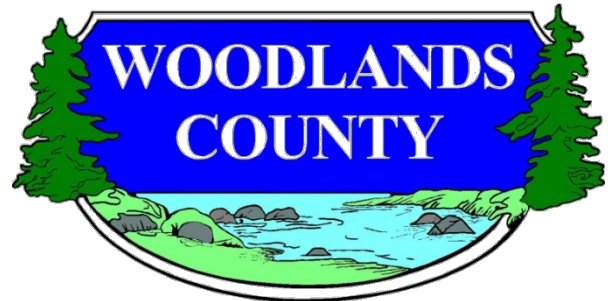


How To Subdivide Land



- Information
- Guidelines
- Application Form

Woodlands County
Whitecourt Municipal Office
780-778-8400
Fax: 780-778-8402

Website:
www.woodlands.ab.ca



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Purpose of this pamphlet

By outlining the steps involved in the land subdivision process Woodlands County hopes to provide clear direction to anyone considering subdividing land.

What is a subdivision?

Subdivision is simply the process of dividing a piece of land into any number of smaller parcels of land (as permitted by local (Land Use Bylaw, Municipal Development Plan, Intermunicipal Plan and Area Structure Plan) and provincial regulations). Each newly created parcel is issued its own registered title from an Alberta Registries, Land Titles Office.

Who can apply to subdivide land?

Only the person or persons who are the registered owner(s) of the land, which is to be subdivided, can apply for a subdivision, however, the owner may appoint an authorized person to act on his/her behalf. Although anyone can be appointed, an authorized person is usually a planning consultant, land surveyor or lawyer.

**LAND MAY NOT BE SUBDIVIDED WITHOUT THE PERMISSION
OF ALL OF THE REGISTERED LAND OWNER(S)**

STEPS IN THE SUBDIVISION APPROVAL PROCESS

1. Submit an application for subdivision to Woodlands County including a diagram and dimensions of the proposed parcel(s), and all required reports per pages 2 & 3 of this document.
2. Woodlands County sends your proposal to local and provincial authorities for their comments. Adjacent landowners are also notified.
3. A decision must be made within 60 days of receiving your completed application. Your application may be approved, approved with conditions or refused.

You may be required to enter into a Developer's Agreement with Woodlands County.

This may include but not be limited to;

- payment of taxes;
- payment of municipal reserves pursuant to Section 39 of Land Use Bylaw and are utilized for future development of recreation areas;
- road and approach construction;
- warranty periods;
- installation of utilities;
- engineered water availability studies & water table, percolation tests;
- inspection of existing septic systems by an accredited agency, etc.

You may also be required to provide reserves for roads, utilities, schools, parks and environmental reserves.

4. The Municipal Planning Commission will make a decision on your application. The Municipal Planning Commission meets twice a month, First and Third Wednesdays.
5. If your application is refused, or if you do not agree with one or more of the conditions imposed, you may appeal the decision to either the Subdivision & Development Appeal Board or the Municipal Government Board. Your appeal must be made within 21 days of the date of decision.
A decision may also be appealed by a government department, or a school authority.
6. If, after the 21 days, there are no appeals, you may obtain the services of an Alberta land surveyor to have the descriptive plan or plan of survey completed.
7. You have one (1) year from the date of approval to have the subdivision endorsed and registered at Alberta Registries, Land Titles Office.

WHAT INFORMATION IS REQUIRED TO SUBDIVIDE?

An "Application for Subdivision" will only be accepted as being complete when ALL of the following information has been submitted and ready for circulation to the various referral agencies. Items 2 thru 5 must accompany the application form.

1. A completed application form

The application form must be completed in its entirety. It is important to provide accurate information on the location, legal description, existing uses of the land, the proposed use(s) of the land, the location of existing buildings and improvements, location of wells (abandoned & active), septic systems, number of lots being applied for, physical characteristics of the land and the reason for subdivision. The following are also required for each application where applicable;

Contour Mapping of the quarter section or parcel proposed for subdivision **must** be supplied with the subdivision application.

Bank Stability reports by a qualified engineering firm will be required in the event that proposed parcels to be subdivided have a grade of 30% or more, to ensure that suitable building sites are available.

