

SUBDIVISION APPLICATION- APPLICATION INFORMATION



SUBDIVISION:

Subdivision is the process of dividing one parcel of land into two or more smaller parcels. The *Municipal Government Act* regulates the subdivision process in Alberta. Subdivision applications must meet the requirements of the City's [Land Use Bylaw](#) including the subdivision regulations for their land use district. Subdivisions are approved and endorsed by the City's Subdivision Approving Authority. Once endorsed, subdivision plans can be registered at Alberta Land Titles.

REVIEW PROCESS:

Applications for subdivisions are submitted to Planning and Development. It is important that complete applications including all supporting documents are submitted. Once an application is deemed complete, it will be circulated to other City departments and external agencies for review. As part of the referral, affected land owners will be notified. The Subdivision Approving Authority approves or refuses subdivision applications.

If you have any questions, please contact Planning & Development at 780.992.6198 or email landuseplanning@fortsask.ca.

SUBMITTING A SUBDIVISION APPLICATION:

PRE-APPLICATION MEETING:

A pre-application meeting may be required. Please contact Planning & Development before submitting an application.

1. SUBDIVISION APPLICATION CHECKLIST:

Submit the required documents with the application.

2. SUBDIVISION APPLICATION FORM:

Complete the application form

*An Owner Authorization Letter is required in absence of the owner(s) signature on this application form.

3. CERTIFICATE OF TITLE:

Provide one (1) copy of the current title for the subject lands

*Provide one (1) copy of the Deferred Municipal Reserve Caveat if registered on title for the lands being subdivided

4. LETTER OF REQUEST FOR SUBDIVISION:

Letter describing the purpose of the Subdivision Application. The following information should be included:

- Purpose of the subdivision
- Legal land description of the lands being subdivided
- Municipal address of the lands (if applicable)
- Area of land to be subdivided (in hectares)
- Proposed timing for development
- An overview of notable items
- Conformity with City of Fort Saskatchewan planning documents
- Servicing arrangements

5. CONFIRMATION OF ABANDONED WELL SITES

The *Municipal Government Act's* Subdivision and Development Regulations requires applicants to provide documents either confirming the absence of abandoned wells, or identifying the location(s) of well(s) within the proposed subdivision area. This documents must comply with the Alberta Energy Regulator (AER) [formerly Energy Resources Conservation Board (ERCB)] in [Directive 079, Surface Development in Proximity to Abandoned Wells](#).

The Applicant should search for abandoned wells in the proposed development area by using the [Abandoned Well Viewer](#) or requesting the information from the AER Customer Contact Centre.

The following items are to be submitted:

Abandoned Wells Declaration Form

- Complete and signed declaration form confirming the absence or presence of abandoned well(s) in the proposed subdivision area

Abandoned Wells Map

- Map of the proposed subdivision area from the Alberta Energy Regulator (AER) website. If abandoned wells are present, the map must include their surface coordinates

***Abandoned Wells Tentative Plan of Subdivision or Survey Sketch**

- Required only if abandoned wells are **present**. A tentative plan of subdivision (for vacant parcels) or a survey sketch (for parcels that contain buildings and improvements) prepared by an Alberta Land Surveyor that illustrates the actual well location on the subject parcel as identified in the field and the setback established in Alberta Energy Regulator (AER) [former Energy Resources Conservation Board (ERCB)] as set out in Directive 079 in relation to existing or proposed building sites. They should include the necessary setback area for each well site

6. CONFIRMATION OF LICENCE, PERMIT, APPROVAL, OR OTHER AUTHORIZATION

The Land and Property Right Tribunal (formerly Municipal Government Board) hears subdivision and development appeals where there is a provincial interest. Otherwise, the appeals are heard by the local Subdivision and Development Appeal Board.

