

The following checklist describes the actions and information required for your application to be accepted and processed.

CHECKLIST

- Consultation Prior to submitting a Subdivision Application Package to Parkland County, a consultation with a Parkland County Planner is required.

- Application Fee Pay applicable fees as described on the Parkland County's Departmental Fees and Charges webpage.

- Tentative Plan Submit with the application, a minimum of one (1) digital PDF copy of the tentative plan. The tentative plan must be prepared by an Alberta Land Surveyor, dated, and draw to scale, and should include:
 - Legal description
 - Property dimensions
 - Existing buildings or structures and distances from existing and proposed boundaries
 - Existing well and private sewage disposal system and distance from existing and proposed property boundaries
 - Township roads, range roads and/or provincial highways, including registered right-of-way for future alignments, expansions, etc.
 - Pipeline rights-of way or other rights-of ways and easements
 - Existing and proposed approaches indicating use of each approach (e.g. field, residential, industrial/commercial) with distance to nearest property line
 - Existing active and/or abandoned oil and gas wells and lease sites

- Geotechnical Reports When required by a Parkland County planner, geotechnical reports such as surface shallow water table tests, percolation tests for sewage disposal, potable water supply and steep slope evaluation (slopes greater than 15%) must be submitted in a digital PDF file format.

- 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.

- Other Items identified by the County Planner during pre-application consultation.

Subdivision, Lot Line Adjustment, Bareland Condominium Approval Process