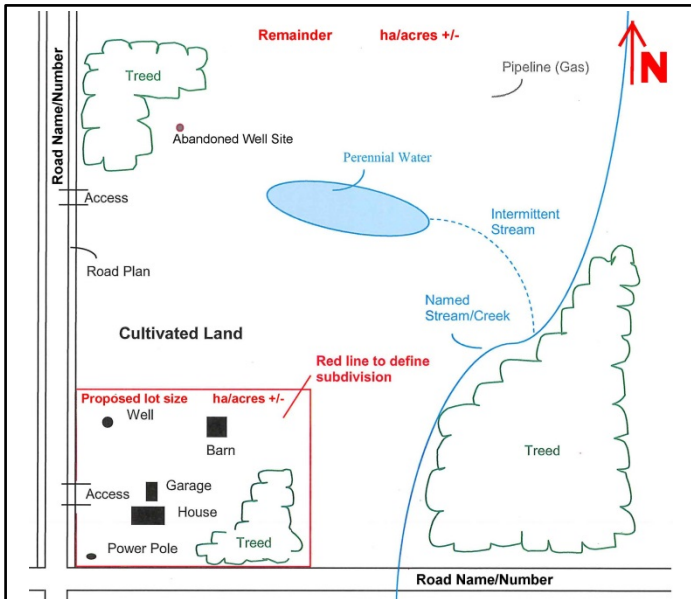
Flood Plain Elevations by a qualified land surveyor or engineering firm will be required when a parcel of land to be subdivided is within a flood plain or flood fringe area. All proposed parcels must have a suitable building site .5m above the 1:100 year flood elevation as determined by River Engineering, Alberta Environment.

2. Sketch

Subdivision sketches must accompany the application and should illustrate the following information:

- a) The location, dimensions and boundaries of the titled area.
- b) The location, dimensions and boundaries of each new lot to be created and their distance from existing boundaries.
- c) The location of existing buildings (garage, shed, house, barn etc) and their distances from the two (2) nearest existing or proposed boundaries and/or quarter section boundaries.
- d) The location of domestic water wells and their distances from the two (2) nearest existing or proposed boundaries and/or quarter section boundaries.
- e) The location and type of sewer disposal system (pump out, septic tank, mound, field, etc.) and their distances from the two (2) nearest existing or proposed boundaries and/or quarter section boundaries.
- f) The location and distance from existing buildings and the two (2) nearest existing or proposed boundaries of any man made features such as oil/gas wells or batteries, including abandoned well sites.
- g) The size and location from two (2) nearest existing or proposed boundaries of any natural features such as:
 - Lakes, sloughs, ponds or other bodies of water
 - Rivers, creeks streams, or intermittent water courses,
 - Muskeg, or wooded areas and swamps.
- h) The location and distance from existing buildings and the two (2) nearest existing or proposed boundaries of any man made features such as:
 - dug outs or ponds
 - major drainage ditches
 - cultivate or pasture land
- i) The location, numbers, names and transportation features such as:
 - Highways
 - Secondary Highways
 - Municipal Roads
 - Lease roads, and rail lines

Example of a subdivision sketch



Subdivision sketches, that form part of a complex application, involving roads and more than two parcels (i.e. plan of subdivision), must be prepared by a qualified person (ie. Planning consultant, surveyor, etc.)

Woodlands County staff will ensure that such sketches contain all of the information listed on the previous page.

3. Landowner authorization

An application for subdivision can only be authorized by the registered owner(s). If it is more convenient, the landowner(s) may have another authorized person act on his/her behalf. To do so, an “Authorization Form” (part of the Right of Entry Form) from our office must be completed and signed by the registered landowner(s). This is the statement that legally authorizes the person that has been designated, to act on your behalf.

If there is more than one registered owner of the property, all owners must sign the “Authorization Form”.

For example, this would include joint ownership between a husband and wife, between parents and children, or between business partners.

It is very important that that name(s), address and phone number of the registered owner(s), be printed in the proper areas on the “Application for Subdivision” form.

4. Right of entry form

The “Right of Entry Form” must be completed in its entirety and signed by you or your authorized agent. The right of entry is your permission for us to visit and inspect the land you are subdividing if we find it necessary to do so. A “Right of Entry Form” is included in your subdivision application package.

5. Subdivision fees

The application fee must accompany the application.

