



## BIRCH HILLS COUNTY

### Information Needed To Submit A Subdivision Application

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#### Before You Start:

- Complete and Sign the Application Form.
- Submit your completed subdivision application together with an application fee. The current fees are as follows:  
**\$150.00 Application Fee Plus**  
**\$100.00 Per Lot To Be Created** (including the remainder of the original parcel)  
**\$ 15.00 Title**  
Example: The application fee to subdivide one lot from a quarter section would be \$365.  
Upon subdivision approval, an **Endorsement Fee of \$55 Per Lot Created** (including the remainder of the original parcel) is payable to Birch Hills County.
- This application form requires you to provide certain information in order that the County can make an informed decision. Failure to do so will result in process delays. If you require assistance with the application, contact the Development Officer for help.
- This form must be signed by the registered owner of the property subject to this application or an authorized person acting on the owner's behalf.
- Please use metric measurement when providing written or mapped information.
- Please print or type information wherever possible.
- Before your application is accepted as complete, the County may request additional information from you. This may include, but is not limited to:
  - A report on the availability and suitability of potable water;
  - An assessment of subsurface soil characteristics including the availability to dispose of sewage on site;
  - Flood Plain Mapping.

For more information, please contact the Development Officer at:

Birch Hills County  
Box 157  
Wanham, AB T0H 3P0  
Telephone: 694-3793  
Fax: 694-3788  
E-mail: [lucys@birchhillscounty.com](mailto:lucys@birchhillscounty.com)



## Subdivision Application Submission Requirements

This "Checklist" of Subdivision Application Submission Requirements shall be attached to all Subdivision Applications. All Boxes shall be checked and information indicated attached to the Development Permit Application.

- Sketch Showing Proposed Subdivision** drawn to scale showing the following:
  - Legal Description of Site (including adjacent roadways);
  - North Directional Arrow;
  - Location, dimensions, boundaries, and acreage of the land to be subdivided and of each new lot to be created;
  - Existing Rights-of-Way such as Pipelines and Powerlines;
  - Use and Dimensions of Existing Buildings and identify any buildings which may be demolished or moved;
  - Existing and Proposed Vehicle Accesses to proposed parcel(s) and remainder of the titled area;
  - Existing and Proposed Water and Sewage Locations.
  - Distance from Residence to Water Supply.
  - Distance from Residence to Sewage System (where the effluent is going)
  - Distance from Residence to Boundary Lines;
  - Distance from Sewage (where the effluent is going) to Water Supply.
  - Distance from Sewage (where the effluent is going) to Boundary Lines.
  - Location of the Bed and Shore of any River, Stream, Watercourse, Lake, or other water body that is contained within or bounds the proposed parcel;
  - Significant Land Features such as Ravines, Banks, Hills, Shelterbelts, Drainage Ditches, Railways, etc.

If you are unable to submit a suitable drawing, please check the yellow pages under the Draftsmen or Surveyors for a firm who can prepare the drawing for you.

- Up-to-date Copy of the Certificate of Title.** A copy of the title not more than two months prior to the date of application must be provided.
- Application Fees** Payable to Birch Hills County
- Aerial Photographs.** Current Air Photos will be necessary in order to prepare the subdivision sketch – they can be purchased from:
  - MAPS ALBERTA
  - Edmonton, AB
  - PHONE: 780-427-3520 FAX: 780-422-9683

# Birch Hills County Subdivision Application Form

Form 1

**FOR OFFICE USE ONLY**

Birch Hills County Subdivision Application Number: \_\_\_\_\_

Date Completed Application Form Received: \_\_\_\_\_

Application Fee Received/Receipt Number: \_\_\_\_\_

**THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS SUBJECT TO THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNER'S BEHALF.**

## 1. Applicant Information:

Name of Registered Owner of Land to be Subdivided: \_\_\_\_\_

Address of Registered Land Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Authorized Person acting on behalf of Registered Land Owner: \_\_\_\_\_

Address of Authorized Agent: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

## 2. Legal Description and Area of Land to be Subdivided:

All/Part of \_\_\_\_\_ Sec \_\_\_\_\_ Twp \_\_\_\_\_ Rge \_\_\_\_\_ West of the \_\_\_\_\_ Meridian

All/Part of Lot \_\_\_\_\_ Block \_\_\_\_\_ Reg. Plan No. \_\_\_\_\_ COT No. \_\_\_\_\_

Area of the above parcel of land to be subdivided \_\_\_\_\_ Acres \_\_\_\_\_ Hectares

## 3. Location of Land to be Subdivided:

The land is situated in the municipality of : \_\_\_\_\_

Is the land situated immediately adjacent to the municipal boundary? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, the adjoining municipality is: \_\_\_\_\_

Is the land situated within 0.8 kilometers of the right of way of a highway? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, the highway number is: \_\_\_\_\_

Does the proposed parcel contain or is it bounded by a river, stream, lake, or other body of water or by a drainage ditch or canal? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, state its name: \_\_\_\_\_

Is the proposed parcel within 1.5 km (1 mile) of a sour gas facility? Yes \_\_\_\_\_ No \_\_\_\_\_

**4. Existing and Proposed Use of Land to be Subdivided:**

Describe the existing use of the property: \_\_\_\_\_

Describe the proposed use of the property: \_\_\_\_\_

Land use designation in land use bylaw: \_\_\_\_\_

**5. Physical Characteristics of Land to be Subdivided:**

Describe the nature of the topography of the land (flat, rolling, steep, mixed): \_\_\_\_\_

Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc. – sloughs, creeks, etc.): \_\_\_\_\_

Describe the kind of soil on the land (sandy, loam, clay, etc.): \_\_\_\_\_

**6. Existing Buildings on the Land to be Subdivided:**

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

**7. Water and Sewer Services:**

If the proposed Subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal: \_\_\_\_\_

**8. Declaration:**

I, *(Print Name)* \_\_\_\_\_ hereby certify that

\_\_\_\_\_ I am the registered owner, or

\_\_\_\_\_ I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete, and is, and is to the best of my knowledge a true statement of the facts relating to this application for subdivision.

Address: \_\_\_\_\_

Signed \_\_\_\_\_

Phone No. \_\_\_\_\_

Date: \_\_\_\_\_

----- **RIGHT OF ENTRY** -----

**BIRCH HILLS COUNTY**  
**Box 157**  
**WANHAM AB T0H 3P0**  
**PHONE: 780-694-3793**  
**FAX: 780-694-3788**

RIGHT OF ENTRY BY AN AUTHORIZED PERSON OF BIRCH HILLS COUNTY FOR THE PURPOSE OF A SITE INSPECTION OF THE LAND AFFECTED BY A PROPOSED SUBDIVISION APPLICATION.

IN ACCORDANCE WITH SECTIONS 542 AND 653 OF THE MUNICIPAL GOVERNMENT ACT AND AMENDMENTS THERETO, PLEASE COMPLETE THE FOLLOWING RIGHT OF ENTRY FORM AND SUBMIT IT WITH YOUR SUBDIVISION APPLICATION.

I DO \_\_\_\_\_ OR DO NOT \_\_\_\_\_ GIVE CONSENT FOR AN AUTHORIZED PERSON OF BIRCH HILLS COUNTY TO ENTER UPON THE LAND THAT IS SUBJECT TO A SUBDIVISION APPLICATION FOR THE PURPOSES OF MAKING A SITE INSPECTION IN ORDER TO EVALUATE THE PROPOSED SUBDIVISION APPLICATION.

(PLEASE PRINT)

LEGAL DESCRIPTION OF LAND: \_\_\_\_\_

REGISTERED LANDOWNER NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_