

# TOWN OF WAINWRIGHT

## APPLICATION FOR SUBDIVISION



### OFFICE USE ONLY

Date of Application  
Submitted: \_\_\_\_\_

BY PLAN OF SUBDIVISION

BY OTHER INSTRUMENT

Subdivision Application No.	
Date Application Deemed to be Complete	
Subdivision Application Fee	
Endorsement Fee Received	
Current Zoning	

### APPLICANT INFORMATION

Name of Registered Owner  
of Land to be Subdivided: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/Town: \_\_\_\_\_ Email: \_\_\_\_\_

Postal Code: \_\_\_\_\_

### AGENT INFORMATION *(person authorized to act on behalf of the registered owner)*

Name of Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/Town: \_\_\_\_\_ Email: \_\_\_\_\_

Postal Code: \_\_\_\_\_

### SURVEYOR INFORMATION

Name of Surveyor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/Town: \_\_\_\_\_ Email: \_\_\_\_\_

Postal Code: \_\_\_\_\_

## SUBDIVISION INFORMATION

1. All/part of the \_\_\_\_\_ ¼ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ West of Meridian
2. Being all/part of: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_
3. Total area of existing parcel of land (prior to subdivision) is: Hectares \_\_\_\_\_ Acres \_\_\_\_\_ Sq Feet \_\_\_\_\_
4. Total number of lots to be created: \_\_\_\_\_ Size of each lot created: \_\_\_\_\_
5. Municipal/Civic Address (if applicable): \_\_\_\_\_
6. Certificate of Title No.(s): \_\_\_\_\_
7. Is the land situation immediately adjacent to the municipal boundary? YES NO
8. Is the land situated within 0.8 kilometers of the right-of-way of a highway? YES NO  
If yes, state which highway No. \_\_\_\_\_
9. Does the proposed parcel contain or is it bounded by a stream, river, lake or other body of water, or by a canal or drainage ditch? YES NO  
If yes, state its name: \_\_\_\_\_
10. Are there any abandoned oil or gas wells or pipelines on the land? YES NO
11. Is the proposed parcel within 1.5 kilometers of a sour gas facility? YES NO
12. What is the existing use of the land? \_\_\_\_\_
13. What is the proposed use of the land? \_\_\_\_\_
14. Describe the nature of the topography of the land (flat, rolling, steep, mixed): \_\_\_\_\_
15. Describe the kind of soil on the land (sandy, loam, clay, etc.): \_\_\_\_\_
16. Is this a vacant parcel? YES NO  
If no, describe all the buildings and any structures on the land: \_\_\_\_\_  
Will any of the buildings and/or structures be demolished or moved (if yes, indicate which ones): \_\_\_\_\_
17. What is the existing source of water (if other, please describe)? Municipal Other \_\_\_\_\_
18. What is the existing sewage disposal (if other, please describe)? Municipal Other \_\_\_\_\_
19. If the proposed subdivision is to be serviced by other than a municipal utility services, describe the manner of providing water and sewer disposal: \_\_\_\_\_

## DECLARATION OF APPLICANT / AGENT

Registered Owner

Authorized Agent Acting on Behalf of the Registered Owner

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Subdivision. I also consent to an authorized person designated by the Municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application. This right is granted pursuant to Section 653(2) of the Municipal Government Act.

\_\_\_\_\_  
**APPLICANT**

\_\_\_\_\_  
**REGISTERED OWNER** *(if not the same as applicant)*

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

The following items shall be attached to the Subdivision Applications. This is not an exhaustive list and the Subdivision Authority may request additional information that is required to assess the application.

- **Site plan prepared by an Alberta Land Surveyor (ALS), which includes the following details:**
  - Scale and north arrow
  - Legal description and municipal address of subject property
  - The accurate location, dimensions, areas and boundaries of the land that is subject to the application, each new lot to be created, any reserve land, existing rights-of-way of each public utility, and other rights of way, easements, railways, canals or any other feature on or adjacent to the land proposed for subdivision
  - The location, use and dimensions of any building and structures on the land that is the subject of the application dimensioned to the proposed property line and specifying those buildings or structures that are proposed to be demolished or moved.
  - The location of any existing water source (well, cistern, curb stop, etc.) and private sewage treatment systems (holding tank, septic tank/field, open discharge/treatment mound, etc.) on the property dimensioned to existing and proposed property lines.
  - Adjacent municipal roads, provincial highways and any public pathway or trails adjacent to the site, dimensioned from the property lines.
  - Existing and proposed access to each new lot and residual land.
  - The approximate 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.
  - The location of any natural and man-made features such as fences, sloughs, dugouts and/or other bodies of water, and wooded areas and/or shelter belts.
- **If applicant is not the registered owner**, a written statement (or this application) signed by the registered owner consenting to this application.
- **Application fee payable to the Town of Wainwright.**

**TERMS:**

1. Although the Subdivision Authority is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent, and is without prejudice to the decision in connection with the formal application. It must be clearly understood that any action taken by the applicant before a Development Permit is received, is at their own risk.
2. A survey sketch prepared by an Alberta Land Surveyor (ALS), in sufficient detail to enable adequate consideration of the application, must be submitted with this application. It is desirable that the plans and drawings should be on a scale appropriate to the development.
3. If a decision is not made within 60 days from the date of the receipt of the application in its complete and final form, or within such longer period as the applicant may approve in writing.

**ADDITIONAL INFORMATION:**

In addition to the above requirements, the Subdivision Authority may also require information such as but not limited to:

1. Proof of ownership or right to the land in question and may require a current Real Property Report as proof of location of development on said land.
2. Additional plans (such as an Area Structure Plan, Outline Plan, or Conceptual Scheme) and information may be required and requested due to the nature and magnitude of a proposed subdivision.
3. Existing and proposed site grades, contours and any special topographical features or site conditions (ie. escarpments, break-of-slope, and unstable areas).
4. A map showing the 1:100 year flood area(s).
5. Land use and land surface characteristics within 0.8 kilometers of the land that is the subject of the application.

Please note: the review and determination of completeness of a subdivision application may be delayed if the form and/or additional information provided is incomplete.

FOIP Notification: Your name, home phone number, home address and postal code are collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act. This information will be used in the administration of the Town of Wainwright programs. If you have any questions about this collection, contact the FOIP Coordinator, Town of Wainwright, 1018 – 2 Avenue, Wainwright, AB T9W 1R1 or at 780-842-3381.