

SUBDIVISION APPLICATION

Planning & Development | Town of High River

Pre-application meetings are **required** before the Town will accept a Subdivision Application. Please contact the Planning and Development Services Division at 403.652.2110 or at planning@highriver.ca and we would be pleased to book a pre-application meeting for you.

Applicants must fill in the following application form and submit all requirements (unless otherwise discussed with staff). **The Town does NOT accept incomplete applications.**

FOR OFFICE USE ONLY

DATE ACCEPTED AS COMPLETE: _____

ROLL NO.: _____

FILE NO.: _____

ZONING: _____

DATE OF PRE-APPLICATION MEETING: _____

PART OF EXISTING ASP/NOP/ACP?

OUTSTANDING OFF-SITE LEVIES?:

If yes, specify name, phase number, and whether proposal complies with the plan

YES/NO (circle one)

OUTSTANDING TAXES?: YES/NO (circle one)

PLEASE NOTE:

If your application includes any elements that **do not comply with Town regulations**, you will need to apply for a variance. Variance Development Permit applications **require** pre-application meetings. Please contact us at 403.652.2110 or at planning@highriver.ca and we would be pleased to assist you.

Variance applications require a **fee (\$175) IN ADDITION** to the base permit application.

Application Type:

<input type="checkbox"/>	Title separation	<input type="checkbox"/>	Lot line adjustment	<input type="checkbox"/>	Minor residential freehold (1 or 2 lots) – includes semi-detached	<input type="checkbox"/>	Major residential freehold (3 or more lots) – includes townhouses
<input type="checkbox"/>	Minor residential condominium (1 or 2 units)	<input type="checkbox"/>	Major residential condominium (3 or more units)	<input type="checkbox"/>	Industrial/ Commercial/ Institutional	<input type="checkbox"/>	Other _____ _____

Possible Common Fees	
<i>Title separation:</i> \$500	
<i>Tentative Plans</i> (conforms to an approved Area Structure Plan)	
<input type="checkbox"/>	Lot line adjustment: \$1,500
<input type="checkbox"/>	For 1-2 lots: \$1,500
<input type="checkbox"/>	PLUS \$250 for each lot beyond the first 2
<input type="checkbox"/>	<i>Endorsement of subdivision plans:</i> \$100
<input type="checkbox"/>	<i>Endorsement of building condominium plans:</i> \$100
<input type="checkbox"/>	<i>Variances:</i> An additional \$175
<input type="checkbox"/>	<i>Copies of titles and instruments:</i> \$15 each
<input type="checkbox"/>	<i>Request for extension to subdivision registration deadline:</i> \$200

APPLICANT / AGENT INFORMATION

Applicant Name:
Mailing Address:
Email:
Telephone/Fax:

PROPERTY INFORMATION

Property owner name(s):
Municipal Address of property:
Legal description (Lot, Block, Plan):

OWNER SIGNATURE / PERMISSION LETTER

Must provide either Owner signature below **OR** permission letter from the owner authorizing an Agent to sign the application form.

Owner signature

RIGHT OF ENTRY

In accordance with the *Municipal Government Act*, I hereby authorize the Town of High River to enter the above property for the purpose of conducting a site inspection(s).

Owner Signature

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The information collected via this form is being collected by the Town of High River pursuant to legislation governing the information handling practices of the Town of High River, specifically Sections 33 (a) and (c) of the Freedom of Information and Protection of Privacy Act (Alberta), the Municipal Government Act (Alberta), and other legislation or bylaws governing the municipality, as may be applicable. By signing this document, you acknowledge that, in accordance with Section 17(2)(g) of the Freedom of Information and Protection of Privacy Act your name, address and other details related to your permit may be made available to the public. Should you have any questions related to the collection or disclosure of your personal information, please contact the Legislative Services division for the Town of High River at 403.652.2110.