The Applicant should confirm if the site subject of a license, permit, approval, or other authorization granted by the following:

- Natural Resources Conservation Board
- Energy Resources Conservation Board

- Alberta Energy Regulator
- Alberta Energy and Utilities Board
- Alberta Utilities Commission
- Minister of Environment and Parks
 - E.g. Approved Water Diversion, Approved Water Well, or Approved Ag. Crop Irrigation

The Applicant should search for licence, permit, approval, or other authorization using the following data sources:

Purpose	Source
Water Act & Environmental Protection and Enhancement Act Approvals	Alberta Energy Regulator
Historic Sites/ Resources	Online Permitting and Clearance (OPAC)
Pipeline/ Well Locations	OneStop Map Viewer
Public Lands Act Approvals	Regulatory Assurance

7. SUBDIVISION PLAN:

A dimensioned plan showing the proposed subdivision area prepared by an Alberta Land Surveyor. The following items are to be identified:

- Location and dimensions of lot(s) and right-of-ways:
 - the location, dimensions, and boundaries of the land to be subdivided
 - the dimensions of each new lot(s) to be created including the remnant parcel
 - the dimensions of new reserve lot(s) if any
 - the location and dimensions of right-of-way for public utilities and any other rights-of-way
- Natural features including:
 - wetlands and bodies of water
 - rivers, creeks, ravine, drainage courses
 - top of bank
 - forest or treed areas
- Man-made features including:
 - highways
 - public roads
 - existing and proposed access locations
 - drainage ditches
- Existing buildings:
 - the location, dimensions and setbacks to existing and proposed property lines of buildings on the subject land
 - specifying any buildings that are proposed to be demolished or moved
- Wells and private sewage systems:
 - the location of any existing or proposed wells
 - the location of any existing or proposed private sewage disposal systems
 - the distances to these from existing or proposed buildings and property lines

- I. Provide one (1) digital copy of the Subdivision Plan
*send the digital AutoCAD file to landuseplanning@fortsask.ca

8. LOCATION MAP:

Map showing the proposed subdivision area in context to the City of Fort Saskatchewan.

9. FEES:

As indicated in the current City's Fees and Charges Bylaw.

10. SUPPORTING DOCUMENTS & REPORTS:

Supporting documents and reports may be required. These include but are not limited to:

- Conceptual drawings of the proposed development including a site plan, and elevation drawings
- Outline Plan, Neighbourhood Design Concept, and/or design forum
- Technical studies as may be required such as:
 - ☐ Environmental Impact Assessment
 - ☐ Environmental Site Assessment (Phases 1 and 2)
 - ☐ Floodplain Study
 - ☐ Geotechnical Report
 - ☐ Noise Attenuation Study
 - ☐ Parking Study
 - ☐ Reclamation Plan for aggregate extraction
 - ☐ Risk Assessment
 - ☐ Shadow Report
 - ☐ Traffic Impact Analysis
 - ☐ Wind Report
 - ☐ Studies on the impact of development on utilities, services, traffic circulation, tax base, community facilities, and employment.

SUBMISSION:

Complete applications can be sent to the following:

Planning & Development
Lower Level - City Hall
10005 102 Street
Fort Saskatchewan, AB, T8L 2C5