As per the Woodlands County Schedule of Fees Bylaw 516/18:

- Application Fee (includes first parcel out) \$600.00
- Plus: per lot being created \$250.00
- Time Extension Requests

1st	\$250.00
2nd	\$500.00
3rd	\$750.00
- Further extension requests must demonstrate extenuating circumstances \$1000.00
- Endorsement Fee (per parcel being created) \$150.00
- Inspections (first inspection – no charge)

Subsequent call-outs (per call-out)	\$200.00
-------------------------------------	----------
- Third Party Reviews Cost + 10%

6. **Water availability, soil classification, water table tests, existing septic system inspections, bank stability reports, surveyed flood plain elevations.**

Water availability, soil classification, water table tests and septic system inspections are generally a condition of subdivision approval however may be required to be performed upfront and be attached to the Subdivision Application Form.

Please be advised that ***a subdivision application will not be reviewed until such time as all required reports are provided.***

The above reports are required per Woodlands County Design Guidelines & Construction Standards. These reports are standardized requirements by Federal and Provincial Regulations, Alberta Municipal Affairs, Safety Codes Council, and Alberta Environment. Further information regarding these requirements may be obtained in the Subdivision and Development Regulations Act 43/2002, the Municipal Government Act, and the Water Act.

A copy of the Design Guidelines and Construction Standards is available on the Woodlands County website or from either Woodlands County Municipal Office.

NOTE: The above reports are not a requirement if the land being subdivided is serviced or is intended to be serviced with piped municipal water and sewer systems or cisterns and holding tanks are to be utilized. However a caveat will and must be registered on each lot if cisterns and holding tanks are to be the means of water and sewer.

7. **Time extension for approvals**

If a decision on your application cannot be made within 60 days, we will request a time extension.

The "Time Extension Form" may be completed and signed by the registered owner or his/her authorized agent and submitted to us at any time during the 60 day processing period.

If you do not grant an extension to the 60-day period, the application is deemed to be refused and you may appeal this decision.

8. **Evaluation and decision on the subdivision application**

1. Your application and all relevant reports will be reviewed and checked by Woodlands County staff to ensure that the proposal conforms to local, provincial and federal planning regulations. In addition, the land you are subdividing will be evaluated according to:
 - General terrain;
 - Soil characteristics;
 - Water table and percolation tests provided, (soils capability to provide drainage and absorb sewage effluent);
 - Adequacy of proposed building sites;
 - Bank stability and Flood Plain Elevations (possibility of flooding, erosion or slumping of land);
 - Existence of legal access and the adequacy of physical access;
 - Water Availability Reports; the availability of a water supply that is adequate for drinking and for the intended use of the parcel;
 - Use of adjacent lands;
 - Lands proximity to existing utilities, power, telephone, natural gas, and municipal roads;
 - A site inspection of the land you are subdividing (if authorized).
2. Once all of the above requirements have been reviewed the application then follows a 14-day referral agency circulation period in which the application is referred to local and provincial authorities for their review and comments. The subdivision will also be referred to adjacent landowners by mail.

Subdivision referrals may be sent to: school boards, gas companies, power companies, AEUB, Telus, Land Titles, Alberta Transportation, adjacent municipalities, Alberta Environment and Parks, Municipal Infrastructure services, health authorities.

3. Once all referral responses have been received the application is presented to the County's Municipal Planning Commission for a decision. The decision to approve, approve with conditions or refuse the application is based on the information submitted with the application, comments received from referral agencies, comments from adjacent landowners, federal, provincial and local planning policies, statutes and regulations applying to the land.
 - a) Woodlands County will send written notice of the decision to the applicant, registered owner(s) and the relevant referral agencies.

Endorsement

Once your application has been approved you have one (1) year to meet all the conditions of approval.

An Alberta Land Surveyor must prepare, and submit to Woodlands County for endorsement, a final plan or registerable instrument. You must ensure that all conditions of approval have been met before Woodlands County will endorse the plan.

Endorsement Fees: \$150.00 per parcel created

Registration

You have one (1) year from the date of endorsement to have your final plan or registerable instrument registered in the Alberta Registries Land Titles Office.

Upon registration of your final plan new titles, for the lots created, will be issued to you by the Land Titles Office.

NOTE: If you are unable to prepare a final plan or are unable to satisfy the conditions of approval within one (1) year time period, but you intend to do so, you must apply to Woodlands County for a time extension. A fee will be required. Woodlands County Council reviews the time extension application and makes a decision on the time extension request.

Appeals

A decision of approval, conditional approval or refusal may be appealed to the Subdivision & Development Appeal Board or in the case of subdivisions which may affect an area of provincial interest; the appeal may be directed to the Municipal Government Board.