Applicant/agent signature

Items to be submitted unless otherwise discussed with staff:

ADMINISTRATIVE		
One hard copy AND .pdf (USB key or email)	CHECK BOX IF ITEM IS BEING PROVIDED	CHECK BOX IF ITEM IS NOT APPLICABLE
a) Applicable Fee	<input type="checkbox"/>	<input type="checkbox"/>
b) Registered owner's signature (on previous page) or a letter of authorization from the registered owner.	<input type="checkbox"/>	<input type="checkbox"/>
c) Copy of Certificate(s) of Title(s), validated within 30 days of the submission of the application showing all ownership interests and easements within the parcel to be subdivided. They can be purchased at https://alta.registries.gov.ab.ca (\$10 each) or the Town can order them for you (\$15 each).	<input type="checkbox"/>	<input type="checkbox"/>
d) Copy of any Restrictive Covenants, Utility Rights-of Way, Easements, or Town Caveats registered on the Title(s) (mortgage/other financial not required). They can be purchased at https://alta.registries.gov.ab.ca (\$10 each) or the Town can order them for you (\$15 each).	<input type="checkbox"/>	<input type="checkbox"/>
e) Real Property Report if the parcel contains existing buildings.	<input type="checkbox"/>	<input type="checkbox"/>
f) A digital file of the survey plan (AutoCAD & PDF files).	<input type="checkbox"/>	<input type="checkbox"/>
g) Color photographs of the site and surrounding area	<input type="checkbox"/>	<input type="checkbox"/>
h) Proposed addressing plan	<input type="checkbox"/>	<input type="checkbox"/>
WRITTEN SUBMISSIONS		
One hard copy AND .pdf (USB key or email).	CHECK BOX IF ITEM IS BEING PROVIDED	CHECK BOX IF ITEM IS NOT APPLICABLE
1) Proposal Description		
a) Description narrative outlining how this proposal meets the intent of the Town Plan and any Area Structure / Area Redevelopment / Area Concept Plans, which have been adopted for the area.	<input type="checkbox"/>	<input type="checkbox"/>

PROPERTY INFORMATION

Fill in the blanks

a) Is the land situated within 800 m of the municipal boundary? Yes No

b) Is the land within an existing Area Structure Plan, Area Redevelopment Plan, Area Concept Plan, and / or Neighbourhood Outline Plan?
Yes No
If yes, does the proposal conform to the applicable plan? Yes No

c) Is the land situated within 800 m of a Highway? Yes No Hwy No. _____

d) Is the land situated within 800 m of a river, stream, water course, lake, other permanent body of water, or a canal or drainage ditch?
Yes No
If yes, please describe

e) Total area of the above parcel of land _____ hectares (_____ acres).

f) Existing use of land

g) Proposed use of land

h) The existing land use designation (zoning) as described within the Land Use Bylaw

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

j) Number of lots being created

k) Size of lots being created

l) Block length(s)

m) Block perimeter(s):

SURVEY PLAN		
Two 24"x36" hard copies of site plan and .pdf (USB key or email) certified by an Alberta Land Surveyor showing the following required items in METRIC units	CHECK BOX IF ITEM IS BEING PROVIDED	CHECK BOX IF ITEM IS NOT APPLICABLE
1) Title box showing:		
a) Address/stamp & seal of professional advisor(s) b) North arrow c) Scale d) Date (including latest revision date) e) Municipal address and legal description f) Land Use Bylaw district g) Area and dimensions of area(s) to be subdivided)	<input type="checkbox"/>	<input type="checkbox"/>
2) Development Statistics / Reserve Land		
a) Statistics in tabular form showing calculations of the gross area of land in the plan area and the allocation of that land to streets, lanes, lots, Municipal Reserve, Municipal and School Reserve, School Reserve, and Environmental Reserve	<input type="checkbox"/>	<input type="checkbox"/>
b) An appraisal of the market value of the land when money in place of land dedication for Municipal Reserve is proposed. The appraisal must be prepared in accordance with the <i>Municipal Government Act</i> and must be submitted with the application	<input type="checkbox"/>	<input type="checkbox"/>
3) Property Information		
a) The location, dimensions and boundaries of the parcel to be subdivided.	<input type="checkbox"/>	<input type="checkbox"/>
b) The location, dimensions, and boundaries of each new lot to be created and any reserve land.	<input type="checkbox"/>	<input type="checkbox"/>
c) The proposed lot(s) to be registered in a Land Titles Office	<input type="checkbox"/>	<input type="checkbox"/>
d) Existing Rights-of-Way of each public utility and/or other Rights-of-Way.	<input type="checkbox"/>	<input type="checkbox"/>
e) The location, use, and dimensions of buildings on the parcel that is the subject of the application and specifying those buildings that are proposed to be demolished or moved.	<input type="checkbox"/>	<input type="checkbox"/>
f) 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 parcel of land.	<input type="checkbox"/>	<input type="checkbox"/>
g) The location of any existing or proposed wells, any private sewage disposal systems, and the distance from these to existing or proposed buildings and existing or proposed lot lines.	<input type="checkbox"/>	<input type="checkbox"/>
h) Existing and proposed access to the proposed lot(s) and the remainder of the parcel.	<input type="checkbox"/>	<input type="checkbox"/>
i) Where a Lot is proposed to be subdivided from a larger parcel, the whole of which may eventually be subdivided and no Neighbourhood Outline Plan has been provided, the general design of the larger parcel shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
j) A plan showing natural resources, such as trees, ravines, views, and other similar natural features which are influential to the Subdivision of the area.	<input type="checkbox"/>	<input type="checkbox"/>
k) An Historical Resources Impact Assessment on lands that have been identified or suspected as containing a Registered Historical Resource or within 60 m of public lands set aside for use as historical Sites.	<input type="checkbox"/>	<input type="checkbox"/>

