

Table of Contents

Steps in Subdivision Approval Process	Pg. 1
What Information is required to subdivide	Pg. 2
Evaluation and Decision on Application	Pg. 5
Endorsement and Registration	Pg. 6
Contacts	Pg. 7
Policy 6111-Conceptual Schemes, Outline Plans & Area Structure Plans	Pg. 8
Policy 6112-Reports Required for Subdivision	Pg. 9
Policy 6114-Requirement of Installation of Utility Services	Pg.11
Policy 3210 Naming of County Roads	Pg.12
Policy 3218-Road and Approach Specifications	Pg.14
Requirements of the Developer	Pg.18
Subdivision Checklist.....	Pg.19
Mayerthorpe & District Rural Electrification	Pg.20
Alberta Government Information Bulletin	Pg.20

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 CANNOT BE SUBDIVIDED WITHOUT THE PERMISSION
OF THE REGISTERED OWNER(S)**

STEPS IN THE SUBDIVISION APPROVAL PROCESS

1. Submit an application for subdivision to Woodlands County including the proposed parcel(s) diagram and dimensions, and all required reports per Page 6 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. The Municipal Planning Commission meets twice a month, First and Third Wednesdays, alternating between Fort Assiniboine and Whitecourt.
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 14 days of receipt of decision.
A decision may also be appealed by a government department, or a school authority.
6. If after the 14 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. 2 thru 6 must accompany 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, 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.

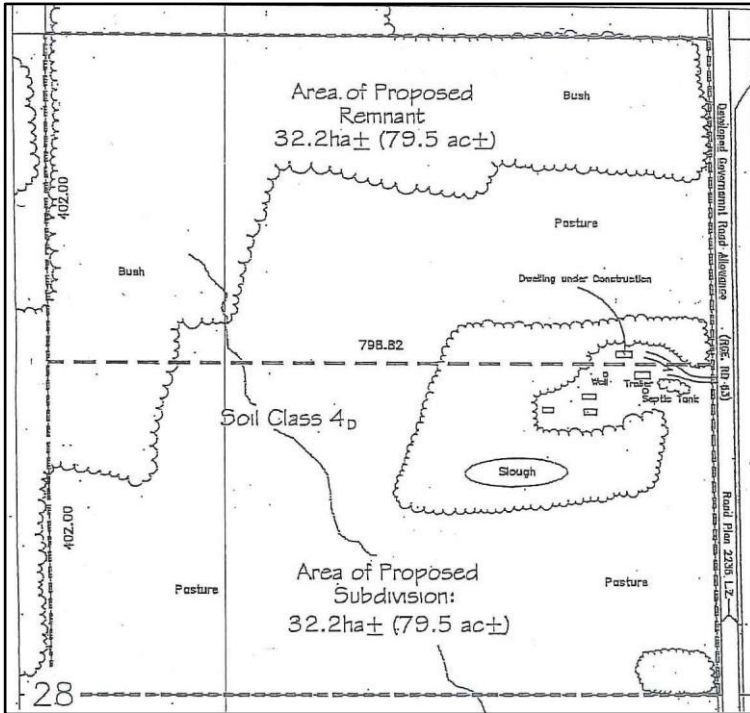
Flood Plain Elevations by a qualified land surveyor or engineering firm will be required when a parcel of land to be subdivided is within a flood plain or flood fringe area. All proposed parcels must have a suitable building site .5m above the 1:100 year flood elevation as determined by River Engineering,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

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. APPLICATION FEE

The application fee must accompany the application. Payment may be made in the form of cash, cheque or debit, payable to Woodlands County.

To determine the fee to be submitted refer to Woodlands County Bylaw No. 094/99

Section 1(c) **SUBDIVISION FEES**

i)	Application Fee	\$400.00
ii)	Plus per lot being created.	\$100.00
iii)	Time Extension for meeting conditions	\$100.00

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 Policy 6112 (attached). Woodlands County Policy No. 6112 was developed to standardize the requirements of reports required by both 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 44/2002, the Municipal Government Act, and the Water Act.

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 ask you to give us additional time by sending you a form to complete.

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.

Examples of agencies referred to are:

school boards, gas companies, power companies, AEUB, Telus, Land Titles, Alberta Transportation, adjacent municipalities, Alberta Environment, Municipal Infrastructure services, Health Authorities and Alberta Sustainable Resources Development.

