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# COUNTY OF STETTLER NO. 6

## SUBDIVISION APPLICATION

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### *Important Notes*

1. Signatures of **all registered landowners** are required prior to processing any application.
2. If the registered landowner is a company, verification of signing authority must accompany the application.
3. The application is not complete until the development officer has deemed it so.
4. Please note that a site inspection must be completed prior to the referral of all subdivision applications. Site inspections are performed the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month. Please submit your application no later than the Friday prior to the scheduled site inspection date in order to be included with the impending site visits.
5. Applications for subdivision are submitted for review and consideration at the regular Municipal Planning Commission meetings which are scheduled the fourth Wednesday of each month. A staff report will be brought before the Municipal Planning Commission at the earliest opportunity following a 30-day referral period.
6. The Applicant shall indemnify and hold harmless the County of Stettler No. 6, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly from anything done or omitted to be done in the processing of this application.

### *Appeals*

The applicant may appeal a decision of the Subdivision Authority within 14 days of the notice of decision date.

#### **Appeals must be submitted to:**

Secretary, Subdivision and Development Appeal Board  
County of Stettler No. 6  
Box 1270  
Stettler, AB T0C 2L0

#### **For further information, please contact the Planning & Development Department at:**

6602 - 44 Avenue  
Stettler, AB T0C 2L0  
Phone: (403) 742 - 4441  
Fax: (403) 742 - 1277  
Website: [www.stettlercounty.ca](http://www.stettlercounty.ca)

The personal information requested in these forms is protected under the Freedom of Information and Protection of Privacy Act (FOIP). Collection of the personal information on this form is authorized under the Municipal Government Act and is required for the purpose of the County's planning and development processes. The information will be used by the County staff and representatives for contact information. If you have questions regarding FOIP, please phone (403) 742-4441 and ask for the FOIP Coordinator.

### ***List of Referral Agencies***

|  |                                    |
|--|------------------------------------|
| Adjacent Landowners                                    | Alberta Health Services            |
| Alberta Environment & Sustainable Resource Development | School Divisions                   |
| Alberta Transportation                                 | Emergency Services e.g. RCMP, Fire |
| Natural Resource Conservation Board (NRCB)             | Utility Companies                  |
| Alberta Energy Regulator                               | Interests on land title            |
|  | Other agencies as required         |

***Application may be delayed until the County receives approval/comments from any agency that the County determines may be affected by the proposed subdivision.***

### ***Typical Conditions that may be attached to a Subdivision Approval***

1. Legal Survey.
2. Road allowance dedication (typically 16 feet) by road plan at the cost of the applicant. The actual road surface will not necessarily be widened now or in the foreseeable future, so fences will remain in place and present land use (e.g. ranging, crop farming, yard, etc.) may continue unchanged. No permanent structure could be built on the widened road allowance. The road plan shall be prepared by the applicant at no cost to the County.
3. A surveyor's sketch may be required to confirm setback distances of buildings and private sewage disposal systems from property lines.
4. Written confirmation from an accredited Safety Codes Officer that the sewage disposal system complies with the *Private Sewage Disposal Systems Regulation (Alta. Reg. 229/97)* respecting the setback distances from property lines, bodies of water and water sources.
5. All outstanding Property Taxes must be paid.
6. Written confirmation that the applicant has entered into an easement agreement with utility companies, if required.
7. Satisfactory arrangements must be made with the County of Stettler No. 6 for access to the proposed parcel and the remainder of the quarter-section, for example construction of an approach, cutting back of trees for sight distance, construction of a road, installation of traffic signs, etcetera.
8. Compliance with Bylaw 1430-10 relative to making arrangements for civic addressing of the new parcel.

