



GUIDE TO SUBDIVIDING LAND

2023

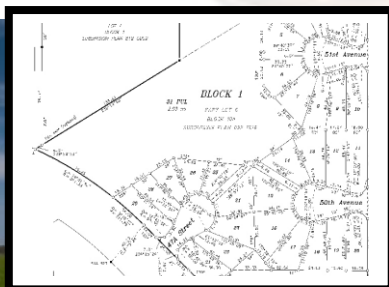
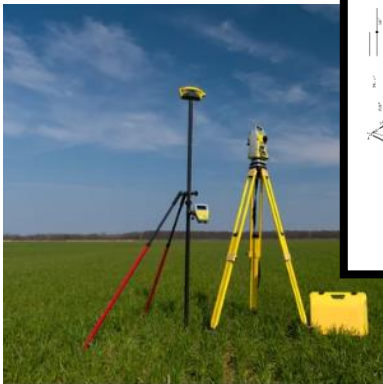


TABLE OF CONTENTS

SECTION	PAGE
INITIAL QUESTIONS	2
ISSUES	3
SUBMITTING THE APPLICATION.....	6
APPLICATION COMPLETION CHECKLIST	11
APPLICATION PROCESS OVERVIEW	12
FEE SCHEDULE FOR APPLICATIONS/ APPROVALS	13
SUBDIVISION APPLICATION FORM	14
ABANDONED WELLS.....	17
WATER AND SEWAGE DISPOSAL	18
SUBDIVISION SKETCH.....	20

NOTE:

These guidelines are intended to assist landowners in determining the requirements relating to subdividing lands. The process of subdividing lands follows various County policies and Provincial policies which may be difficult to interpret without having prior experience with subdividing. If you have question pertaining to these policies, please feel free to contact Yellowhead County or a Professional Planner or Surveyor for clarification. If you have questions arising out of this information, please contact the Yellowhead County Planning Department for more detailed information.

Who makes the rules regarding subdivision of land?



In the Province of Alberta, the Municipal Government Act and the Matters Related to Subdivision and Development Regulation provide the legislative authority for Municipalities to regulate the subdivision of land within their Municipal boundaries. This legislation requires that Municipalities with a population of 3,500 or more must adopt a Municipal Development Plan and a Land Use Bylaw. These two documents combine to plan the future development of the Municipality by providing policy direction and regulations for subdivision and land development.



➤ *What is a “subdivision”?*

Subdivision is the process of dividing a piece of land into any number of smaller parcels of land as provided by Municipal and Provincial legislation. Each newly created parcel is issued its own registered title from an Alberta Land Titles Office.

➤ *Who can apply to subdivide land?*

Land cannot be subdivided without the permission of the registered owner. The registered owner may, however, appoint an authorized person to act on their behalf. Although anyone can be appointed, the authorized person should be someone familiar with the subdivision process such as a land use planning consultant or land surveyor.

➤ *How much does it cost to subdivide land?*

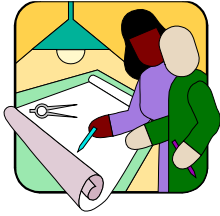


The cost of subdividing land will vary depending upon the complexity of your application. The following costs must be paid to Yellowhead County (please note, however, that these will not be your only costs):

- each application will be required to submit an application fee as established by the Subdivision Fee Schedule approved by your Council;
- if your application is approved with conditions, you will be required to meet the conditions prior to registration of the new subdivision plan. In meeting these conditions, there may be costs that you will incur;
- once you have met the conditions of the subdivision approval, the County requires a fee for endorsement of the registerable instrument to be submitted to the Alberta Land Titles Office.

Other costs you should consider when subdividing land are:

- the costs of preparing the registerable instrument by an Alberta Land Surveyor;
- the costs of registering your parcel at the Land Titles Office;
- the costs associated with hiring an agent to represent your application;
- costs associated with meeting any conditions of approval; and/or
- any appeal fees required.



➤ ***Can my land be subdivided?***

Prior to submitting a formal subdivision application and paying the necessary application fees, you may wish to consult the County Planning Department about your land. This will ensure that you are aware of all the existing land use planning policies which may affect your subdivision application and clarify any of the requirements contained in this guide. This will not, however, be an answer as to whether or not you can subdivide your land. In order to receive a decision or answer, you will be required to submit a formal subdivision application.

➤ ***What is involved in submitting a subdivision application?***

Whether or not you are comfortable with and/or qualified to submit a subdivision application will depend upon your knowledge of, or familiarity with, the subdivision process. An example of a completed application form is shown in this package to show the type of information you may be required to supply.

