

SADDLE HILLS COUNTY

INFORMATION NEEDED TO SUBMIT A SUBDIVISION APPLICATION

1. **COMPLETE & SIGN "APPLICATION"**
(Attached Blue Form)
2. **\$100.00 APPLICATION FEE** and
\$100.00 PER LOT CREATED (including the balance)
(Example: \$300.00 total for first parcel subdivision)
Make cheque/money order payable to:
SADDLE HILLS COUNTY
3. **UP-TO-DATE COPY OF TITLE**
(County can supply for a fee of \$5.00 per title plus G.S.T.)
4. **SKETCH SHOWING PROPOSED SUBDIVISION**
(Rural areas, use attached sketch form. Please be sure to show size of area to be subdivided, sewage disposal, buildings, trees, water courses, dugouts, and the measured distance between sewage disposal, buildings and property lines.)
(Urban areas, please attach a "Real Property Report" from a surveyor if buildings are involved).
5. **RURAL SUBDIVISION**
(Attached Pink Form)
(Complete form for water supply and sewage disposal when in a rural area only.)
6. **COMPLETE RIGHT-OF-ENTRY FORM**
(Attached Yellow Form)

PLEASE MAIL OR BRING ALL THE ABOVE INFORMATION TO:

**SADDLE HILLS COUNTY
Box 69
Spirit River AB T0H 3G0**

Telephone: (780) 864-3760 Fax: (780) 864-3904

**Upon subdivision approval, there will be an Endorsement Fee of \$110.00
(with copy of the subdivision plans prepared by an Alberta Land Surveyor).**

SADDLE HILLS COUNTY

APPLICATION FOR SUBDIVISION

Date of Receipt of Completed Form: _____ Fee Submitted: _____ File No: _____

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.

1 Name of registered owner of land to be subdivided _____
Address and phone no. _____

2. Name of agent (person authorized to act on behalf of registered owner), if any _____
Address and phone no. _____

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All/part of the _____ 1/4 Sec. _____ Twp. _____ Range _____ West of _____ Meridian
Being all/part of Lot _____ Block _____ Reg. Plan No. _____ C.O.T. No. _____
Area of the above parcel of land to be subdivided _____ hectares.
Municipal Address (if applicable) _____

4. LOCATION OF LAND TO BE SUBDIVIDED

- a) The land is situated in the municipality of _____
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 kilometers of the right of way of a highway? Yes _____ No _____
If yes, the highway is No. _____
d) Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal? Yes _____ No _____
If yes, state its name _____
e) Is the proposed parcel within 1.5 km of a sour gas facility? 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 by-law _____

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, etc. / 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 and any structures on the land and whether they are to be demolished or moved _____

8. WATER AND SEWER SERVICES

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

9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

I _____ hereby certify that
_____ I am the registered owner, or
_____ I am the agent 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.

Address _____ (Signed) _____

Phone No. _____ Date _____

PROPOSED SUBDIVISION SKETCH COMPLETE QUARTER

LEGAL _____ 1 / 4 SEC. _____ TWP. _____ RG. _____ W _____ M

- Locate proposed parcel in ¼ section.
- Parcel boundaries/dimensions (feet, meters, etc.)
- Locate developed road allowance(s) & access point(s).
- Locate shelterbelts, creeks, rivers, drainage ditches, railways, etc.

(Please prepare using up as North, i.e.)

PROPOSED SUBDIVISION SKETCH DETAIL OF SUBDIVIDED PARCEL

LEGAL _____ 1 / 4 SEC. _____ TWP. _____ RG. _____ W _____ M

You may use the attached graph paper to prepare the detailed subdivision sketch.

Add the "North" indicator to the sketch,

(Please prepare using up as North, i.e. _____)

Ensure the following information is provided:

- Distance from all proposed boundary lines to all non-moveable buildings.
- Distance from residence to drinking water supply, sewage system outlet and all proposed boundary lines.
- Distance from sewage outlet to water supply and all boundary lines.
- Distance from water supply to all proposed boundary lines.
- Locate additional residence(s) on the ¼ section.
- Locate shelterbelts, creeks, rivers, drainage ditches, railways, etc.

RURAL SUBDIVISION

ADDITIONAL INFORMATION REQUIRED

PLEASE NOTE BELOW THE TYPE OF WATER SUPPLY AND SEWAGE DISPOSAL THAT IS EITHER EXISTING OR PROPOSED FOR THE LOTS INDICATED ON THE SKETCH ACCOMPANYING YOUR APPLICATION. (THE LOCATION OF THESE FACILITIES MUST BE ACCURATELY INDICATED ON THE SKETCH.)

TYPE OF WATER SUPPLY	1 ST PARCEL	2 ND PARCEL	BALANCE OF THE ¼
DUGOUT			
WELL			
CISTERN & HAULING			
MUNICIPAL SERVICE			
OTHER (Please Specify)			

TYPE OF SEWAGE DISPOSAL	1 ST PARCEL	2 ND PARCEL	BALANCE OF THE ¼
OPEN DISCHARGE/PUMPOUT (#257)			
SEPTIC TANK/HOLDING TANK (#254)			
TILEFIELD/EVAPORATION MOUND (#256)			
SEWAGE LAGOON (#258)			
MUNICIPAL SERVICE			
OTHER (Please Specify [i.e. Cesspools] (#255))			

PLEASE INDICATE IF THE ABOVE IS EXISTING OR PROPOSED BY ENTERING AN **E** OR **P** IN THE APPROPRIATE COLUMN. (If unsure, please check with the local Health Unit or the Plumbing Inspection Branch at Alberta Labour).

SADDLE HILLS COUNTY

RIGHT OF ENTRY BY AN AUTHORIZED PERSON OF SADDLE HILLS COUNTY FOR THE PURPOSES OF A SITE INSPECTION OF THE LAND AFFECTED BY A PROPOSED SUBDIVISION APPLICATION.

THE MUNICIPAL GOVERNMENT ACT, STATUTES OF ALBERTA 1994, CHAPTER M-26.1, SECTION 653 STATES "653(2) IF A SUBDIVISION APPLICATION INCLUDES A FORM ON WHICH THE APPLICANT FOR SUBDIVISION APPROVAL MAY OR MAY NOT CONSENT TO THE MUNICIPALITY OR ITS DELEGATE CARRYING OUT AN INSPECTION, AT A REASONABLE TIME, OF THE LAND THAT IS THE SUBJECT OF THE APPLICATION AND IF THE APPLICANT SIGNS A CONSENT TO THE INSPECTION, A NOTICE OF INSPECTION IS NOT REQUIRED TO BE GIVEN UNDER SECTION 542(1).

I DO _____ OR DO NOT _____ GIVE CONSENT FOR AN AUTHORIZED PERSON OF SADDLE HILLS COUNTY TO ENTER UPON THE LAND THAT IS SUBJECT TO A SUBDIVISION APPLICATION FOR THE PURPOSES OF MAKING A SITE INSPECTION IN ORDER TO EVALUATE THE PROPOSED SUBDIVISION APPLICATION.

LEGAL DESCRIPTION OF LAND _____

NAME (IN BLOCK CAPITALS) _____

SIGNED _____

DATE _____

-----RIGHT OF ENTRY-----