The following are the persons or agencies who may appeal a subdivision decision:

1. Applicant:

The registered owner, or your authorized agent, may appeal a decision of refusal or any condition attached to an approval. In order to appeal, you must send written notice within 21 days of the date of decision, to the appeal body outlined on your decision stating the reasons for your appeal.

2. Provincial government departments:

A government department may appeal a decision within 21 days of the date of decision if the application was required by the regulations to be referred to that department.

3. School authorities:

The local school authorities may only appeal within 21 days the amount or the location of the school reserve or municipal and school reserve that it receives.

Municipal Government Board

15th Floor, 10155 – 102 Street Edmonton, AB T5K 4L4
Ph: 780-427-3751 Fax: 780-422-0158

Subdivision & Development Appeal Board

Box 60, #1 Woodlands Lane Whitecourt, AB T7S 1N3
Ph: 780-778-8400 Fax: 780-778-8402

ADDITIONAL INFORMATION

Contacts:

Woodlands County
Box 60, #1 Woodlands Lane, Whitecourt, AB T7S 1N3
TOLL FREE 1-888-870-6315 780-778-8400

Alberta Registries - Land Titles Office 10365 – 97 Street
Edmonton, AB T5J 2T3 780-427-2742

Water availability, soil classification & water table tests:

Alta Tech Environmental Services Inc., Whitecourt 780-706-2696

EcoMark Ltd., Edmonton 780-444-0706

Genivar, Edson 780-712-5000

HCL: Hydrogeological Consultants (Jim Touw), Edmonton 1-800-661-7972

Mistik Environmental Services Ltd., Slave Lake 780-849-9386 ext 103 or 780-843-5846

Nichols Environmental Ltd., Edmonton 780-484-3377

Geotechnical reports, bank stability & flood plain:

Amec Foster Wheeler, Edmonton 780-436-2152

Thurber Engineering, Edmonton 780-438-1460

Omni-McCann Consultants, Edmonton 780-435-1154

Ronel Engineering Ltd., Edmonton 780-466-6888.

Surveying firms:

McElhanney, Whitecourt 780-778-5559

Don Wilson Surveys, Barrhead 780-674-2287

Velocity Geomatics Inc., Grande Prairie 780-933-4943

Explore Surveys Inc., Edmonton 1-866-936-1805

Septic system inspection agencies:

The Inspections Group 1-855-723-3994

Superior Safety Codes 1-866-999-4777

Please be advised that Woodlands County does NOT endorse any agency or firm.

**The contacts have been supplied for information purposes only.
Please research phone books or on-line sources for other
survey or engineering firms available.**

Title: Subdivision Applications – Conceptual Schemes, Outline Plans and Area Structure Plans

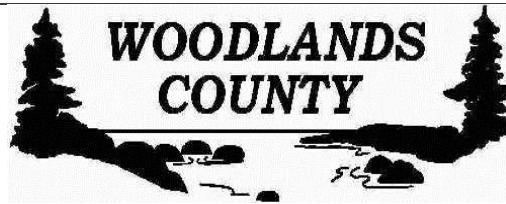
Policy No: 6111

Approval: County Council

Effective Date: January 1, 1994

Revised Date: September 18, 2007

Supersedes Policy No:



Policy Statement: To ensure compatibility of staged development in considering internal roads and accesses, environment (topography, soils, water courses, etc.), lot line patterns and municipal servicing at time of subdivision application.

1. In dealing with subdivision applications, conceptual schemes, outline plans or area structure plans may be requested on entire parcels and adjacent lands in the following instances:
 - a) Where the proposed density is less than the maximum density allowed in the Land Use Bylaw and Municipal Development Plan (approved or being developed); and/or
 - b) The Municipal Planning Commission or Development Officer is of the opinion that future subdivision is likely.
2. The exception to the foregoing shall be in the instance where the application is for the purpose of farmstead separation.
3. An Area Structure Plan shall be prepared in accordance with Section 633 of the Municipal Government Act and Section 4.5 as outlined in Woodlands County Municipal Development Plan 2007 Bylaw 245/07 and may be required prior to consideration of any subdivision application where the overall density is greater than 5 parcels per quarter-section and when the quarter-section is to be subdivided in more than a single phase.
4. An Outline Plan shall be prepared in accordance with Section 633 of the Municipal Government Act and may include, but not necessarily be limited to;
 - a) Any or all components contained within an area structure plan as described in Section 4.5 of the Woodlands County Municipal Development Plan 2007 Bylaw 245/07.
 - b) An outline plan shall be approved through Council resolution after a public process that meets the requirements of a land use bylaw amendment for public review and hearing.
5. A Conceptual Scheme may be prepared by a Developer to provide a concept that relates the subdivision application to future subdivision and development of adjacent areas and may include.
 - a) A proposal on how the subject land could be subdivided in the future,
 - b) An identification of key planning issues and recommendations on methods to address those issues.