3. Once all referrals have been received back the application is taken to the County's Municipal Planning Commission for a decision. The decision to approve, approve with conditions or refuse your application is based on the information submitted with your application, comments received from the 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 of the MPC to the applicant, registered owner(s) and the relevant referral agencies.

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 direct 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 14 days of the date you received your decision, to the appeal body outlined on your decision stating the reasons for your appeal. (Receipt of the decision is considered 5 days from the date of mailing from this office).

2. PROVINCIAL GOVERNMENT DEPARTMENTS:

A government department may appeal a decision within 14 days of receipt of the 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 14 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

ENDORSEMENT

Once your application has received approval 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 and ensure that all conditions of approval have been met.

Endorsement Fees: N/C (Currently included in subdivision fees).

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 time extension fee of \$100.00 is required. Woodlands County Council review the time extension application and make a decision on the time extension request.

CONTACTS:

Woodlands County
Box 60, #1 Woodlands Lane
Whitecourt, AB T7S 1N3
Ph: 780-778-8400 or fax: 780-778-8402
1-888-870-6315

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

WATER AVAILABILITY, SOIL CLASSIFICATION & WATER TABLE TESTS:

EcoMark Ltd. 780-444-0706, Nichols Environmental Ltd. 780-484-3377, Alta Tech Environmental Services Inc. 780-778-5350, Hydrogeological Consultants (Jim Touw) 1-800-661-7972.

GEOTECHNICAL REPORTS, BANK STABILITY & FLOOD PLAIN:

AMEC 780-436-2152, Thurber Engineering 780-438-1460, Omni-McCann Consultants 780-435-1154, Ronel Engineering Ltd. 780-466-6888.

SURVEYING FIRMS: InSight Geomatics, Whitecourt 780-778-5559, Don Wilson Surveys, Barrhead 780-674-2287, Velocity Geomatics Inc., Grande Prairie 780-933-4943.

SEPTIC SYSTEM INSPECTION AGENCIES:

Alberta Permit Pro 1-800-461-8706, The Inspections Group 723-4923, Superior Safety Codes 1-866-999-4777

Please be advised that Woodlands County does NOT endorse any one 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

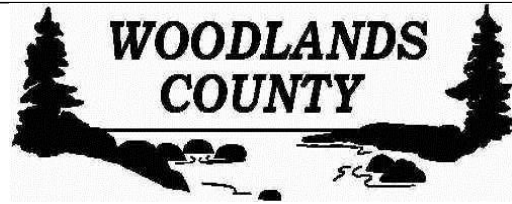
Policy No: 6111

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: Requirements for Water Table, Soil Classification and Ground Water Availability Tests

Policy No: 6112

Approval: County Council

Effective Date: June 3, 2003

Revised Date: September 18, 2007

Supersedes Policy No: (None)



Policy Statement: To standardize the requirements to subdivision applicants for water table, soil classification and ground water availability tests.

Principles:

To ensure that all subdivision applicants are treated in a fair and equitable manner with respect to the requirements of water table, soil classification and ground water availability tests required as a condition of subdivision.

To ensure all development within the County are able to be supplied with the provisions of suitable water & sewer services.

1. In accordance with Subdivision & Development Regulations 44/2002; specifically Section 4, Woodlands County shall require soil classification, water table and ground water availability tests as a condition of subdivision on the following basis:
 - 1.1 Soil grain analysis tests submitted must be by a certified engineering firm. There shall be no expiry date to soil classification tests, providing the tests meet the guidelines and requirements of Alberta Municipal Affairs, Safety Code Services' guidelines on private sewage disposal systems. Soil grain analysis tests will be required per the following:
 - 1.1.1 On first parcels out (Farmstead Separation) soil classification tests are not required, but a satisfactory inspection report showing the existing private sewage disposal system meets current Alberta Private Sewage System Standards of Practice is required. In the event that an existing sewage disposal system does not meet the current guidelines, the system will be required to be upgraded to meet current standards.
In all other instances soil classification tests will be required.
 - 1.1.2 On a parcel over 10 acres in size a soil classification test will not be required, unless there are more than 2 parcels being created on a quarter section, or the subdivision is being restricted to holding tanks only.
 - 1.1.3 On multi-parcel subdivisions soil classification tests will be a requirement.
 - 1.1.4 Any subdivision that shall be connected to Municipal Services will not require soil classification tests.
 - 1.2 Water Table tests submitted must be by a certified engineering firm. Water Table tests will be provided per the following:
 - 1.2.1 On first parcels out discretion will be used on any lands that may be considered marginal.
 - 1.2.2 On multi-parcel subdivisions water table tests will be a requirement.
 - 1.3 Ground Water Availability tests submitted must be by a certified engineering firm. Tests provided shall be no more than three years old. Ground Water Availability tests will be provided per the following;
 - 1.3.1 Ground water availability tests shall be required, as per the Water Act, for subdivisions that shall increase the density on a quarter section to five (5) or more parcels.
 - 1.3.1.1 Ground water availability tests shall include Phase two (2) testing when the density for a subdivision is 15 or more parcels. The