ISSUES TO CONSIDER IN YOUR SUBDIVISION PROPOSAL:

➤ ***Is the land suitable for the type of development I am proposing?***



You will need to establish there is a suitable building site on each of the proposed parcels and on the proposed remainder of your land. Land uses that can occur on the land are contained within the County's Land Use Bylaw. Each proposed site must have a suitable building site that can potentially accommodate the uses listed in the land use district (also known as zoning) that applies to your land. You can purchase a copy of the Land Use Bylaw at the County office or view it online at www.yhcounty.ca. In some cases, the County may require information to be supplied by a qualified person or engineer proving the suitability of the land for the proposed use. The criterion for suitability includes: being able to provide for a house with a basement, install a private sewage disposal system, add a water well to the area.

➤ ***What type of development could occur around my land?***

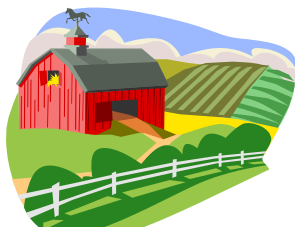
Land use in Yellowhead County is governed by the Yellowhead County Land Use Bylaw No. 09.21. This bylaw establishes the types of land uses that can and cannot occur on lands within Yellowhead County. All lands within Yellowhead County have a land use district applied to them, which indicates the specific land uses that may occur. The land use designation may be changed by submitting an application to the Planning Department to request Council consider an amendment to the land use designation as prescribed by the Land Use Bylaw. The cost for this application is \$400.00.



➤ ***How many parcels of land may I subdivide?***

The number of parcels allowed is governed by the Yellowhead County Municipal Development Plan and Land Use Bylaw. These documents indicate the number of parcels allowed under the land use designation of your land. For example, if your land is designated Rural District and is not considered to be “better agricultural land” as defined in these documents, you may be able to subdivide up to five (5) parcels of land per quarter section. Checking with the County Planning Department will help you determine how many parcels are able to be created on your land.

➤ ***Are my lands rated as “Better Agricultural Lands”?***



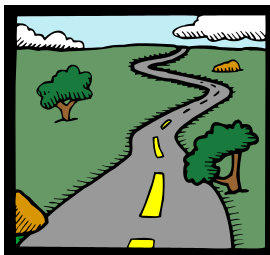
Better Agricultural Lands are defined by your Council as those lands where at least fifty percent (50%) of a quarter section has a Rural Farmland Assessment (R.F.A.) rating of 30% or higher, except in the following circumstances:

- a) Where the quarter section has been previously fragmented through subdivision and contains in excess of three (3) parcels;
- b) Where the lands are located within the urban fringe area with the Town of Edson;
- c) Where the lands are located west of Range Seventeen (17), West of the Fifth (5th) Meridian; or
- d) When a revised Rural Farmland Assessment is provided to the County that demonstrates that the land does not meet the criteria for better agricultural land.

Applicants for subdivision can contact to the Yellowhead County Planning Department for assistance in obtaining information about the Rural Farmland Assessment rating for the land.

Notwithstanding the forgoing, in order to make best use of existing and proposed infrastructure the County supports residential subdivision within 0.8 km (1/2 mile) of the right of way of a paved or oiled road or a road to be proposed to be paved or oiled, regardless of agricultural ratings. Checking with the County Planning Department will help you determine how many parcels are able to be created on your land.

➤ ***How will I access my proposed lot?***



As a condition of subdivision approval, Yellowhead County requires that the developer provide direct legal and physical access to each proposed lot of a subdivision. This access must be developed to the minimum required standards of Yellowhead County. Depending upon what type and scale of development is proposed for the subdivision, the standards required for the access may vary. For example, Municipal access standards to a residential subdivision would be different than the standards required for a rural industrial subdivision. A License of Occupation or LOC does not constitute legal access to land as an LOC can be cancelled through the Provincial Public Land Disposition process. Legal access must be either be developed upon a road allowance or a registered road plan. Physical access requires that the

road upon the road allowance or registered road plan is constructed to County standards. If a road is needed to be constructed or upgraded, this may require that an engineered road design be prepared and stamped by a Professional Engineer and submitted to the County for approval, prior to construction of the road.

A developer may also be required upgrade existing approaches. This is to ensure they are updated to meet the current Yellowhead County Standard to provide access for the new residential parcels or to the remainder parcel. As a condition of subdivision approval, the County has the authority to require upgrades to existing accesses in addition to specifying any new construction.

➤ ***Is there a potable water supply?***

How water will be provided to the development should be considered. For some subdivisions, the County may require information indicating an adequate supply of potable water exists for the number of parcels proposed, be provided. This information is usually provided by a qualified person such as a hydrologist or engineer.

