



## LOT LINE ADJUSTMENT APPLICATION PACKAGE

The following information must be included with your lot line adjustment application in order for your application to be deemed complete for acceptance and processing by Parkland County.

### CHECKLIST

- Consultation**- Prior to submitting a Lot Line Adjustment Package to Parkland County, a consultation with a Parkland County Planner is required.
  
- Application Form**-The application must be completed in full and signed by the registered owner(s).
  
- Application Fee**-Applicable fees as set out in Parkland County's Departmental Fees and Charges.
  
- Tentative Plan**- The Tentative Plan must be prepared by an Alberta Land Surveyor and must include the following as a minimum. Parkland County requires two (2) hardcopies submitted with the application and one (1) digital PDF sent by email or USB:
  - legal description
  - proposed parcel dimensions
  - existing buildings or structures and distance from existing and proposed property boundaries
  - existing well and private sewage disposal system and distance from existing and proposed property boundaries
  - natural and man-made land features i.e. dugout, river, stream, lake, tree stands, shelter belts, etc.
  - Township Roads, Range Roads and/or Provincial highways
  - pipeline rights-of way or other rights-of ways and easements
  - location of existing approaches and proposed approaches
  
- Title Search**- A current title and a copy of all registered instruments for the lands subject to the subdivision dated not more than 14 days prior to Parkland County receiving the application for subdivision. Parkland County may, if requested, obtain titles from the Alberta Land Titles Office for a fee of \$10.00 per document..
  
- Geotechnical Reports**-In some instances, Geotechnical Reports regarding near surface shallow water table tests, percolation tests for sewage disposal, potable water supply and steep slope evaluation (slopes greater than 15%) may be required. Two (2) stamped and sealed originals and one (1) digital PDF sent by email or USB are required should this report be applicable.
  
- Other** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 2019 SUBDIVISION FEES