requirements for phase 2 testing are at the discretion of the engineering firm for less than 15 lots to best determine the productivity of an aquifer.

1.3.1.2 If additional lots on same quarter are applied for after original subdivision has been finalized, the ground water availability tests provided for on the original subdivision must be recalculated by an engineering firm to verify ground water availability on the new lots.

1.3.2 Any subdivision that shall be connected to Municipal Services will not require ground water availability tests, but shall require engineered plans, which have been approved by Woodlands County and Alberta Environment.

1.3.3 Subdivision applications indicating a restriction to cisterns only will require a ground water availability test as per the Water Act.

1.3.1.1 A caveat shall be registered concurrently with the plan of subdivision by means of a restrictive covenant for cistern use per the following:

- i. it is found that the water availability test determine insufficient water supply for the number of lots proposed.
- ii. if a subdivision application indicates a restriction to cisterns only.

Definitions:

1. Soil Classification Test: For the purpose of this policy soil classification test means soil classification testing for the purpose of sewage disposal systems.

Title: Requirement of Installation of Utility Services for New Subdivisions

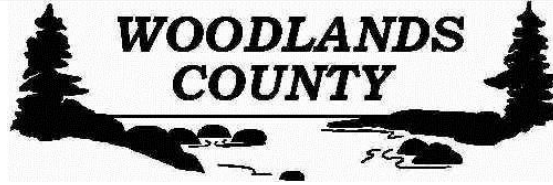
Policy No: 6114

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:

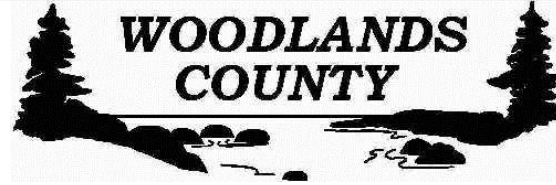
1. "Utilities" shall include, power and gas.
2. "Easement" shall outline the placement of the various utilities to be placed within, upon or under the lands, including but not limited to power and gas-with the approval of the County and the required utility companies endorsed thereon.

**Title: Numbering and/or Naming of
County Roads**

Policy No: 3210

Approval: County Council

Effective Date: August 6, 2002



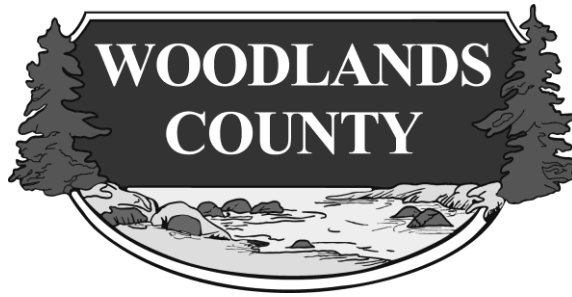
Supersedes Policy No:

Policy Statement: To develop and implement a plan to deal with the requests for the naming of existing or planned municipal roads in the County.

1. Council, without written request, may initiate the naming of roads within the municipality including existing and planned subdivision and/or local roads. All roads will be numbered as per the Township grid system.
2. Residents of the County, by written request signed by at least 75% of the abutting property owners, may initiate the naming of roads within the municipality including subdivisions and/or local roads.
3. At the time of a new subdivision application, the owner/developer may submit proposed name(s) for the proposed internal subdivision roads for Council approval. Once approved the owner/developer must install the road name signs at the owner/developer's expense. All signs must be constructed to Woodlands County specifications.
4. If a road name is considered by Council to be appropriate, Council shall, by resolution, direct administration to:
 - a) Advertise the proposed road name in two (2) issues of the newspaper circulating the area in the form attached as Appendix "A" to this policy;
 - b) Notify adjacent landowners in writing of the road under consideration to be named or changed.