Digital files can be submitted to landuseplanning@fortsask.ca

SUBDIVISION APPLICATION- APPLICATION CHECKLIST



APPLICATION #

DOCUMENTS & INFORMATION REQUIRED FOR A SUBDIVISION APPLICATION

OFFICE	APPLICANT SUBMISSION REQUIREMENTS	
☐	☐	1. Subdivision Application Checklist
☐	☐	2. Subdivision Application Form
☐	☐	*Owner Authorization Letter- in absence of the owner(s) signature on the Subdivision Application Form
☐	☐	3. Certificate of Title- provide one (1) copy of the Certificate of Title
☐	☐	*Deferred Municipal Reserve Caveat- provide one (1) copy of the most recent Caveat if registered on title for the lands being subdivided.
☐	☐	4. Letter of Request for Subdivision
☐	☐	5. Confirmation of Abandoned Well Sites
☐	☐	Abandoned Wells Declaration Form- signed declaration confirming absence or presence of abandoned wells
☐	☐	Abandoned Wells Map- map of the proposed subdivision area from the Alberta Energy Regulator (AER) website
☐	☐	*Abandoned Wells Tentative Plan of Subdivision or Survey Sketch- required only if abandoned wells are present . The plan and sketch should incorporate the necessary setback areas for each well
☐	☐	6. Confirmation of Licence, Permit, Approval, or other Authorization by NRCB, ERCB, AER, EUB, AUC, the Minister or under any Act the Minister is responsible for under s.16 of the Government Organization Act.
☐	☐	7. Subdivision Plan- A dimensioned plan showing the proposed subdivision area prepared by an Alberta Land Surveyor. The following items should be identified:
	☐	Dimensions and locations of lot(s) and right-of-way- new lots, reserve lots, and utility right-of-way
	☐	Natural features- including wetlands, bodies of water, top of bank, treed areas
	☐	Man-made features- including highways, public roads, existing and proposed access locations

		☐	Existing buildings- location, dimensions and setbacks of existing buildings
		☐	Wells and private sewage systems- location and distances from property lines and buildings
☐		☐	II. Provide one (1) digital copy of the Subdivision Plan *send the digital AutoCAD file to landuseplanning@fortsask.ca
☐		☐	8. Location Map- Map showing the proposed subdivision area in context to the City of Fort Saskatchewan I. Provide one (1) digital copy of the Location Plan
☐		☐	9. Fees- refer to the Fees & Charges Bylaw
☐		☐	Application Fee- including Bareland and Conventional Condominium (excluding reserve parcels or public utility lots)
☐		☐	Endorsement Fee- including Bareland and Conventional Condominium (excluding reserve parcels or public utility lots)
☐		☐	Condominium Conversion
☐		☐	Conditional Subdivision Approval Time Extension
☐		☐	10. *Supporting Documents & Reports- additional documents or studies if required

Should you have any questions regarding development or completing the application please contact the Planning & Development Office at 780.992.6198 or email landuseplanning@fortsask.ca

Signature

Date

Checked by: _____

**SUBDIVISION
APPLICATION-
APPLICATION FORM**



APPLICATION #

LEGAL DESCRIPTION: LOT(S) _____ BLOCK _____ PLAN _____ OTHER _____

OTHER LEGAL DESCRIPTION: _____

MUNICIPAL ADDRESS (IF APPLICABLE): _____

APPLICANT NAME: _____

ADDRESS: _____

CITY / PROVINCE: _____ POSTAL CODE: _____

PHONE: _____ CELL: _____ EMAIL: _____

APPLICANT INTEREST (IF NOT THE OWNER) ☐ CONTRACTOR ☐ AGENT ☐ OTHER _____

PROPERTY OWNER NAME: _____
(An Owner Authorization Letter is required in absence of the owner signature on this application form)

ADDRESS: _____

CITY / PROVINCE: _____ POSTAL CODE: _____

PHONE: _____ CELL: _____ EMAIL: _____

AREA OF LAND (HECTARES): _____

THE LAND IS SITUATED IN THE MUNICIPALITY OF _____

IS THE LAND SITUATED IMMEDIATELY ADJACENT TO THE MUNICIPAL BOUNDARY? ☐ YES ☐ NO

IF "YES", THE ADJOINING MUNICIPALITY IS _____

DESCRIBE LEGAL ACCESS (ROADS) TO THE PROPOSED SITE

IS THE LAND SITUATED WITHIN 0.8 KILOMETERS OF THE RIGHT OF WAY OF A HIGHWAY? ☐ YES ☐ NO

IF "YES", THE HIGHWAY IS _____

DOES THE PROPOSED PARCEL CONTAIN OR IS IT BOUNDED BY A RIVER, STREAM, LAKE OR OTHER BODY OF WATER OR BY A DRAINAGE DITCH OR CANAL?

