



## APPLICATION FOR SUBDIVISION APPROVAL CHECK LIST

- ✓ Completed subdivision application form with an owner authorized letter in the absence of the owner's signature on the application
- ✓ Certificate of Title (1 copy)
- ✓ Deferred Municipal Reserve Caveat
- ✓ Letter of Request for Subdivision
- ✓ Confirmation of abandoned well sites
  - ✓ Abandoned Well Declaration Form signed
  - ✓ Abandoned well(s) map
- ✓ Subdivision Plan
  - ✓ Dimensions and locations of lot(s) and right of ways, new lots, and reserve lots
  - ✓ Natural features including wetlands, bodies of water, top of bank, and treed areas
  - ✓ Constructed features including highways, public roads, existing and proposed access locations
  - ✓ Existing buildings including location, dimensions, and setbacks on existing buildings
  - ✓ Wells and private sewage systems location and distance from property lines and buildings
- ✓ Provide 1 copy of the subdivision plan drawn or digital (If digital it must be in AutoCad)
- ✓ Location map showing the proposed subdivision area in context to the City of Wetaskiwin (1 copy)
- ✓ Fees – as per the Fee Bylaw (attached)
- ✓ Supporting documentation and reports
  - ✓ Additional documents or studies may be required and include traffic impact analysis, boundary condition assessments, servicing reports etc.

**CITY USE ONLY**

File # _____	Date Received _____
Fees Received _____	Registered Plan # _____

**REGISTERED OWNER**

Name(s) \_\_\_\_\_

Number of Owner(s) \_\_\_\_\_ If more than one, contact name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED**

Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Meridian \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Rural **OR** Municipal Address (if any) \_\_\_\_\_

Area of current title \_\_\_\_\_ ACRE/HA (CIRCLE ONE)    Area of lots to be created \_\_\_\_\_ ACRE/HA (CIRCLE ONE)

**LOCATION AND PRESENT USE**

Name of Municipality: \_\_\_\_\_

If the land is immediately adjacent to a municipal boundary, give the name of the other municipal boundary: \_\_\_\_\_

If the land is within one mile (1.6km or 2 quarter sections) of a highway or a secondary highway, give its number: \_\_\_\_\_

Is the proposed site within 1.5 km of a sour gas facility? \_\_\_\_\_

If the proposed parcel contains or is bounded by a river, stream, lake or other body of water, or by a drainage ditch or canal, give its name. \_\_\_\_\_

Present land classification (zoning or district): \_\_\_\_\_

Existing land use: \_\_\_\_\_

Proposed land use and districts: \_\_\_\_\_

Please provide a plan for servicing the proposed lot(s): \_\_\_\_\_

**PROPOSED SUBDIVISION**

Describe the proposed subdivision:

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Number of lots to be created:

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Proposed land use & districts:

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Describe any existing buildings on the proposed parcel(s):

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List all utility services available (water, sewer, gas, power, etc.):

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Describe the proposed servicing plan:

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Describe the soil, slope, and vegetation:

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Describe the sewage disposal system (i.e. City provided sewer or private sewage system):

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**OWNER'S APPLICATION AND CONSENT**

1. I am the registered owner of the property as noted.
2. I am applying for approval to subdivide the property as noted.
3. The information 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 of subdivision.
4. I consent to staff of the City of Wetaskiwin and referral agencies to enter the above noted lands to conduct a site inspection.
5. I acknowledge the Decision Time Limit of **60 days**: Under S. 6(b) of the ALBERTA REGULATION 43/2002, SUBDIVISION AND DEVELOPMENT REGULATION.
6. The information on this form may be released under S.653 of the Municipal Government Act or successor legislation.
7. *(Optional)* I nominate the person noted below to act as my agent in processing the application.
8. The person information provided by you is being collected under the authority of the Municipal Government Act RSA 2000 chapter M-26 and will be used for the purposes under that Act. The person information that you provide may be made public, subject to provisions of the Freedom of Information and Protection of Privacy Act.
9. I accept that all City of Wetaskiwin subdivision fees are **NON-REFUNDABLE**.

\_\_\_\_\_  
Printed Name of Owner                      Signature of Owner                      Date

**OWNERS AGENT (IF APPLICABLE)**

Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_  
 Postal Code \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner's Agent                      Date

**NOTE:** A detailed sketch of the proposed lot must be submitted along with the appropriate fees for the application. Without the drawing and the appropriate fees (cash & cheques only), the application cannot be processed.

Please submit completed application form(s) and required drawings/fees:

By Mail                      **City of Wetaskiwin**  
**Engineering & Development**  
**Box 6210 | 4705 – 50 Avenue**  
**Wetaskiwin, AB T9A 2E9**

By Email                      **development@wetaskiwin.ca**

Drawing Enclosed

**CITY OF WETASKIWIN SUBDIVISION FEES SCHEDULE**  
 (EFFECTIVE DATE JANUARY 1, 2020 AS APPROVED BY CITY COUNCIL)

Subdivision Application (includes lot line adjustments)	\$500 plus \$125 per lot
Time Extension (only one permitted)	\$500
Endorsement (due at time of endorsement) (Reserve lots and public utility lots are exempt from the endorsement fee.)	\$150 per lot
Condominium Unit Conversions (Section 75 of the Condominium Property Regulations)	\$40 per unit

The personal information on this form is collected under the authority of Section 32(c) of the Alberta Freedom of Information and Protection Privacy Act, Section 642 of the Municipal Government Act and/or Section 39 of the Safety Codes Act. The information will be used to process your applicant(s) and your name and address may be included on the reports that are available to the public. For more information, contact Engineering & Development at (780) 361-4432. Correspondence may be sent to: City of Wetaskiwin, Engineering & Development, PO Box 6210, Wetaskiwin, AB, T9A 2E9.