No advertising or notification is required for proposed names submitted by a developer as part of a subdivision application.

5. Council shall receive the comments once the time for submissions has expired and approve or deny the naming of the road.
6. Despite any name, all existing range/township road signs remain.
7. If approved, in the case of a developer, they shall arrange for the installation of the required signage for the road.



APPENDIX "A"

PUBLIC NOTICE

NUMBERING AND/OR NAMING OF COUNTY ROAD

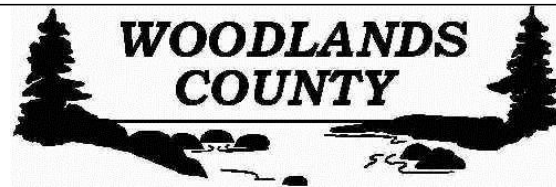
A request has been received to number and/or name _____ as

_____.

Anyone having an objection to the numbering and/or naming of this road should advise the County in writing prior to _____ at the following address:

Chief Administrative Officer
Woodlands County
#1 Woodlands Lane
P.O. Box 60
Whitecourt, Alberta
T7S 1N3

**Title: Road Standard and Approach
Construction Guidelines**
Policy No: 3218
Approval: County Council
Effective Date: January 1, 1994
Revised Date: July 15, 2008
Supersedes Policy No: NIL



Policy Statement: To outline the circumstances and specifications for the construction of local roads and approaches thereto.

The Municipality will implement the following general standards and specifications for municipal roads and approaches. These may be varied as necessary by Council to meet unusual topography and construction conditions. Where extra back sloping or fill material is required, the Municipality will negotiate with the landowner for landscape borrow wherever possible instead of purchasing additional right-of-way.

1. LOCAL ROADS, CLASS 1 – Low Traffic Volume

Purpose: To allow for access to lands with very low traffic volumes, residences farms and/or other approved uses.

Roads servicing for limited farming or other uses with low traffic volumes would be constructed in accordance with this standard. The design will generally follow the existing terrain within the confines of the allowable grades and should be confined to the existing right-of-way, if possible. The road structure is relatively light and will accommodate buses but not heavy trucks. Additional subdivision is not allowed unless additional road structure is added by the developer. Upgrading shall include additional structure to facilitate oiling/coldmixing of the roadway.

- 1.1 Right-of-way: 30.48 m (20.12 m-if landowner agrees to provide a 5.18 m easement on both sides of the right of ways).
- 1.2 Road Surface: 7 m.
- 1.3 Minimum Grade: .6 m.
- 1.4 Designed for 60 km/hr. (posted at 50 km/hr).
- 1.5 Side sloping: 3:1 minimum.
- 1.6 Back sloping: 2:1 maximum.
- 1.7 Ditch bottom width: 2.0 m, "V" ditch minimum.
- 1.8 Crown: 3%.
- 1.9 Minimum excavation of .3 m below finished gravel surface.
- 1.10 Maximum Gradient: 6%.

2. LOCAL ROADS, CLASS 2 – Moderate Traffic Volume

Purpose Roadways constructed under this classification are typically used for internal subdivision, or other uses with moderate traffic volumes.

Road grades generally follow the terrain within the allowable grade limits. Roadway structure to allow for the passage of buses and heavy trucks (on a limited basis). The Roadway width may include a 0.5 m shoulder for heavy use areas. Future paving or cold mix applications can be accommodated without significant subgrade improvements.

