of Grande Prairie in accordance with the City's Fees, Rates and Charges Bylaw C-1395; lots exempt from the endorsement fee include public utility lots and reserve lots.
 - All conditions have been met including but not limited to: taxes, easements and servicing*
- | | | |
|----------------------------|-----------------------------|--|
| <input type="checkbox"/> Y | <input type="checkbox"/> NA | Three copies of any/all final Utility Plans to be registered (engineer architect scale), which may include easements, rights-of-way and drainage |
| <input type="checkbox"/> Y | <input type="checkbox"/> NA | Three copies of any agreement to be signed by the City |
| <input type="checkbox"/> Y | <input type="checkbox"/> NA | Caveats required for agreements |
| <input type="checkbox"/> Y | <input type="checkbox"/> NA | One copy of any agreement not signed by the City, but required as a condition of subdivision |
| <input type="checkbox"/> Y | <input type="checkbox"/> NA | Consent to register documents for all City registrations |
| <input type="checkbox"/> Y | <input type="checkbox"/> NA | Discharge documents for instruments no longer required on title |

Applicant Signature

Date

*Any condition not met will result in the return of the endorsement package.

*It is the applicant's responsibility to have documents prepared with the correct land information.

*Agreements other than City templates may be subject to a legal fee and review and as a minimum, require approval prior to applicant endorsement.

For Office Use Only

File No.

Date Endorsement Conditions Met

Date Returned