➤ ***How will sewage be disposed of?***

The proposed parcel must have an adequate area in which to dispose of sewage and, in some cases, the required setbacks for existing septic systems must also be taken into account. The area required for sewage disposal will be dependent upon the type of development proposed as well as the site and soil conditions of the parcel. The density, or the number of parcels in the area of the subdivision may also contribute to determining site conditions on the land which affects sewage disposal on the proposed subdivision. In some subdivision proposals, the County may require information be provided by a qualified person or engineer, confirming the site conditions on each parcel are suitable for sewage disposal.

➤ ***What is Municipal Reserve and why must I provide it to the County?***

Municipal reserve dedication is collected by all Municipalities to allow for the development and maintenance of parks, trails, schools and community centres with the County.

The Municipal Government Act indicates that municipal reserve may be collected on each subdivision application with the exception of:

- a) One lot is to be created from the quarter section;
- b) Land is to be subdivided into lots of 40 acres or more and is to be used only for agricultural purposes;
- c) The land to be subdivided is 2 acres or less;
- d) Reserve land, environmental reserve easement or a cash-in-lieu payment has been previously provided.



These are just some of the factors that should be considered in your subdivision application. Depending upon the subdivision proposal, there may be additional factors that need to be considered or addressed as part of the subdivision application. If you are unsure of additional issues that may need to be addressed, contact the Yellowhead County Planning Department.

SUBMITTING THE APPLICATION

A subdivision application will only be accepted by the County as being complete when ALL of the following information has been submitted and is ready for circulation to the various referral agencies:

- 1. A Complete Application Package.** All pages of the application form must be completed in their entirety. It is important to provide accurate information on the location and legal description of your property, the proposed uses of the land, the number of lots you are creating, the physical characteristics of the land and the reason for your subdivision.
- 2. Sketch Of the Proposed Subdivision.** A sketch must accompany the application and must indicate the following:
 - the location, dimensions and boundaries of the existing titled area;
 - the location, dimensions and boundaries of each new lot to be created and the distance from the existing lot boundaries;
 - the location of existing buildings and their distances from existing and proposed boundaries;
 - the type of building (i.e. house, garage, shed, barn, etc.) and dimensions of existing buildings;
 - the size and location of any natural features such as sloughs, lakes, rivers, creeks, muskeg, treed areas, and their distance from proposed boundaries;
 - the location and distance from man made features such as pipelines, oil and gas facilities, water wells, sewage disposal systems;
 - the location of any highways, lease roads and/or rail lines.
 - The location of all existing and proposed roadways/ approaches.
 - The location of any abandoned oil or gas wells.

It is VERY IMPORTANT to note that you are responsible to ensure that all of the existing development intended to be located within the subdivision will be within the boundaries you are proposing when it is registered in a Land Titles Office. The County will NOT confirm that your measurements include existing development, this is your responsibility. Make sure you know where your property lines are and where they will be. Some subdivision sketches that may be part of a more detailed application may be required to be submitted by a planning consultant or land surveyor.

- 3. Landowner Authorization.** An application for subdivision can only be authorized by the landowner. Therefore it is very important the name of the registered owner, be printed in the proper areas on the application form, together with your mailing address and day time phone number(s). The application form must be signed by the landowner or authorized agent. If there is more than one registered landowner, all of the owners must sign the application form. If it is not convenient, the landowners may have another authorized person act on his/her behalf. This is the statement that legally authorizes the person that has been designated to act on your behalf.
- 4. Application Fee.** The application fee as established by the Subdivision Fee Schedule approved by your Council must be included with the application. Payment must be by cash, debit card or cheque and payable to Yellowhead County.
- 5. Right of Entry.** The right of entry form must be completed and signed by you as the registered land owner. The right of entry is your permission for us to visit and inspect the land you are subdividing.
- 6. Abandoned Wells.** The abandoned wells form must be signed by the registered owner(s) stating that there are no abandoned well sites OR attaching a plan showing the well (s) location with required setbacks. After reclamation of a well has been completed and approved by the Alberta Energy

Regulator, there is nothing visible on the surface or on the land title document to indicate the presence of and abandoned well. Proper setback distances and access to the abandoned well site needs to be maintained if a leak should occur. There is also a risk to excavation and construction if abandoned wells are not properly located.

Effective November 1, 2012, in accordance with Provincial Alberta Regulation 84/2022, Matters Related to Subdivision and Development Regulation, new subdivision applications, except for lot line adjustments, must identify the presence of or absence of abandoned wells. Documentation from AER (Alberta Energy Regulator) Web Viewer must be attached to this application. AER Web Viewer can be accessed online at www.aer.ca under Systems and Tools and then Abandoned Wells Map Viewer.