☐ YES ☐ NO

IF "YES", STATE ITS NAME _____

IS THE PROPOSED PARCEL WITHIN 1.5 KILOMETERS OF A SOUR GAS FACILITY?

☐ YES ☐ NO

IS THE PROPOSED PARCEL PROXIMITY TO:

SEWAGE TREATMENT: ☐

WASTE MANAGEMENT FACILITY: ☐

GREEN AREA: ☐

IF "YES", STATE ITS NAME _____

DOES THE PROPOSED PARCEL CONTAIN ANY OF THE FOLLOWING?

AN ABANDON WELL

☐ YES ☐ NO

ACTIVE WELL

☐ YES ☐ NO

UNSURE WELL

☐ YES ☐ NO

IF "OTHERS", PLEASE DESCRIBE: _____

IS THE LAND THE SUBJECT OF A LICENCE, PERMIT, APPROVAL, OR OTHER AUTHORIZATION GRANTED BY:

NATURAL RESOURCES CONSERVATION BOARD

☐ YES ☐ NO

ENERGY RESOURCES CONSERVATION BOARD

☐ YES ☐ NO

ALBERTA ENERGY REGULATOR

☐ YES ☐ NO

ALBERTA ENERGY AND UTILITIES BOARD

☐ YES ☐ NO

ALBERTA UTILITIES COMMISSION

☐ YES ☐ NO

IF "OTHERS", PLEASE DESCRIBE: _____

IS THE LAND SUBJECT OF THE APPLICATION IS THE SUBJECT OF A LICENCE, PERMIT, APPROVAL, OR OTHER AUTHORIZATION GRANTED BY THE MINISTER OR GRANTED UNDER ANY ACT THE MINISTER IS RESPONSIBLE FOR UNDER s.16 OF THE GOVERNMENT ORGANIZATION ACT*?

IF "YES", PLEASE DESCRIBE: _____

**The minister is responsible for the following Acts: AB Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act. Please see attached list of resources for identifying this information.*

EXISTING USE OF THE LAND: _____

PROPOSED USE OF THE LAND: _____

EXISTING DISTRICT(S): _____

PROPOSED DISTRICT(S): _____

DESCRIBE THE TOPOGRAPHY OF THE LAND (FLAT, ROLLING, STEEP GRADES, MIXED)

DESCRIBE THE VEGETATION ON THE LAND (BRUSH, SHRUBS, TREE STANDS, AGRICULTURAL, CLEARED)

DESCRIBE THE SOIL TYPES PRESENT (SANDY, LOAM, CLAY, GRAVEL, TOP SOIL, ETC.)

DESCRIBE BUILDINGS/STRUCTURES ON THE LAND AND WHETHER THEY ARE TO BE MOVED OR DEMOLISHED

IF THE PROPOSED SUBDIVISION WILL NOT BE SERVED BY A WATER DISTRIBUTION SYSTEM AND A WASTEWATER COLLECTION SYSTEM, DESCRIBE THE MANNER OF HOW THESE SERVICES WILL BE PROVIDED.

REGISTERED OWNER OR PERSON ACTING ON THEIR BEHALF

I, hereby certify that I am ☐ The registered owner ☐ Authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for Subdivision Approval.

Print Name

Signature

Date

RIGHT OF ENTRY

I hereby authorize the City of Fort Saskatchewan to enter the subject land(s) for the purpose of conducting a site inspection in connection with this application for Subdivision Approval. This right is granted pursuant to Section 653 of the *Municipal Government Act*.

Signature

Date

FREEDOM OF INFORMATION

I understand that this application and accompanying information is public record that is accessible by the public. This application will be made available for reviewing upon request at the City Office. This personal information is being collected under the authority of the Municipal Government Act and will be used only for the purposes for which it is being collected.

