



**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"/>	<p><b>Consultation</b></p> <p>Prior to submitting a Subdivision Application Package to Yellowhead County, a consultation with a Yellowhead County Planner may be required.</p>
<input type="checkbox"/>	<p><b>Application Fee</b></p> <p>Applicable fees are set out in the Subdivision Fee Schedule.</p>
<input type="checkbox"/>	<p><b>Application for Subdivision Approval</b></p> <p>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).</p>
<input type="checkbox"/>	<p><b>Applicant's Authorization</b></p> <p>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.</p>
<input type="checkbox"/>	<p><b>Right of Entry Authorization</b></p> <p>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.</p>
<input type="checkbox"/>	<p><b>Abandoned Wells</b></p> <p>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.</p>
<input type="checkbox"/>	<p><b>Water and Sewage Disposal</b></p> <p>The Water and Sewage Disposal must describe all existing and proposed water supply and sewage disposal.</p>
<input type="checkbox"/>	<p><b>Tentative Plan of Subdivision Example</b></p> <p>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".</p>
<input type="checkbox"/>	<p><b>Geotechnical Reports for Multiparcel Subdivision</b></p> <p>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.</p>



## YELLOWHEAD COUNTY SUBDIVISION PROCESS OVERVIEW

1.	<p><b>Consultation</b> Applicant/Owner may meet Yellowhead County Planner prior to submitting application.</p>	
2.	<p><b>Application for Subdivision Approval</b> Submit complete Subdivision Application Package.</p>	
3.	<p><b>Referral</b> Yellowhead County refers your application to government and local agencies as well as adjacent landowners for comment.</p>	
4.	<p><b>Decision</b> The Subdivision Authority will render one of the following two decisions:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Refusal: reasons for refusal will be set out in the decision letter. The applicant/owner may appeal the decision.</li> </ul> <p>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.</p>	Up to 60 days
5.	<p><b>Appeal</b> 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.</p> <ul style="list-style-type: none"> <li>• Appeal to Yellowhead County Subdivision &amp; 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</li> <li>• 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.</li> </ul>	
6.	<p><b>Satisfy Conditions of Approval</b> 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.</p>	Within 14 days
7.	<p><b>Endorsement</b> 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.</p>	Within 1 year
8.	<p><b>Registration</b> 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.</p>	Registration within 1 year following endorsement

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



**SUBDIVISION FEE SCHEDULE**

<b>Subdivision Fee Structure</b>	
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
<b>Rural Address Signs - Subdivision</b>	
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**

<b>Yellowhead County</b> 2716 1 <sup>st</sup> Avenue Edson, Alberta T7E 1N9	Ph. 780-723-4800 Email <a href="mailto:planninginfo@yhcounty.ca">planninginfo@yhcounty.ca</a>	<b>For Office Use Only</b>  File No
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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.

<b>1. Name of registered owner(s) of land to be subdivided:</b>	<b>Address:</b>
<b>Telephone:</b> _____	<b>Email:</b> _____
<b>2. Authorized person(s) acting on behalf of registered owner(s):</b>	<b>Address:</b>
<b>Telephone:</b> _____	<b>Email:</b> _____
<b>3. Legal description and area of land to be subdivided:</b> All/part of the _____ 1/4 Section _____ Township _____ Range _____ West of _____ Meridian Being all/parts of Lot ____ Block ____ Reg. Plan No _____ Certificate of Title No _____ Area of the above-described parcel of land to be subdivided (i.e. existing titled area) _____ hectares ( _____ acres) Municipal Address _____	
<b>4. Location of land to be subdivided:</b>	
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 or way of a highway?      Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", the highway is No _____	
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"/>	



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](mailto: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 1<sup>st</sup> Ave., Edson, AB T7E 1N9, 780-723-4800.