- 7. Water and Sewage Disposal.** The water and sewage disposal must describe all existing and proposed water supply wells systems and sewage disposal systems.
- 8. Water and Soil tests.** In some cases, Geotechnical Reports regarding near surface shallow water table tests, tests for suitability for onsite sewage disposal, potable water supply and steep slope evaluation (slopes greater than 20%) prepared in accordance with Alberta Environment Guidelines or Section 23 of the Water Act may be required. One stamped and sealed original of each report is required if it is determined by the Yellowhead County Planner that any reports are required.

Subdivision Applications which have the effect of creating six or more lots within a quarter section must be accompanied by near surface water table test, soils tests for sewage disposal and information regarding water wells which either exist on the site or which are adjacent to the site. This information would not be required if the land you are subdividing is serviced or intended to be serviced with piped municipal water and sewer systems.

- 9. Time Extensions.** If the Subdivision Authority is not able to make a decision on your application within sixty (60) days, we will ask you to give us additional time and request that you sign a time extension form. The time extension form may be completed and signed by you or your authorized agent. If you do not grant an extension to the sixty (60) day period, the application is deemed to be refused and you may appeal this decision (see Appeals).

EVALUATION OF THE APPLICATION:

Your application will be reviewed and checked by County staff to ensure the proposal conforms to Provincial and Municipal planning legislation. Each lot created must include a *confirmed* **Suitable Development Area**. In addition, the land you are subdividing is evaluated according to:

- the general terrain;
- the soil characteristics;
- the near surface water table depth;
- the soils capability to provide drainage and absorb sewage effluent;
- the possibility of flooding, erosion or slumping of the land;
- the adequacy of the proposed building sites including the ability to accommodate residential basement construction;
- the existence of direct legal access and provision and quality of direct physical access;
- the availability of a water supply that is adequate for drinking and for the intended use of the parcel;
- the use of adjacent land;
- its proximity to existing utilities;
- its relationship with or possible effect on future development of surrounding land; and
- a site inspection by County staff (if authorized).

Specifically, the Suitable Development Area within the Rural Residential or Country Residential lot is defined in Environmental Guidelines for Review of Subdivision in Alberta September 1998, as follows:

1. is an unfragmented area;
2. is at least 0.40 hectares (~1 acre) in size;
 - a. does not include any part of the lot that cannot be developed for nonenvironmental reasons, for example, lot boundary setback strip required by a municipality,
 - b. does not include any portion of the Environmentally Significant Area, for example, hazard land such as a 1:100 year floodplain or unstable slopes,
3. has low water table conditions;
 - a. low water table conditions are present where the water table is 1.8 metres (6 feet) or more below the ground surface during the frost-free period up until the end of August, and 2.4 metres (8 feet) or more below the ground surface during the remainder of the year.
 - b. this definition recognizes that the water table will probably be elevated during the spring due to the infiltration of snowmelt and during the summer rainy season.
 - c. High water table levels can adversely affect the functioning of a sewage disposal system, which could lead to shallow groundwater and or surface water contamination and render the area unsuitable for residential basement construction and interfere with construction of roads.
4. is level or has slopes not exceeding a grade of 15% in an upland non valley area;
5. is level or has slopes not exceeding 12.3% in a valley;
6. can have a household water supply that provides adequate supply of potable water during peak periods and over the long term;
7. can have a private sewage disposal system in which there is minimal, long-term risk that it will malfunction and contaminate surface and/or groundwater;
8. presents minimal risk to property, health or safety by natural hazards such as flooding, erosion and slope movement; and
9. has minimal Public Health, Safety or Quality of Life concerns associated with non operating, operating, proposed land uses, such as landfills or sewage lagoons or *gravel excavation and crusher operations*.

Circulation of the Application

A twenty-one (21) day agency referral circulation period is included within the sixty (60) day processing period. During this period your completed application form is sent to local and provincial authorities for their review and comments. Your application is required to be sent to adjacent landowners so that they may make written comments or presentation to the Subdivision Authority regarding the application.

Recommendation and Decision

After reviewing the application, the Subdivision Authority will make a recommendation based on the information submitted with your application, the comments received from the referral agencies, Provincial and Municipal planning policies and regulations applying to the land. The Subdivision Authority may either approve, approve with conditions or refuse your application. Written notice of the decision will be sent to you and the referral agencies.