Title: Requirement of Installation of Utility Services for New Subdivisions

Policy No: 6114

Approval: County Council

Effective Date: January 17, 2006

Revised Date: February 6, 2007

Supersedes Policy No: NIL



Policy Statement: To establish procedures and guidelines for the requirement of the installation of utilities in new subdivisions.

General

1. The Developer shall be solely responsible for any and all costs associated with the installation of new utilities required for the subdivision and any costs associated with connection to existing utilities.
2. The Developer shall supply, by means of a blanket easement, adequate rights-of-way to the needs of utility companies for the construction and supply of all services to the lands (i.e. easement located a minimum of 5m parallel to a roadway) thereby being a width and in such locations as required by the utility company and as approved by the Director of Infrastructure Services.
3. All new utility installations across any public right-of-way under the control of Woodlands County must be approved by the Director of Infrastructure Services.
4. Prior to registration of a Plan of Subdivision, the developer shall provide to the County written confirmation from the appropriate utility companies that all necessary arrangements have been made for services to the lands for the supply and installation of power and gas.
5. All blanket easements for rights-of-way required by utility companies shall be submitted to the Development Officer/Director of Infrastructure Services for approval prior to registration and blanket easements for utility right-of-ways shall be concurrently registered with the Plan of Subdivision and shall have priority over other registrations against title to the lands (excepting other easements and restrictive covenants required by the municipality).

Definitions:

1. "Utilities" shall include, power and gas.
2. "Easement" shall outline the placement of the various utilities to be placed within, upon or under the lands, including but not limited to power and gas with the approval of the County and the required utility companies endorsed thereon.

ATTENTION DEVELOPER:

Re: Subdivision Requirements

Upon approval of a subdivision application the Developer is required to provide to the County such items as outlined in the 'Conditions of Approval' that address the following:

Potable Water Resources:

Where a subdivision will result in more than five residential/commercial/industrial lots per quarter-section, that are not to be serviced through an approved utility system, a report shall clearly indicate in conformance with Section 23 of the Water Act:

- That sufficient potable groundwater is available for all proposed lots, or
- That sufficient potable groundwater may be available for all proposed lots, subject to a pump test confirmation, or
- That sufficient potable groundwater is likely not available for all lots.

Be advised that except where the initial report indicates that sufficient water does not exist for any lots within the subdivision, a pump test is required on any subdivision where the parcel density resulting from the subdivision application would be greater than 15 lots.

Where the groundwater aquifer capacity is not sufficient to support the entire proposed subdivision, the pump test report shall indicate:

- The number of lots that can be serviced with sufficient supplies of potable groundwater, and
- Recommendations on which lots should be serviced by water wells and which lots should not allow water wells to be constructed.

Pump test reports will normally be a condition of subdivision approval.

Near Surface Water Table:

Within subdivisions that are multi-lot, that utilize internal road networks or where otherwise required by Woodlands County, the report shall include:

- A description of the area within the parcel where the near surface water table is sufficiently high enough to create problems for infrastructure (roads, utilities) or construction associated with the future development of the proposed subdivision (i.e., residential basements), and
- A description of engineering practices that may be incorporated to mitigate the impact of high water tables. This may include measures such as prohibition on basements, storm water drainage structures and so forth.

On-Site Waste Water Treatment And Disposal:

Except where serviced through a utility, each subdivision application shall include an evaluation of options for on-site waste water treatment and disposal systems that would be appropriate for the proposed subdivision. The intent is to provide an overall "big picture" understanding for on-site waste water disposal. It is acknowledged that a variety of soil conditions may exist within a single lot.

The evaluation shall be performed through soil tests. Percolation tests are not acceptable.

Evaluation shall consider the full range of on-site waste water treatment and disposal systems that are available under the Safety Codes Act, and its regulations. This shall include systems such as advance tertiary treatment plants and disposal technologies such as fields, mounds, sand filters and so forth.