4) Information re: abutting properties:		
a) Approximate boundaries of adjoining parcels.	<input type="checkbox"/>	<input type="checkbox"/>
b) Outlines of existing structures and access points of adjacent properties.	<input type="checkbox"/>	<input type="checkbox"/>
c) Uses of adjacent properties (residential, commercial, industrial, undeveloped, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
d) Approximate locations of wells and septic systems on abutting properties.	<input type="checkbox"/>	<input type="checkbox"/>
5) Building Footprints		
a) Footprints of all existing buildings and structures (indicate if any existing buildings are proposed to be demolished)	<input type="checkbox"/>	<input type="checkbox"/>

ENGINEERING

Two 24"x36" hard copies of engineering plans AND .pdf AND .dwg	CHECK BOX IF ITEM IS BEING PROVIDED	CHECK BOX IF ITEM IS NOT APPLICABLE
All supporting reports/studies shall include 2 paper copies, and .pdf on USB		
a) Ground water information and information regarding the supply of potable water if the intended Uses are not served by a piped municipal system.	<input type="checkbox"/>	<input type="checkbox"/>
b) Development Site Servicing Plan (DSSP)	<input type="checkbox"/>	<input type="checkbox"/>
c) Storm Water Management (SWM) Report and Storm Water Management Plan (3 or more units)	<input type="checkbox"/>	<input type="checkbox"/>
d) A Geotechnical Assessment, stamped by a qualified professional, on the subsurface characteristics of the Site's suitability to: <ul style="list-style-type: none"> i. Sustain sewage disposal systems if the intended Use is not to be served by a piped municipal wastewater system; and / or ii. Support Building foundations and withstand slumping or subsidence on lands. iii. Deep Fills -more than a meter iv. Slope Stability Analysis more than 6% lands 	<input type="checkbox"/>	<input type="checkbox"/>
e) Traffic Noise Analysis And /Or Sound Attenuation Report	<input type="checkbox"/>	<input type="checkbox"/>
f) Traffic Impact Assessment	<input type="checkbox"/>	<input type="checkbox"/>
g) Environmental Site Assessment Report	<input type="checkbox"/>	<input type="checkbox"/>
h) Erosion & Sedimentation Control (ESC) Plan & Report (only for sites of 2 hectares or more in size).	<input type="checkbox"/>	<input type="checkbox"/>
i) Lighting plan with grid illumination calculation	<input type="checkbox"/>	<input type="checkbox"/>
j) Construction cost estimates (completed by Developer's Engineering and/or Landscape Architect) for the purpose of calculating the Letter of Credit amount as per Town Policy POL-22-100-02 .. Estimates shall be provided for: <ul style="list-style-type: none"> i. Underground servicing ii. Surface work including grading, paving, concrete, sidewalks, etc. iii. Landscaping iv. Stormwater management facilities 	<input type="checkbox"/>	<input type="checkbox"/>
k) Tree Protection Plan	<input type="checkbox"/>	<input type="checkbox"/>

Note: Additional documentation may be required from the applicant after Town staff have reviewed the submitted application.

Applicant Signature
 (confirming that all information provided is correct)

Date

Staff member reviewing application completeness

Date deemed to be complete