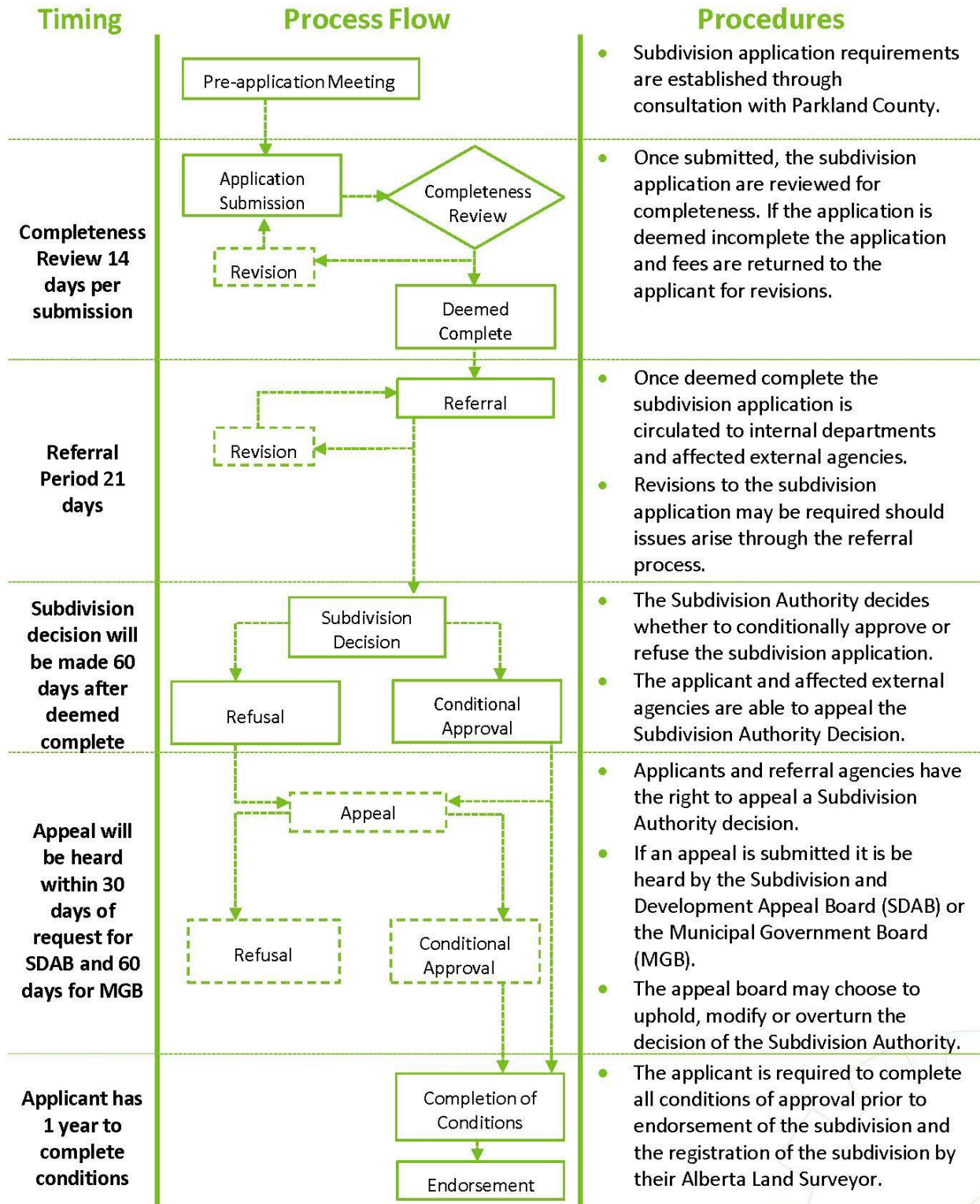
#### APPLICATION FEES

Lot Line Adjustment	\$514.00 plus \$51.00 per parcel
---------------------	----------------------------------

#### ENDORSEMENT FEES

Lot Line Adjustment	\$51.00 per parcel
---------------------	--------------------

## Subdivision, Lot Line Adjustment, Bareland Condominium Approval Process





Date Rec'd: \_\_\_\_\_ Fee: \_\_\_\_\_  
 Planner: \_\_\_\_\_ Districting: \_\_\_\_\_  
 Deemed Complete Date: \_\_\_\_\_  
 File Number: \_\_\_\_\_

Planning & Development Services  
 53109A Hwy 779  
 Parkland County, AB T7Z 1R1  
 Tel. 780.968.8443  
 Fax. 780.968.8444  
[www.parklandcounty.com](http://www.parklandcounty.com)

**LOT LINE ADJUSTMENT APPLICATION**

The requirements of a lot line adjustment application are established through consultation with Parkland County Planning and Development Services. An application will not be accepted until consultation has been completed.

**Name of registered owner/s (Parcel 1/reducing total area):**

**Name of registered owner/s (Parcel 2/increasing total area):**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Mailing Address:**

**Mailing Address:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Ph:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Ph:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Applicant acting on behalf of the registered owners (where applicable):**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Parcel 1 Legal Description (reducing total area)**

Plan	Block	Lot	Subdivision	
Meridian <input type="checkbox"/> W4 <input type="checkbox"/> W5 (select one)	Range	Township	Section	Quarter Section <input type="checkbox"/> PT <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE (select one)

Parcel 1 is transferring \_\_\_\_\_ ha (\_\_\_\_\_ ac) to Parcel 2 which will result in a new total area of \_\_\_\_\_ ha (\_\_\_\_\_ ac) for Parcel 1

**Parcel 2 Legal Description (increasing total area)**

Plan	Block	Lot	Subdivision	
Meridian <input type="checkbox"/> W4 <input type="checkbox"/> W5 (select one)	Range	Township	Section	Quarter Section <input type="checkbox"/> PT <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE (select one)

Parcel 2 is receiving \_\_\_\_\_ ha (\_\_\_\_\_ ac) from Parcel 1 which will result in a new total area of \_\_\_\_\_ ha (\_\_\_\_\_ ac) for Parcel 2