SUBDIVISION CHECKLIST

POTABLE WATER RESOURCES:

To be applied where the result of your subdivision is more than five (5) lots (not including park) on a quarter-section including the balance and all existing privately owned lots.

	Initial Desktop Study submitted as part of the subdivision application.
	Pump Test Report submitted as per recommendation of Hydrologist that prepared Desktop Study
	Pump Test Report prepared as condition of Subdivision Approval where overall lot density in quarter-section is 15 or more lots.
	Description of lots that may be supported with a private water well within proposed subdivision should not all lots created be able to be supported by a water-well.

NEAR SURFACE WATER TABLE:

To be provided where:

- Multi-lot subdivision is proposed,
- Where internal roads are a part of the proposal, or
- As requested by Woodlands County either as part of the subdivision review process or as a condition of subdivision approval

	No near-surface water table issues for installed public infrastructure including pipelines, utility lines and roads.
	Where issues do exist, recommendations provided on mitigation measures that can be employed.
	No near-surface water table issues for development such as basement and foundation limitations.
	Where basement and foundation limitations do exist, recommendations on mitigation measures that can be employed.

ON-SITE WASTE WATER TREATMENT AND DISPOSAL:

To be provided to Woodlands County on all subdivisions that include lots that are undeveloped at the time of subdivision approval or as required by Woodlands County as part of the review process and/or condition of subdivision approval.

	Soil Test provided
	Limitations exist to on-site disposal
	Recommendations on range of on-site treatment and disposal options that may exist.

GETTING CONNECTED:

Mayerthorpe and District Rea (Rural Electrification Association)

P.O. BOX 901 MAYERTHORPE, AB T03 1N0 – 780-786-4343



Under the last Wire Owner to Wire Owner agreement signed between Mayerthorpe R.E.A. and Fortis Alberta, the Mayerthorpe R.E.A. now serves all farms, acreages and multi subdivisions within the Mayerthorpe R.E.A. boundaries.

The only exception to the above would be a single sub-division development of over 300 lots in a single location.

With this in mind, it is extremely imperative that all land owners, subdivision developers, or land purchasers contact the Mayerthorpe R.E.A. with a complete plan of the property on which they will need electric service.

Mayerthorpe R.E.A must have such a plan in order to best facilitate the installation of service(s) to the complete parcel/subdivision project.

Be aware that failure to supply a plan to the Mayerthorpe R.E.A may result in delays to the installation of electric services to your property.

Fortis Alberta: Getting Your Subdivision Connected

Call Fortis at 310-WIRE (9473) OR use the on-line process at: <http://www.fortisalberta.com/customer-service/get-connected/urd-turnkey>

Fortis Underground Residential Development (URD) Turnkey service lets you get all electrical facilities under one contract. It is a five-step process. To get started, you first need to engage the services of the pre-qualified URD consultants and contractors to help you complete the online application. This will help determine the needs of your project so a cost estimate can be done. There are some pieces of information and additional forms you'll need to provide, so please review this list and make sure you have them all:

- Estimated amount of power
- Legal land description
- Third party authorization
- View the URD Manual for design and installation requirements *
- Pre-qualified URD consultant or contractor information
- Land base files (.DWG and PDF) that outline the number of lots
- Preliminary design and electrical plan
- Concept plan for overall development

* The URD Manual is only available to pre-approved consultants and contractors and requires a user name and password. To obtain access please contact contracts@fortisalberta.com.

If you've worked with Fortis before on a URD Turnkey project, you can go straight to the online application.

ABANDONED WELLSITE – SETBACK REGULATIONS

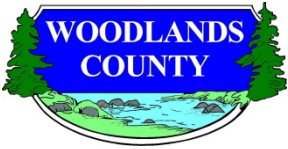
Effective November 1, 2012, new subdivision (except for lot line adjustments) and development permit applications must include information about whether abandoned wells are present within the subdivision or development area and that the development is a minimum of five meters away from any well.

This requirement applies to all subdivision applications and development permits for new buildings larger than 47 square meters (500 square feet) or additions that make a building larger than 47 square meters. Additions to or replacement of existing buildings will be required to comply with the setbacks.

An abandoned well is an inactive oil or gas well that is permanently shut down and cut off one to two meters below the surface, in accordance with regulatory requirements set out by the Alberta Energy Regulator (AER Directive 20).