APPEALS

A decision of approval, conditional approval or refusal may be appealed to the Subdivision and Development Appeal Board or the Land and Property Rights Tribunal where the appeal involves provincial interests. The following are the persons or agencies who may appeal:

- **The Applicant** - You or your authorized agent may appeal a decision of refusal or any condition attached to an approval. In order to appeal, you must send a written notice, stating reasons, within fourteen (14) days of the date you received the written decision of the Subdivision Authority;
- **Yellowhead County Council;**
- **School Authority** - The local school authority may only appeal the amount or the location of the school reserve or municipal and school reserve that it receives; and
- **Provincial Government Bodies.**

Upon receipt of a notice of appeal, the Board or Tribunal will determine if there are valid grounds to hear the appeal. If an appeal is accepted, the Board or Tribunal will schedule a hearing. The Board or Tribunal has the authority to either uphold the Subdivision Authority's decision, reverse the decision or change any of the conditions attached to the decision.



ENDORSEMENT

Once your application has received tentative approval, from either the Subdivision Authority or the Board or Tribunal, you have one (1) year to meet all of the conditions of approval. During this period, you must arrange for an Alberta Land Surveyor to prepare and submit to the County, a final plan for endorsement. Once all of the conditions have been met and the endorsement fees have been paid, the County will endorse the final plan.

You have one (1) year from the date of endorsement in which to have your final plan registered in the Northern Alberta Land Titles Office. Upon registration of your final plan, new titles for the lots created will be issued by the Land Titles Office.





SUBDIVISION APPLICATION PACKAGE

The following information must be included with your Subdivision Application Package in order for your application to be deemed complete for acceptance and processing by Yellowhead County.

<input type="checkbox"/>	Consultation Prior to submitting a Subdivision Application Package to Yellowhead County, a consultation with a Yellowhead County Planner may be required.
<input type="checkbox"/>	Application Fee Applicable fees are set out in the Subdivision Fee Schedule.
<input type="checkbox"/>	Application for Subdivision Approval The Application must be <u>completed in full</u> and signed by the registered owner(s) OR the person authorized to act on behalf of the registered owner(s).
<input type="checkbox"/>	Applicant's Authorization The Applicant's Authorization is required when the applicant is not the registered owner of the property being subdivided. The Applicant Authorization form is to be signed by the registered owner(s) giving authorization for the applicant to make an application for subdivision on the registered owner(s) behalf.
<input type="checkbox"/>	Right of Entry Authorization The Right of Entry Authorization must be signed by the registered owner(s) authorizing Yellowhead County personnel to enter the lands to conduct a site inspection.
<input type="checkbox"/>	Abandoned Wells The Abandoned Wells form must be signed by the registered owner(s) stating that there are no abandoned well sites on the property OR attaching a plan showing the well(s) location with required setbacks.
<input type="checkbox"/>	Water and Sewage Disposal The Water and Sewage Disposal must describe all existing and proposed water supply and sewage disposal.
<input type="checkbox"/>	Tentative Plan of Subdivision Example The Tentative Plan must be of an acceptable standard and show all required information prior to acceptance of the subdivision application. Paper copies must be no larger than 11" x 17" and no smaller than 8.5" x 11".
<input type="checkbox"/>	Geotechnical Reports for Multiparcel Subdivision In some instances, Geotechnical Reports regarding near surface shallow water table tests, tests for sewage disposal, potable water supply and steep slope evaluation (slopes greater than 20%) prepared in accordance with Alberta Environment Guidelines or Section 23 of the Water Act may be required. One stamped and sealed original is required if it is determined by a Yellowhead County Planner that any reports are required.



YELLOWHEAD COUNTY SUBDIVISION PROCESS OVERVIEW

1.	Consultation Applicant/Owner may meet Yellowhead County Planner prior to submitting application.	Up to 60 days
2.	Application for Subdivision Approval Submit complete Subdivision Application Package.	
3.	Referral Yellowhead County refers your application to government and local agencies as well as adjacent landowners for comment.	
4.	Decision The Subdivision Authority will render one of the following two decisions: <ul style="list-style-type: none"> • Conditional Approval: all approved subdivision applications are subject to certain conditions being met and these conditions will be set out in the decision letter. The applicant must satisfy all conditions prior to Yellowhead County endorsing the final Plan of Subdivision. The applicant/owner may appeal any or all conditions of approval; or • Refusal: reasons for refusal will be set out in the decision letter. The applicant/owner may appeal the decision. A decision will be rendered on a subdivision application within 60 days of receipt of the completed Subdivision Approval Application Package, unless a time extension is agreed to by the applicant/owner and Yellowhead County. If a decision is not made within 60 days and an extension not granted, the applicant/owner may initiate an appeal as the application would be a deemed refusal.	
5.	Appeal The decision may be appealed by the applicant/owner, commenting government agency or with regard to municipal and school reserves, by the school authority. Adjacent landowners do not have the right to appeal. <ul style="list-style-type: none"> • Appeal to Yellowhead County Subdivision & Development Appeal Board – notice of appeal must be received within 14 days. The appeal hearing will be held within 30 days of receipt of the appeal; or • Appeal to Municipal Government Board – if there is a provincial interest (i.e. provincial department referred) such as an adjacent highway or water body, the appeal will be heard before the Municipal Government Board. Notice of appeal must be received within 14 days. The appeal hearing will be held within 60 days of receipt of the appeal. 	
6.	Satisfy Conditions of Approval If after 14 days, there are no appeals, the applicant/owner has 1 year from the date of approval to satisfy the conditions of approval.	Within 14 days
7.	Endorsement Once all of the conditions of approval have been satisfied, the applicant/owner or a surveyor may submit 1 paper copy of the plan for endorsement by Yellowhead County together with the endorsement fee and any other registerable documents.	Within 1 year
8.	Registration Once the plan has been endorsed, the applicant/owner or, a surveyor on behalf of the applicant/owner, has 1 year to register the plan and other registerable documents, if applicable, with Land Titles.	Registration within 1 year following endorsement

