



**RURAL RESIDENTIAL/AGRICULTURAL  
SUBDIVISION APPLICATION PACKAGE  
(Includes Bareland Condominiums)  
(= or < 4 Parcels)**

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

**CHECKLIST**

- Consultation-** Prior to submitting a Subdivision Application 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) of each digital PDF and CAD files 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 ie. 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 or easements
  - location of existing approaches and proposed approaches
  - location of existing active and/or abandoned oil and gas wells and lease sites
- 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.
- Appraisal Agreement-**If money is required to be provided in place of Municipal Reserves, the applicant must provide a market value appraisal of the lands to be subdivided. Please consult a Parkland County Planner for more information.
- 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** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2018 SUBDIVISION FEES**

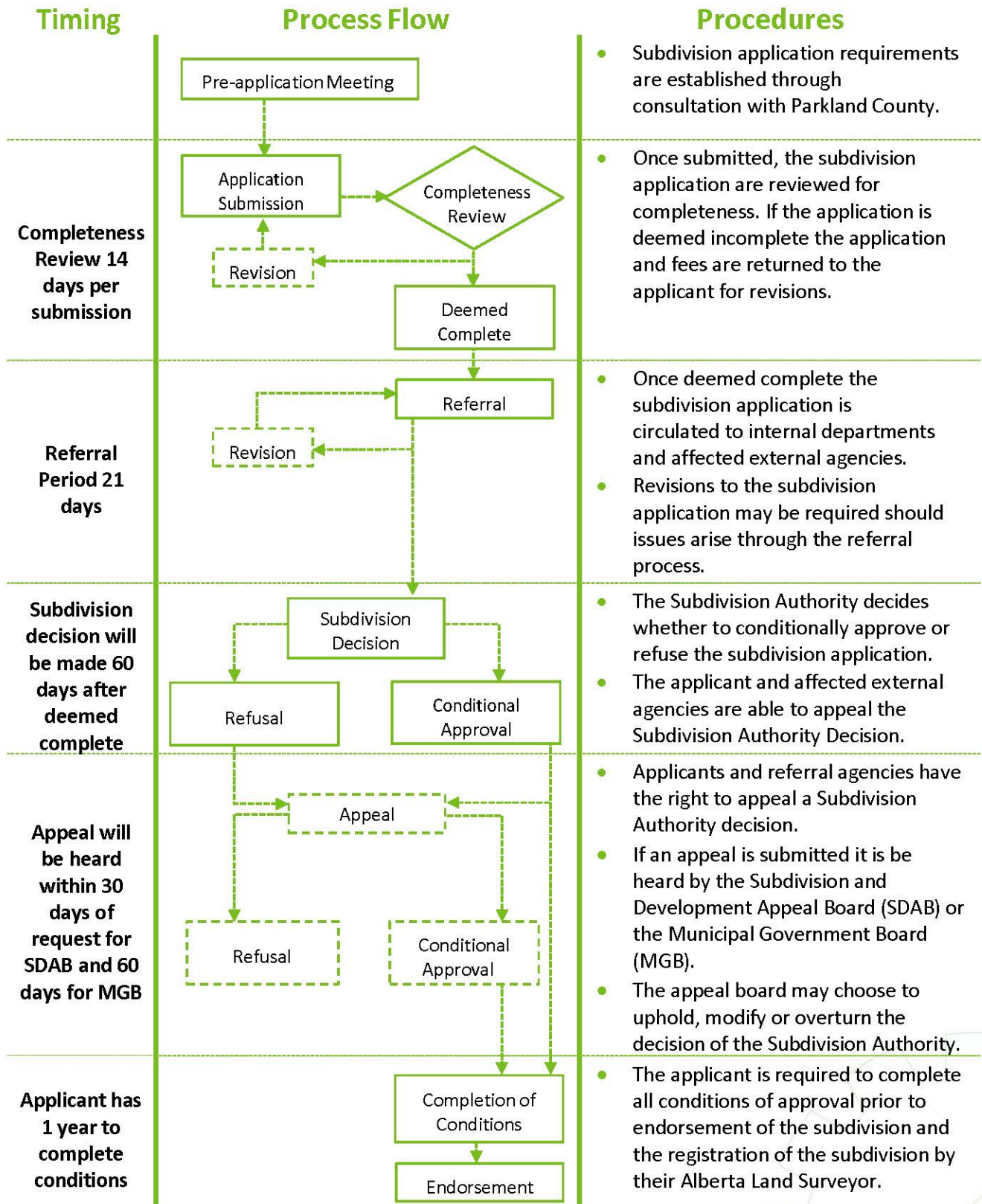
**APPLICATION FEES**

First parcel out from an unsubdivided quarter section	<b>\$400.00</b>
All other rural subdivisions (including Conventional and Bareland Condominiums)	<b>\$500.00 plus \$250.00 per parcel</b>

**ENDORSEMENT FEES**

First parcel out from an unsubdivided quarter section	<b>\$500.00</b>
All other subdivisions (including Conventional and Bareland Condominiums)	<b>\$250.00 per parcel excluding Public Utility and Reserve parcels</b>

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





Application Fee: \_\_\_\_\_  
 File Number: \_\_\_\_\_  
 Zoning of Land: \_\_\_\_\_  
 Planner: \_\_\_\_\_

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)

**SUBDIVISION APPLICATION**

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

<p><b>Name of registered owner/s:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Mailing Address:</b></p> <p>_____</p> <p>_____</p> <p><b>City:</b> _____ <b>Postal Code:</b> _____</p> <p><b>Ph:</b> _____ <b>Cell:</b> _____</p> <p><b>Email:</b> _____</p>	<p><b>Applicant acting on behalf of registered owner/s:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Mailing Address:</b></p> <p>_____</p> <p>_____</p> <p><b>City:</b> _____ <b>Postal Code:</b> _____</p> <p><b>Ph:</b> _____ <b>Cell:</b> _____</p> <p><b>Email:</b> _____</p>
---	---

Plan	Block	Lot	Subdivision		
Meridian <input type="checkbox"/> W4 <input type="checkbox"/> W5 <small>(select one)</small>	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 <small>(select one)</small>	

**Location:**

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 the land 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 the proposed 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 the title area?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Existing Property:</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:</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>Abandoned Wells:</b>					
Documentation from ERCB (Energy Resource Conservation Board) Web Viewer <u>must</u> be attached to this application. ERCB Web Viewer can be accessed online at <a href="http://www.ercb.ca">www.ercb.ca</a> under Abandoned Well Map.					
<input type="checkbox"/> According to ERCB Web Viewer, there are <b>NO</b> abandoned well sites within the titled area as evidenced by the attached abandoned wellsite map from ERCB Web Viewer.					
<b>OR</b>					
<input type="checkbox"/> According to ERCB Web Viewer, there <b>ARE</b> abandoned well site(s) within the titled area as evidenced by the attached abandoned wellsite map from ERCB Web Viewer. The location of the abandoned well site(s) and required setback has been included on my tentative plan submitted with this Subdivision Approval Application.					
<b>Registered Owner/s:</b>					
I / We, the registered owner/s certify that:					
(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;					
(b) authorization is granted for authorized personnel of Parkland County to enter the lands to conduct site inspections and evaluations.					
(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.					
Signature of Registered Owner		Print Name		Date	
Signature of Registered Owner		Print Name		Date	