Abandoned well information from AER (Alberta Energy Regulator) must be attached to the application. AER Web Viewer can be accessed online at www.aer.ca under Abandoned Well Map Viewer. Or contact the AER customer Contact Centre at 1-855-297-8311.

Please contact a Woodlands County Development Officer if you have any questions about the subdivision or development process – 780-778-8400.



Subdivision Application

Woodlands County, #1 Woodlands Lane, Box 60, Whitecourt, AB, T7S 1N3 Phone 780-778-8400 Fax 780-778-8402
Woodlands County, Regional Office, Box 33, Fort Assiniboine, AB, T0G 1A0 Phone 780-584-3866 Fax 780-584-3988

FOR OFFICE USE ONLY:

FILE NUMBER _____

FEES SUBMITTED _____

DATE RECEIVED _____

This form is to be completed, in full wherever applicable, by the registered owner of the land, subject of the application or by an authorized person acting on his/her behalf. All landowner(s) registered on title must sign the application.

APPLICATION INFORMATION			COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF APPLICANT			NAME OF REGISTERED LAND OWNER		
MAILING ADDRESS			MAILING ADDRESS		
POSTAL CODE	TELEPHONE (RES.)	(BUS.)	POSTAL CODE	TELEPHONE (RES.)	(BUS.)
E-MAIL ADDRESS			E-MAIL ADDRESS		

LAND INFORMATION								
Legal description and area of land to be subdivided: (all or part of parcel)						Land Use Zoning: _____		
QTR/LSD	SEC.	TWP.	RGE.	MER.	Total Acres/Ha	REGISTERED PLAN NO.	BLOCK	LOT
Number of proposed lots: _____ and size of lots: _____ (acres)						Multi Parcel Subdivision – Proposed Subdivision Name: _____		

EXISTING AND PROPOSED USE OF THE LAND TO BE SUBDIVIDED <i>Please Describe</i>
Existing use of the land: _____
Intended use of the parcel(s) being created: _____
Intended use of the remainder of the title: _____
Existing Buildings/Structures on the lands: _____

ADDITIONAL LAND INFORMATION.

Is the land situated immediately adjacent to the Municipal Boundary? Yes _____ No _____ If "yes", the adjoining municipality is _____

Is the land situated within 0.5 miles of the right of way of a Highway? Yes _____ No _____ If "yes", the Highway Number is _____

Is the land situated within 0.5 miles of a drainage ditch, river, stream, lake or other permanent body of water?
Yes _____ No _____ If "yes", state its name _____

Is the proposed parcel within 1 mile of a pipeline, wellsite or sour gas facility? (active or abandoned) Yes _____ No _____
If "yes", a location map must be provided.

PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED <i>Please Describe</i>
Nature of the topography of the land (flat, rolling, steep, mixed): _____
Nature of the vegetation & water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.) _____
Type of soil on the land (sandy, loam, clay, etc.) _____

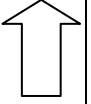
REGISTERED OWNER or PERSON ACTING ON THEIR BEHALF
I, _____ hereby certify that (check one): <input type="checkbox"/> I am the registered land owner and that the information given on this form is full and complete or; <input type="checkbox"/> I am authorized to act on behalf of the registered land owner and the information is, to the best of my knowledge, a true statement of the facts relating to his/her application for subdivision approval.

LAND OWNER SIGNATURE(s): _____ DATE: _____

_____ DATE: _____

AUTHORIZED SIGNATURE: _____ DATE: _____
(person acting on behalf of landowner(s))

SUBDIVISION APPLICATION - SITE PLAN



N

Please include:

- Location of existing buildings
- Location of septic systems & wells
- Location of proposed driveway access
- Setbacks from property lines
- Location of public roads & highways
- Location of oil or gas wells, pipelines
- Lakes, sloughs, bush areas, steep slopes, shelterbelts, etc.

RIGHT OF ENTRY FORM

I hereby give consent for an authorized person of WOODLANDS COUNTY to enter upon the land, that is subject to the Subdivision Application, for the purpose of making a site inspection in order to evaluate the proposed subdivision.

LEGAL DESCRIPTION OF LAND: _____

OWNERS NAME: _____ PHONE: _____

SIGNATURE: _____ DATE: _____

OR AUTHORIZED AGENT: _____ PHONE: _____

SIGNATURE: _____ DATE: _____

AUTHORIZED AGENT

I/We, _____, being the registered owner(s) of _____, do hereby authorize _____ to make application for subdivision of the above lands.

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____