



PLANNING AND DEVELOPMENT DEPARTMENT
P.O. Box 1679
Lac La Biche, AB T0A 2C0
Phone: (780) 623-1747 Fax: (780) 623-2039

SUBDIVISION APPLICATION REQUIREMENTS CHECKLIST

Notice to Applicants:

- 1) Applications are **NOT** considered complete **until all the information has been provided.**
- 2) You will be notified by letter if you are required to submit additional information, schedules or reports for your application.
- 3) You will be notified by letter when your application has been accepted as complete, and also when a decision has been made.

OFFICE USE ONLY

	The Applicant, Registered Landowner, AND Right Of Entry must be completed with each and every application as well as Property Information.
	Application signed by applicant and registered landowner. All names on title must sign.
	Certificate Of Title dated within the last 30 days.
	DETAILED Site Plan completed on attached sheet.
	Payment.
	Additional Information, Schedules or Reports: <ul style="list-style-type: none">○ Environmental Site Assessment○ Biophysical Assessment○ Site Servicing Report○ Historical Overview○ Stormwater Management Plan○ Plan Need Evaluation Matrix○ Water and Sewer Matrix

Officer's Name _____



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APPLICATION FOR
SUBDIVISION

File Number: _____

Roll Number: _____

Date Application Received/Completed: _____

Applicant/Agent: _____ Phone: _____

Address: _____ Cell: _____

City/Prov. _____ Postal Code: _____ Fax: _____

SIGNATURE: _____ Email address: _____

Agent Authorization: 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.

Owner same as Applicant

Registered Owner: _____ Phone: _____

Address: _____ Cell: _____

City/Prov. _____ Postal Code: _____ Fax: _____

SIGNATURE: _____ Email address: _____

RIGHT OF ENTRY

Pursuant to Section 542 of the Municipal Government Act, I hereby do ____ or do not ____ grant consent for a designated officer of Lac La Biche County to enter upon the land as described above, for a site inspection. This may include taking photographs to be used in a report if required by a Development Officer.

Print Name: _____

SIGNATURE: _____

PROPERTY INFORMATION

Legal: Lot ____ Block ____ Plan _____ and/or Part of ____ ¼ Sec ____ Twp ____ Rge ____ W4M

Subdivision Name (if applicable) or Area of Development _____

Rural Address/Street Address _____ Parcel Size _____

Has any previous application been filed in connection with this property? Yes No

If yes, please describe the details of the application and file number:

Is the subject property near a steep slope (exceeding 15%)? Yes No

Is the subject property near or bounded by a body of water? Yes No

Is the subject property near a provincial highway? Yes No

Is the subject property within 1.5km of a sour gas facility? Yes No

Is the subject property immediately adjacent to the County boundary? Yes No

If yes, the adjoining municipality is: _____

SUBDIVISION

Registration Method:

<input type="checkbox"/>	Plan of Survey
<input type="checkbox"/>	Descriptive Plan

Area of land to be subdivided: _____ (hectares/acres)

Reason for subdividing the land: _____

Existing use of the land: _____

Proposed use of the land: _____

Existing Land Use District/Zoning of Property: _____

Proposed Land Use District/Zoning of Property: _____

Describe the nature of the topography of the land (flat, rolling, steep, mixed)

Describe the nature of vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, and creeks etc.)

Describe the kind of soil on the land (sandy, loam, clay etc.)

Describe the collection and disposal of stormwater (grass swales, ditches, curb/gutter etc.)

Describe any potential for the flooding, subsidence or erosion of the land

Describe any buildings/structures, including dimensions, on the land and whether they are to be demolished or moved.
(Please indicate on Site Plan)

Water Services

Proposed Property _____

Remnant Lands _____

Sewer Services

Proposed Property _____

Remnant Lands _____

Multi-lot parcels ONLY:

Project Name (if applicable): _____

Site Development Data:	Existing	Proposed (in acres)
Total gross acreage		
Total net acreage		
Number of Lots		
Commercial sq. ft.		
Total number of dwelling units		
Project Density		
Total acres in municipal reserve		
Total acres in environmental reserve		
Total acreage in easements/right-of-ways		

SITE PLAN

Date: _____

Legal: Lot _____ Block _____ Plan _____ and Part of _____ ¼ Sec _____ Twp _____ Rge _____ W4M

Name of Applicant: _____ **APPLICANT'S SIGNATURE:** _____

Please indicate the following required information on sketch:

File Number: _____

SUBDIVISION APPLICATION SITE PLAN

- The **use, location and dimensions of buildings** on the land and specify which buildings may be demolished or moved from property.
- Location of any water bodies on subject property.
- All developed and undeveloped **road allowances**.
- Indicate the **North** direction.
- Location of all right-of-way and easements within or abutting the subject property.
- Indicate **EXISTING zoning** of subject property.
- Location of **existing wells/ septic systems** and **distances from property lines to any permanent structures**.
- Indicate the **location, dimensions and boundaries of the land to be subdivided**.
- Existing and proposed access to each parcel being created as well as remnant lands.

APPLICATION REQUIREMENTS:

Applications are **NOT** considered complete **until ALL of the required information has been provided.** Please ensure that you have completed the application form accurately and clearly. Lack of information may delay consideration of your application.

Should additional information be required, you will be contacted directly by the Planning and Development Department.

You will be notified by letter when your application has been accepted as complete and also when a decision has been made regarding your application.

The question that is often asked of our department is:

“How long does it take from start to finish for my complete application to be processed?”

Please be aware that a decision can take 3-4 months. However, depending on the nature of the application the approval can be done sooner.

****NOTE: Registration of subdivided lots comes at the time of completed conditions.**

OFFICE USE ONLY

Type of Payment:

CREDIT CARD DEBIT CASH CHEQUE

Subdivision Permits

Single Parcel/Natural Fragmentation/

Boundary Adjustments..... \$350.00

Endorsement Fee: Single Lot..... \$150.00

Two Lots..... \$300.00

Application (Per Lot)..... \$100.00

Endorsement Fee: Two Lots..... \$300.00

Mutli-Lot (3 or more)..... \$350.00

Application (Per Lot)..... \$200.00

Endorsement Fee..... \$500.00

****NOTE: Endorsement fees are only due at the TIME OF REGISTRATION of Subdivision**

Receipt # _____

Authorization:

Officer’s Name _____

Date Received _____

Date of Approval _____

Date Issued _____

The personal information provided is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act. Any questions regarding the collection, use or disposal of this information should be directed to the Manager of Legislative and Information Services for Lac La Biche County at (780) 623-1747.