**ABANDONED WELLS**

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

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](http://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.
<b>OR</b>	
<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)

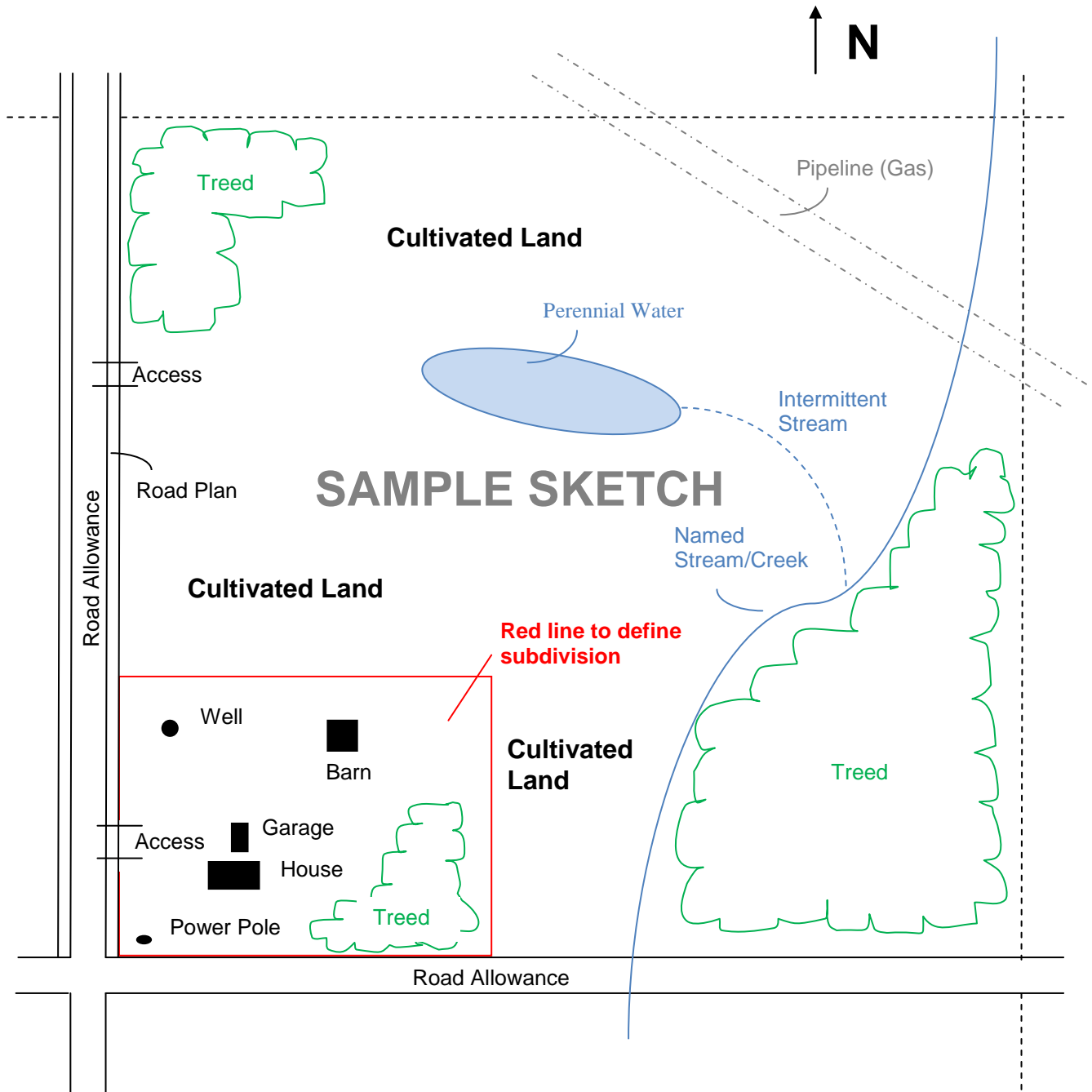
If you have any questions regarding water supply or sewage disposal, please consult:

**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

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**