For further information or assistance, please contact:
Planning and Development Services 780-723-4800



SUBDIVISION FEE SCHEDULE

Subdivision Fee Structure	
Application Base Fee	\$600
Application fee per newly created lot	\$50
Endorsement fee per lot prior to registration	\$50
Subdivision approval extension	\$250
Subdivision Appeals	\$500
Rural Address Signs - Subdivision	
Where Subdivision Plan Sign (2.5m x 1.2m) required by Bylaw	\$3,000 per sign in addition to all other fees required, payable at endorsement stage
Where Subdivision Lot Sign required by Bylaw (1 sign required per lot created, including residual)	\$45 per sign in addition to all other fees required, payable at endorsement stage
Where Small Subdivision Sign required by Bylaw	\$425 per sign in addition to all other fees required, payable at endorsement stage

NOTE: \$200 per new lot created for off-site levy as indicated in Yellowhead County Bylaw 3.79 will generally be imposed as a condition to subdivision approval.

NOTE: Municipal/School Reserves may be owing and required to be paid as a condition of subdivision approval.

NOTE: There may be other fees involved in the subdivision process such as appraiser's fees, surveyor's fees, lawyer's fees, Land Titles fees, which are the responsibility of the applicant and/or landowner.

Please note, all fees are subject to change without notice.



APPLICATION FOR SUBDIVISION APPROVAL

Yellowhead County 2716 1 st Avenue Edson, Alberta T7E 1N9	Ph. 780-723-4800 Email planninginfo@yhcounty.ca	For Office Use Only File № _____
---	--	--

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS THE SUBJECT OF THIS APPLICATION OR BY AN AUTHORIZED PERSON ACTING ON HIS/HER BEHALF.

1. Name of registered owner(s) of land to be subdivided:		Address:	
Telephone: _____		Email: _____	
2. Authorized person(s) acting on behalf of registered owner(s):		Address:	
Telephone: _____		Email: _____	
3. Legal description and area of land to be subdivided: All/part of the _____ 1/4 Section _____ Township _____ Range _____ West of _____ Meridian Being all/parts of Lot ____ Block ____ Reg. Plan № _____ Certificate of Title № _____ Area of the above-described parcel of land to be subdivided (i.e. existing titled area) _____ hectares (_____ acres) Municipal Address _____			
4. Location of land to be subdivided: a. Is the land situated immediately adjacent to the municipal boundary? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", the adjoining municipality is _____ b. Is the land situated within 1.6 km of the right of way of a highway? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", the highway is № _____ c. Is the land situated within 0.8 km of a river, watercourse, lake or other permanent body of water or a canal or a drainage ditch? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", state its name _____ d. Is the proposed parcel within 1.5 km of a sour gas facility? Yes <input type="checkbox"/> No <input type="checkbox"/>			



Yellowhead County

5. Existing and proposed use of land to be subdivided

a. Existing use of land _____.

b. Proposed use of land (please indicate the size and exact use(s) of:

i. The parcel(s) being created _____.

ii. The remainder or the existing titled area _____.

c. The land use district (zoning) applied to the existing titled area under the Land Use Bylaw _____.

6. Physical characteristics of land to be subdivided:

a. Described the nature of the topography of the land (i.e. flat, rolling, mixed, etc.) _____.

b. Describe the nature of the vegetation and water on the land (i.e. brush, tree stands, woodlots, sloughs, creeks, etc) _____.

c. Describe the kind of soil on the land (i.e. sandy, loam, clay, etc.) _____.

7. Existing buildings on the land proposed to be subdivided:

Describe any buildings, historical or otherwise, and any structures on the land and whether they are to be demolished or moved.