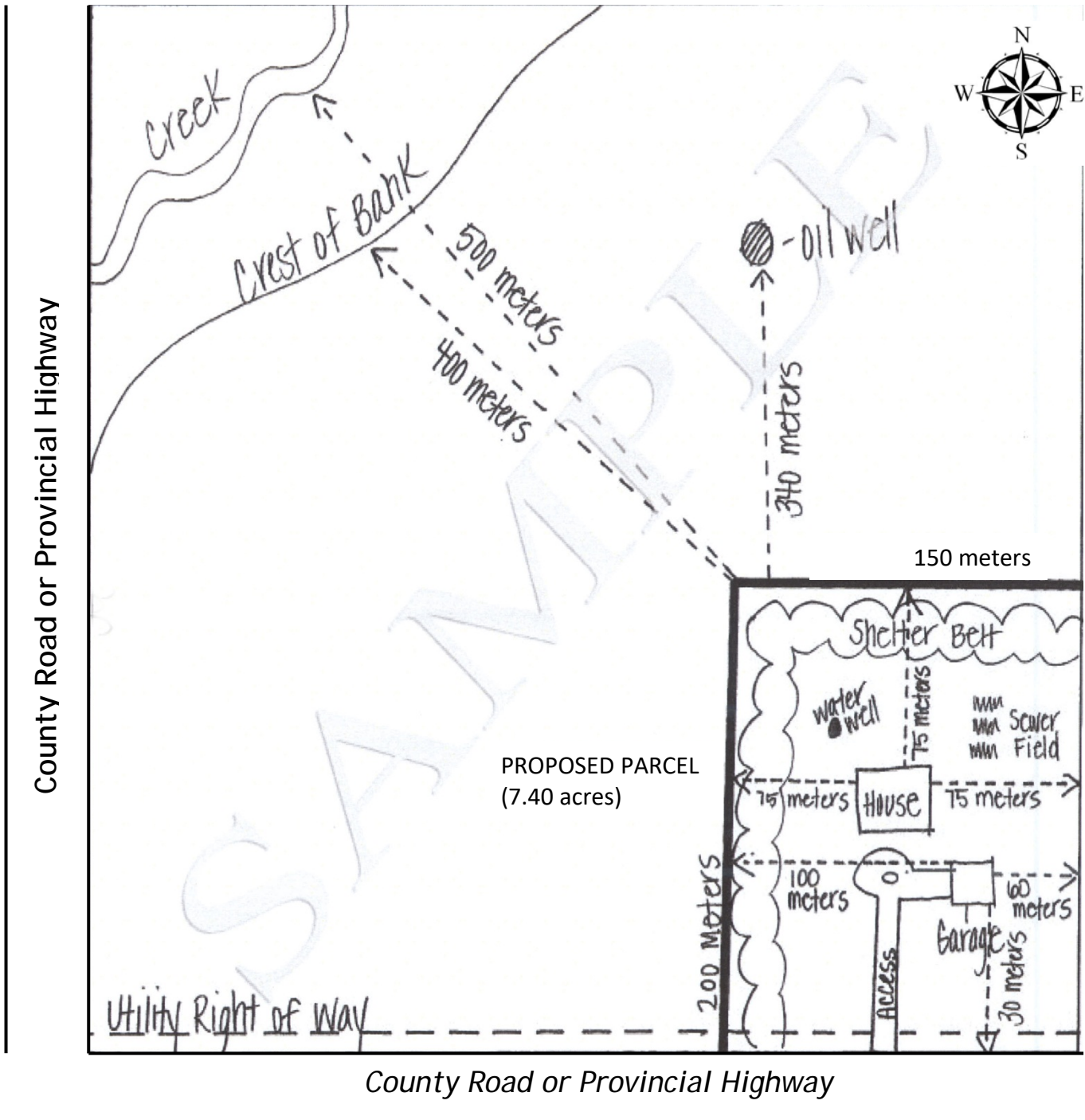
### ***Additional Conditions that may be attached to a Subdivision Approval***

9. Environmental Reserves or Environmental Reserve Easements may also be required depending if the property consists of a swamp, gully, ravine, coulee or natural drainage course or land that is subject to flooding, or land abutting the shore of any lake, river, stream or other body of water.
10. Municipal Reserve may be required for second and additional subdivisions/parcels.
11. The applicant shall enter into a subdivision development agreement with and to the satisfaction of the County of Stettler No. 6, in accordance with Section 655 of the Municipal Government Act, as amended, with regard to all municipal improvements such as water supply, sewage disposal, storm water management, on-site roads and other utilities as may be required.
12. The Applicant shall prepare and submit to the County for approval, at no cost to the County, engineering design drawings that are required for the construction of municipal improvements pursuant to and in accordance with Policy PW 2.17 Engineering Design Guidelines and General Construction Specifications.
13. The issuance of a Construction Completion Certificate for the municipal improvements to the County's satisfaction, pursuant to the subdivision development agreement referenced above.

### ***Please Note:***

Any subdivision approval may contain other or additional conditions based on case-specific review.

Example of the information required on a subdivision plan  
Dimensions and distances shown here are examples only



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**CONTACT INFORMATION**

|                    |  |         |  |
|--------------------|--|---------|--|
| Name of Applicant: |  | Tel.    |  |
| Address:           |  | Mobile: |  |
| City:              |  | Prov.   |  |
| Postal Code:       |  | Fax:    |  |
|                    |  | Email:  |  |

**OFFICE USE ONLY**

|                                 |                       |
|---------------------------------|-----------------------|
| Application Fee:                | Receipt #:            |
| Rural Development Contribution: | Receipt #:            |
| Date First Received:            | Date Deemed Complete: |
| Received By:                    |                       |
| Land Use District:              |                       |
| Subdivision File #:             |                       |

# Consent Form

## Landowner Consent and Right of Entry

(If the applicant is not the registered owner, then the LANDOWNER must sign the following consent.)