- 2.1 Right-of-way: 30.48 m
 - 2.2 Road surface – 7 m.;
Minimum grade - 1.0m of suitable compactable material.
 - 2.3 Designed for 60 km/hr (posted at 50km/hr).
 - 2.4 Side sloping - 3:1 minimum.
 - 2.5 Back sloping - 2:1 minimum.
 - 2.6 Ditch bottom width - 3 m.
 - 2.7 Crown - 3%.
 - 2.8 Minimum excavation and compaction of .6 m below finished gravel surface.
 - 2.9 Maximum Gradient: 6%.
 - 2.10 Curves to have a minimum 40m radius for inside boundary of ROW.
- 2.11 All roads that will come under the direction/control of the municipality shall require engineered drawings and shall be submitted prior to commencement of construction for review and approval by Woodlands County. This shall include drainage patterns, culvert locations and sizes, approach locations, and alternate accesses if required.
 - 2.12 Compaction testing by a certified testing company will be required for all fill areas over 1.0m. These areas will be required to be tested every 0.5m of fill at intervals as determined by the Director of Infrastructure or his designate. A minimum of 98% Standard Proctor Density shall be required. Compaction in areas of fill 1.0m or less shall be approved via proof roll. The loaded truck will provided by Woodlands County.

3. **LOCAL ROAD COLLECTOR, CLASS 3 – High Traffic Volume**

Purpose: Roads constructed under this classification include Industrial, High traffic truck volumes or Collector Roadways. These roadways typically provide access to secondary or primary highways.

Roadways are designed to accommodate heavy trucks and this is reflected in a heavier road structure. Road structure and design approach those of Secondary Highways but with lower design speed. Roadway follows terrain to the limits of the allowable grade, but would require significant right-of-way in areas of large grade change. Roadway shoulder width reflects the heavy truck traffic and large loads.

- 3.1 Right-of-way: Variable.
- 3.2 Road Surface: 8 m, Industrial Roads: 9 m.
- 3.3 Minimum Grade: 1.2 m.
- 3.4 Designed for 90 km/hr. (posted at 80 km/hr.).
- 3.5 Back sloping: 3:1 maximum.
- 3.6 Side sloping: 4:1 minimum.
- 3.7 Ditch bottom width: 3.0 m.
- 3.8 Crown: 3%.
- 3.9 Minimum excavation and compaction of .6 m below finished gravel surface.
- 3.10 Maximum Gradient: 6%.

- 3.11 Compaction testing by a certified testing company will be required for all fill areas over 1.0m. These areas will be required to be tested every 0.5m of fill at intervals as determined by the Director of Infrastructure or his designate. A minimum of 98% Standard Proctor Density shall be required. Compaction in areas of fill 1.0m or less shall be approved via proof roll. The loaded truck will provided by Woodlands County.

4. Approaches To Existing Municipal Road Allowances

- 4.1 The municipality agrees to supply one approach per parcel at no cost to the landowner. Home quarters will be allowed two accesses with a minimum distance of 40 meters between the two approaches, again at the expense of the municipality, where a natural severance such as a water course or otherwise prohibits access to a portion of the parcel or where an additional access is required for movement of farm or commercial equipment where the existing approach is not suitable for such equipment. Where there is an existing fence, the landowner will be requested to install a gate prior to construction in order for the Municipality to properly finish the approach.
- 4.2 The Municipality agrees to supply one approach per land disposition of adjoining Crown Lands at no cost to the landowner, provided that the subject lands are actively used for agricultural purposes.
- 4.3 Approaches will be constructed with a minimum 7 m and a maximum of 14 m finished driving surface.
- 4.4 Approaches on market, secondary and local roads shall have a side slope of 3:1.
- 4.5 If the Municipality determines that a culvert is required, the allowable length shall be determined by site-specific requirements. The minimum diameter required shall be a minimum of 400 millimeters.
- 4.6 All approaches must be at a lower elevation than the applicable public road so that drainage patterns remain unaffected. If the approach is private it shall be lower than the adjoining road until the edge of ROW. If the approach is for a public road it shall remain lower than the adjoining road for a distance of 30m from the edge of the ROW. This will apply to any intersections of new construction.
- 4.7 Should the landowner require an approach with the finished driving surface exceeding 7 m, the additional cost shall be borne by the landowner.
- 4.8 If landowners desire to install their own approaches, the Infrastructure Services Department shall approve the application and determine the required specifications.
- 4.9 The Municipality reserves the right to remove or upgrade unauthorized approaches to parcels installed by property owners which are contrary to policy specifications, such removal or upgrading to be done at the owner's expense. The Director of Infrastructure Services shall notify property owners who have non-conforming approaches, giving them sixty days to upgrade to specifications or, in cases where the approach creates a traffic hazard, removal of the approach. The sixty-day provision will apply during the period April 1 to October 31. If the owner fails to comply with the Order from the Director of Infrastructure Services, the Municipality will rectify the situation and charge the owner accordingly. The landowner has the right of written appeal to Council following the notice, providing same is received at the County Office prior to the final date for rectification as outlined in the notice from the Director of Infrastructure Services.
- 4.10 The Infrastructure Services Department will check with the Development Department to ensure that the Municipality is not building or upgrading accesses to comply with a subdivision requirement. If so, the responsibility for the cost lies with the applicant.