Signature

Date

THE SUBDIVISION AUTHORITY MAY REQUIRE ADDITIONAL INFORMATION AT THEIR DISCRETION.

IMPORTANT NOTICE: This Application does not permit you to commence any development until such time as the Development Authority has issued a Development Permit. If a decision has not been issued within 60 days of the date of this Application being deemed complete, the applicant may file an appeal to the Subdivision and Development Appeal Board (SDAB). Please contact the Secretary of the SDAB at (780) 992-6236 for appeal information.

FOR OFFICE USE ONLY

Date Received:	_____
Date Application Deemed Complete:	_____
Fee:	\$ _____
Land Use District:	_____
Land Title (\$5 per Title, if not attached)	\$ _____

NOTE: This personal information is being collected and used under the authority of Section 4(c) of the Protection of Privacy Act for the purpose of a Subdivision Application. If you have questions about the collection, contact the Access to Information Coordinator for the City of Fort Saskatchewan at 780-992-6200."

**SUBDIVISION APPLICATION-
ABANDONED WELLS
DECLARATION FORM**



APPLICATION #

***This form must be**

- 1) signed by the applicant at the time of subdivision application, and
- 2) submitted with a physical copy of the map(s) that were used to confirm the absence/presence of abandoned well(s)

LEGAL DESCRIPTION: LOT(S) _____ BLOCK _____ PLAN _____ OTHER _____

OTHER LEGAL DESCRIPTION: _____

MUNICIPAL ADDRESS (IF APPLICABLE): _____

1. If abandoned wells are **ABSENT within the proposed subdivision- FILL IN THIS SECTION:**

I, _____, have reviewed information provided by the Alberta Energy Regulator (AER) [former Energy Resources Conservation Board (ERCB)] as set out in Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the information shows the **absence** of any abandoned wells within the site of proposed development.

Printed Name

Signature

Company (if applicable)

Date

2. Physical copy of the map(s) used to confirm the absence of abandoned wells must be submitted.

1. If abandoned well(s) are **PRESENT within the proposed subdivision- FILL IN THIS SECTION:**

I, _____, have reviewed information provided by the Alberta Energy Regulator (AER) [former Energy Resources Conservation Board (ERCB)] as set out in Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the licensee(s) responsible for all abandoned wells within the proposed subdivision has been contacted in order to have the Abandoned Well Locating and Testing Protocol completed in accordance with Directive 079. To prevent damage to the well, a temporary identification marker will be placed on abandoned wells prior to construction, according to the confirmed well location(s) on site.

Printed Name

Signature

Company (if applicable)

Date

2. The site of proposed subdivision contains the following abandoned well(s)

Well License #	Licensed Surface Location (00-00-000-00 WOM)	Licensee Name	Licensee Contact Information

3. Physical copy of the map(s) used to confirm the presence of abandoned wells must be submitted including surface coordinates for each well site.

4. Have you contacted the licensee of the well(s) to confirm the exact location? ☐ Yes ☐ No
If you have answered 'Yes' you must have written confirmation included with your application.

Licensee Company Name _____

Licensee Contact Person _____

Note: Where a well is identified the Development Authority must refer a copy of the application to the Licensee(s) of Record. The referral will include the applicant's contact information.

5. Will the development result in construction activity within the setback area? ☐ Yes ☐ No
If 'Yes' is answered

- Provide a statement confirming that the abandoned wells will be temporarily marked with on-site identification to prevent contact during construction
- Describe what measures will be taken to prevent contact during construction

6. A tentative plan of subdivision (for vacant parcels) or a survey sketch (for parcels that contain buildings and improvements) prepared by an Alberta Land Surveyor that illustrates the actual well location on the subject parcel as identified in the field and the setback established in Alberta Energy Regulator (AER) [former Energy Resources Conservation Board (ERCB)] as set out in Directive 079 in relation to existing or proposed building sites.