I/We, \_\_\_\_\_, being the registered owner(s) of the property legally described as  
Name of Registered Owner(s)

\_\_\_\_\_ do hereby authorize \_\_\_\_\_ to make  
Legal Land Description Name of Applicant(s)

application for subdivision on the above noted property.

I further authorize the staff of the County of Stettler No. 6 and referral agencies to enter my land for the purpose of conducting a site inspection with respect to this application.

The landowner(s) hereby agree(s) that the County of Stettler No. 6 may release the information contained within this application for the purposes of properly processing this application. This release may include, but is not limited to, publication in local newspapers, inclusion in referral letters to agencies and adjacent landowners and inclusion in the Municipal Planning Commission and/or County of Stettler No. 6 Council Packages. Personal contact information will not be published.

\_\_\_\_\_  
Signature of Land Owner

\_\_\_\_\_  
Date

## Applicant Consent

I, \_\_\_\_\_ hereby certify that I am the applicant 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. I have read and understand all of the stipulations outlined in this application, including pages 1 and 2.

I hereby agree to indemnify and hold harmless the County of Stettler No.6, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly from anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized by any approval that may be granted in response to this application. The County of Stettler is not responsible for the information provided.

The County of Stettler No. 6 will endeavor to process this application within the 60-day time period provided for by Section 6 of the Subdivision and Development Regulation (Alberta Regulation 43/2002). The applicant hereby agrees, pursuant to Section 681 of the Municipal Government Act, that the County of Stettler No. 6 may, if reasonably deemed necessary to properly process this application, exceed the 60-day time period for an additional period of not more than 60 days.

I hereby agree that the County of Stettler No. 6 may release the information contained within this application for the purposes of properly processing the application. This release may include, but is not limited to, publication in local newspapers, inclusion in referral letters to agencies and adjacent landowners and inclusion in the Municipal Planning Commission and/or County of Stettler No. 6 Council Packages. Personal contact information will not be published.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**SECTION A - Site Information**

¼ \_\_\_\_\_ Section \_\_\_\_\_ Twp \_\_\_\_\_ Range \_\_\_\_\_ W of \_\_\_\_\_ M

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Hamlet or Subdivision Name (if applicable) \_\_\_\_\_ Rural Address \_\_\_\_\_

Existing Buildings and Present Use and whether they are to remain or be demolished \_\_\_\_\_

Existing water supply and sewage disposal systems and whether they are to remain or be demolished \_\_\_\_\_

Existing parcel size \_\_\_\_\_

**SECTION B - Proposed Parcel**

Number of parcels to be created \_\_\_\_\_ Proposed parcel size \_\_\_\_\_

Explain, in detail, reasons for subdivision (use extra pages if required) \_\_\_\_\_

Proposed water supply and sewage disposal systems \_\_\_\_\_

**SECTION C - Proposed Access**

Please show on the attached sketch where the existing and/or proposed approaches will be located. Construction of the approaches may be a condition of approval.

**SECTION D - Geographic & Physical Characteristics**

**Are any of the following within 800 meters (½ mile) of the proposed development?**

Land Fill/Garbage Disposal Site \_\_\_\_\_ Sour Gas Facilities \_\_\_\_\_ Rights-of-Way (e.g. pipeline, lease road, etc.) \_\_\_\_\_

River, creek or water body \_\_\_\_\_ Slopes of 15% or greater \_\_\_\_\_ Confined Feeding Operation \_\_\_\_\_

Sewage treatment plant or lagoon \_\_\_\_\_ Environmentally sensitive area \_\_\_\_\_

Provincial Highway Right-of-Way (if yes, approval from AB Transportation is required). Name of highway \_\_\_\_\_

Multi-lot subdivision \_\_\_\_\_ Municipal Boundary \_\_\_\_\_

What is the nature of the topography of the land? Flat \_\_\_\_\_ Rolling \_\_\_\_\_ Steep \_\_\_\_\_ Mixed \_\_\_\_\_

Describe the nature of the vegetation of the land (brush, shrubs, trees, mixed, etc.) \_\_\_\_\_

What is the nature of the soil? Sandy \_\_\_\_\_ Clay \_\_\_\_\_ Loam \_\_\_\_\_

# *Subdivision Sketch*



1. Please use the above square to represent the quarter section where subdivision is proposed. Draw your proposed parcel and show its dimensions. In the case of multi-lot subdivisions, use the above square to represent your entire lot.)
2. Indicate all existing buildings that will remain or are to be removed from the proposed parcel and the distances from the proposed new boundaries.
3. Include the location of all roads and/or road allowances. Show the location of the access to the proposed parcel and the remainder of the quarter section.
4. Include shelterbelts, water wells, septic systems, utility lines, watercourses, steep slopes or any other feature relevant to the proposed subdivision.
5. Site plan must be legible and to scale to the satisfaction of the development officer.