- 4.11 Approaches whether they are private or road approaches must have a minimum 200m sightline. Sightline to be verified by County staff.
- 4.12 Private lots which are accessed from internal subdivision roads will only be permitted one approach per lot.
- 4.13 Approaches are to have a minimum 40m separation and a minimum distance of 20m from the nearest property line. Approaches located on cul-de-sacs are exempt from minimum distances.

5. SUBDIVISIONS

- 5.1 On all new subdivisions, the owner or developer will be required to provide a minimum standard access as specified by the Municipality. The municipality will review the road standard required for each subdivision on a case by case basis. If, in the opinion of the Municipality, a variance to the approved policy is warranted, this information will be forwarded to the Municipal Planning Commission as part of the subdivision review process. Variances to the Policy would be considered by Council following a written request by the developer or owner.
- 5.2 The owner of the property is also required to enter into an agreement with the Municipality to provide right-of-way for future road widening purposes along all roads adjacent to the parcel under subdivision consideration. A Caveat pursuant thereto will be registered with the Land Titles Office. Payment will be made by the County under current policy at the time of the legal survey and will include payment for any right-of-way taken off the actual subdivision and will include the payment for any right-of-way to the residue of the quarter section in question.

6. ROAD CONSTRUCTION WARRANTIES AND RE-GRAVEL DEPOSIT

- 6.1 Warranties will be required for a period of two years on all new construction or upgrades of existing County roads. The warranty shall be in the form of a deposit or bond for the amount equal to 10% of the construction or upgrade costs, as determined by Woodlands County.
The warranty deposit will be returned at the end of the two year period if no outstanding issues remain, as determined by Woodlands County.

The warranty will commence once the final inspection has been approved by Woodlands County. The warranty will be used to ensure that any defects or oversights of the design process can be dealt with or repaired at the contractor's expense.
- 6.2 The developer must prepay Woodlands County the cost to re-gravel the new or upgraded road with ¾" crush the following year. The application rate will be at 200 tonne/km. The cost for re-graveling will be determined by Woodlands County and must be paid in advance of final approval.

7. VARIANCE PROVISIONS

For new construction or upgrades to existing County roads variance may be given by the Director of Infrastructure Services.

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 addresses 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:

- o Multi-lot subdivision is proposed,
- o Where internal roads are a part of the proposal, or
- o 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.



MAYERTHORPE AND DISTRICT REA
P.O. BOX 901 MAYERTHORPE, AB T03 1N0
780-786-4370 (ph)
780-786-4378 (fx)

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.

Thank you for your attention to this notification.

Mayerthorpe & District R.E.A.

Information bulletin

Government ensures new developments will not be built on abandoned oil and gas well sites

The Alberta government will soon require all future developments in the province to be a minimum of five meters away from abandoned oil and gas wells. Since 1996, municipalities and developers have been encouraged to check and accommodate for abandoned wells before beginning new developments. These changes will make the practice mandatory.

The new requirements will apply to all new 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.

As of November 1, 2012, the amended Subdivision and Development Regulation will require subdivision and development permit applications to include information about whether abandoned wells are present within the subdivision or development and the development is a minimum of five meters away from any well. 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 Energy Resources Conservation Board (ERCB Directive 20).

Those applying for subdivision or development approval can contact the Energy Resources Conservation Board at 1-855-297-8311 or visit www.ercb.ca to confirm whether there are any capped wells on their property.

Media inquiries may be directed to:
Cameron Traynor Communications
Municipal Affairs
780-427-8862

To call toll free within Alberta dial 310-0000.



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.) _____

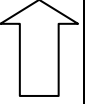
REGISTERED OWNER or PERSON ACTING ON THEIR BEHALF
I, _____ hereby certify that (check one): <input type="checkbox"/> I am the registered land owner and that the information given on this form is full and complete or; <input type="checkbox"/> I am authorized to act on behalf of the registered land owner 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: _____