<b>Location:</b>	
1) The land is in the Municipality of Parkland County?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2) Is the land immediately adjacent to a municipal boundary? If "Yes", the adjacent municipality is: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
3) Is the land within 1.6 kilometres of the right of way of a provincial highway? If "Yes", state Highway Number: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
4) Does either parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal? If "Yes", state the name: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
5) Is either parcel within 1.5 km of a sour gas facility?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6) Are there any underground storage tanks on either parcel?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Existing Property (Parcel 1/reducing total area):</b>	
Existing use of the land _____	
Proposed use of the land _____	
Topography of land (flat, rolling, steep, etc.) _____	
Vegetation and water on land (brush, shrubs, sloughs, creeks, etc.) _____	
Buildings and structures on the existing property and whether they are to be demolished or moved. _____	
<b>Existing Property (Parcel 2/increasing total area):</b>	
Existing use of the land _____	
Proposed use of the land _____	
Topography of land (flat, rolling, steep, etc.) _____	
Vegetation and water on land (brush, shrubs, sloughs, creeks, etc.) _____	
Buildings and structures on the existing property and whether they are to be demolished or moved. _____	

<b>Services (Parcel 1/reducing total area):</b>					
<b>Existing on-site water supply:</b>	Well <input type="checkbox"/>	Cistern <input type="checkbox"/>	Municipal Service <input type="checkbox"/>	None <input type="checkbox"/>	Other <input type="checkbox"/> _____
<b>Proposed water supply:</b>	Well <input type="checkbox"/>	Cistern <input type="checkbox"/>	Municipal Service <input type="checkbox"/>	None <input type="checkbox"/>	Other <input type="checkbox"/> _____
<b>Existing on-site sewage disposal:</b>	Open Surface Discharge & Septic Tank <input type="checkbox"/>		Holding Septic Tank & Hauling <input type="checkbox"/>		
	Septic Tank & Field <input type="checkbox"/>	Onsite Sewage Lagoon <input type="checkbox"/>	Municipal Service <input type="checkbox"/>	None <input type="checkbox"/>	
<b>Proposed on-site sewage disposal:</b>	Open Surface Discharge & Septic Tank <input type="checkbox"/>		Holding Septic Tank & Hauling <input type="checkbox"/>		
	Septic Tank & Field <input type="checkbox"/>	Onsite Sewage Lagoon <input type="checkbox"/>	Municipal Service <input type="checkbox"/>	None <input type="checkbox"/>	
<b>Services (Parcel 2/increasing total area):</b>					
<b>Existing on-site water supply:</b>	Well <input type="checkbox"/>	Cistern <input type="checkbox"/>	Municipal Service <input type="checkbox"/>	None <input type="checkbox"/>	Other <input type="checkbox"/> _____
<b>Proposed water supply:</b>	Well <input type="checkbox"/>	Cistern <input type="checkbox"/>	Municipal Service <input type="checkbox"/>	None <input type="checkbox"/>	Other <input type="checkbox"/> _____
<b>Existing on-site sewage disposal:</b>	Open Surface Discharge & Septic Tank <input type="checkbox"/>		Holding Septic Tank & Hauling <input type="checkbox"/>		
	Septic Tank & Field <input type="checkbox"/>	Onsite Sewage Lagoon <input type="checkbox"/>	Municipal Service <input type="checkbox"/>	None <input type="checkbox"/>	
<b>Proposed on-site sewage disposal:</b>	Open Surface Discharge & Septic Tank <input type="checkbox"/>		Holding Septic Tank & Hauling <input type="checkbox"/>		
	Septic Tank & Field <input type="checkbox"/>	Onsite Sewage Lagoon <input type="checkbox"/>	Municipal Service <input type="checkbox"/>	None <input type="checkbox"/>	
<b>Registered Owner/s:</b>					
I / We, the registered owner/s certify that:					
<ul style="list-style-type: none"> <li>(a) the information given is complete and is, to the best of my/our knowledge, a true statement of the facts relating to the application for subdivision approval;</li> <li>(b) authorization is granted for authorized personnel of Parkland County to enter the lands to conduct site inspections and evaluations.</li> <li>(c) Where applicable, the individual(s) who's information has been listed under "Applicant acting on behalf of registered owner/s" on page one of this application is hereby authorized to make this application on my/our behalf.</li> </ul>					
<b>Parcel 1</b>			<b>Parcel 2</b>		
_____ Signature of Registered Owner			_____ Signature of Registered Owner		
_____ Print Name of Registered Owner			_____ Print Name of Registered Owner		
_____ Signature of Registered Owner			_____ Signature of Registered Owner		
_____ Print Name of Registered Owner			_____ Print Name of Registered Owner		