8. Registered owner or person acting on his/her behalf:

1, _____ being the registered owner(s) ☐, OR authorized to act on behalf of the registered owner(s) ☐ do hereby certify that the information given on this form is full and complete and is, to the best of my(our) knowledge, a true statement of the facts relating to this application for subdivision approval.

Signature _____

Date _____

Signature _____

Date _____

For more information or to schedule a consultation, please contact:

Planning and Development Department

planninginfo@yhcounty.ca

Telephone 780-723-4800

Toll Free 1-800-665-6030

This personal information is being collected under the authority of Section 653 of the Municipal Government Act, Being Chapter M-26 R.S.A. 2000 and will be used to process the subdivision application. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act, Chapter F-18.5 R.S.A., 2000. If you have any questions about the collection of this personal information, please contact Yellowhead County, 2716 1st Ave., Edson, AB T7E 1N9, 780-723-4800.



APPLICANT'S AUTHORIZATION

I/We, _____,

being the registered owner(s) of lands legally described as:

Lot	Block	Plan	Subdivision	
NW / NE / SW / SE (please indicate)	Section	Township	Range	W5M

do hereby authorize _____ to make application to subdivide the above-described land on my(our) behalf.

Signature of Registered Owner

Date

Signature of Registered Owner

Date

RIGHT OF ENTRY AUTHORIZATION

I/We, _____,

being the registered owner(s) of lands legally described as:

Lot	Block	Plan	Subdivision	
NW / NE / SW / SE (please indicate)	Section	Township	Range	W5M

do hereby authorize representatives of Yellowhead County and other agencies designated in the Municipal Government Act, being Chapter M-26, R.S.A. 2000, to enter upon my(our) land for the purpose of a site inspection and evaluation regarding the proposed subdivision.

Signature of Registered Owner

Date

Signature of Registered Owner

Date



ABANDONED WELLS

Lot	Block	Plan	Subdivision/Hamlet	
NW / NE / SW / SE (please indicate)	Section	Township	Range	W5M

After reclamation of a well has been completed and approved by Alberta Energy Regulator, there is nothing visible on the surface or on title to indicate the presence of an abandoned well. Proper setback distances and access to the abandoned well site needs to be maintained if a leak should occur. There is also a risk to excavation and construction if abandoned wells are not properly located.

Effective **November 1, 2012**, new subdivision applications, except for lot line adjustments, must identify the presence or absence of abandoned wells. Documentation from AER (Alberta Energy Regulator) Web Viewer must be attached to this application. AER Web Viewer can be accessed online at www.aer.ca under Abandoned Well Map Viewer.

In accordance with Provincial Alberta Regulation 23/2002 Subdivision and Development Regulation, the Applicant/Registered Owner has attached documentation from AER Web Viewer of the titled area that has indicated the following:	
<input type="checkbox"/>	According to AER Web Viewer, there are no abandoned well sites within the titled area.
OR	
<input type="checkbox"/>	According to AER Web Viewer, there are abandoned well site(s) within the titled area. I have attached a tentative subdivision plan from an Alberta Land Surveyor showing the location of the well(s) and setbacks established by AER Directive 079.

Signature of Registered Owner

Date

Signature of Registered Owner

Date



WATER AND SEWAGE DISPOSAL

Please note, if the proposed subdivision is to be serviced by other than a water distribution system and a wastewater collection system, please describe the manner of providing water and sewage disposal.

WATER SUPPLY

Please indicate the existing and proposed water supply in the space below.

EXISTING	PROPOSED	EXAMPLES
<input type="checkbox"/>	<input type="checkbox"/>	Dugout
<input type="checkbox"/>	<input type="checkbox"/>	Well
<input type="checkbox"/>	<input type="checkbox"/>	Cistern and Hauling
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Service
<input type="checkbox"/>	<input type="checkbox"/>	Other (please specify)

SEWAGE DISPOSAL

Please indicate the existing and proposed sewage disposal in the space below.

EXISTING	PROPOSED	EXAMPLES
<input type="checkbox"/>	<input type="checkbox"/>	Open Surface Discharge/Septic Tank (i.e. pumps out onto ground)
<input type="checkbox"/>	<input type="checkbox"/>	Sub-Surface Disposal (i.e. field/mound)
<input type="checkbox"/>	<input type="checkbox"/>	Holding Tank and Hauling
<input type="checkbox"/>	<input type="checkbox"/>	Onsite Sewage Lagoon
<input type="checkbox"/>	<input type="checkbox"/>	Outdoor Privy
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Service
<input type="checkbox"/>	<input type="checkbox"/>	Other (please specify)

If you have any questions regarding water supply or sewage disposal, please consult:

Safety Codes Council

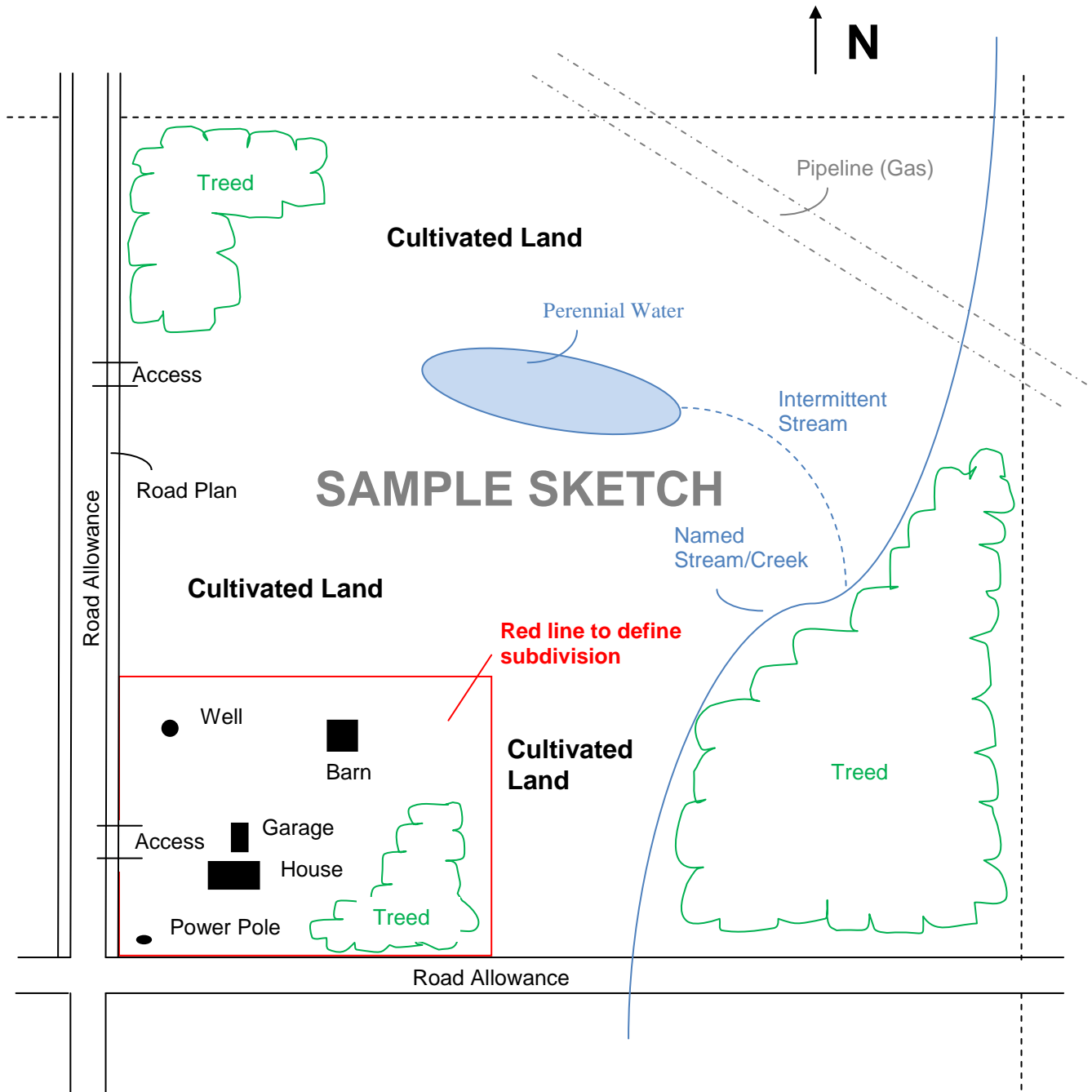
Telephone: 780-413-0099

Toll Free: 1-888-413-0099



TENTATIVE PLAN OF SUBDIVISION EXAMPLE

This is a sample Tentative Plan of Subdivision outlining the detail to be included in a Tentative Plan of Subdivision.





SKETCH FOR PROPOSED SUBDIVISION

Lot	Block	Plan	Subdivision	
NW / NE / SW / SE (please indicate)	Section	Township	Range	W5M

↑

N

Please include the following in pen:

- Legal land description
- Dimensions of existing building(s)
- Distance of existing building(s) from road and closes side property lines
- Natural and man-made land features (i.e. dugout, stream, lake, tree stands, shelter belts, etc.)
- Location and type of existing and proposed sewage systems
- Shape and area/size of proposed property
- Public road servicing property (i.e. North Road, Hwy. 16, etc.)
- Existing and proposed approaches
- All pipelines crossing property
- Location of all existing water wells

If you need assistance completing the plan, please contact the Subdivision Officer at 780-723-4800