

Checklist: Subdivision Application

Pursuant to Land Use Bylaw No. 24-007

The following is required when submitting a subdivision application. Missing information will result in the application being deemed **incomplete**. Applicants are encouraged to contact the County Office to schedule a consultation prior to submitting a subdivision application.

Required for all Applications

- ☐ Application Form
- ☐ Application Fee (non-refundable), refer to the Schedule of Fees Bylaw
- ☐ Certificate of Title (obtained within the past 30 days) – *note that Lethbridge County may also request copies of registered documents listed on title.*

A current copy of the Certificate(s) of Title may be obtained from any provincial registry office or on-line at www.spin.gov.ab.ca OR <https://landregistry.alberta.ca/>.

- ☐ Sketch of the Proposed Subdivision
An accurate and legible sketch (drawn to scale) that shows the location, dimensions and boundaries of the proposed parcel in relation to the lands that are the subject of the subdivision and all the requirements identified in the enclosed *Subdivision Sketch Checklist*. Sketches without dimensions will not be accepted.

For applications where any buildings or structures are present on the land that is the subject of the subdivision, a sketch prepared by an *Alberta Land Surveyor* is required. **A digital copy of the sketch in AutoCAD (.dwg) format.**

- ☐ Alberta Energy Regulator Abandoned Wells Map

A map can be obtained from the AER's Abandoned Well Viewer (<https://maps.aer.ca/awm/index.html>).

If an abandoned oil/gas well is found to be present on the subject parcel, the tentative plan of subdivision/survey sketch is required to be prepared by an Alberta Land Surveyor with the setback established in the AER Directive 079 in relation to existing or proposed building sites.

- ☐ Other
Applicants may be required to submit additional information such as:
 - Water Report in accordance with the *Water Act*;
 - Professional Soil Tests and Analysis demonstrating suitability of private sewage treatment systems
 - Geotechnical Report; and
 - Other professionally prepared reports, concept plans, and any other information necessary to determine whether the application meets the requirements of Section 654 of the *Municipal Government Act*.



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Subdivision Sketch Checklist

- ☐ North arrow and legend.
- ☐ Legal land description and municipal address (if applicable).
- ☐ The accurate location, dimension, areas and boundaries of:
 - land that is the subject of the application;
 - each new lot to be created;
 - any municipal or environmental reserve land;
 - existing right-of-ways of each public utility;
 - other right-of-ways and/or easements;
 - railways and canals; and
 - any other features on, or adjacent to, the subject lands.
- ☐ Location and dimensions of buildings and structures, temporary or permanent and setbacks from the existing and proposed property lines.
- ☐ Location of any existing or proposed water sources and private sewage treatment systems and setbacks from property lines.
- ☐ Existing and proposed access to each new lot and residual land.
- ☐ Adjacent municipal roads, provincial highways and any public pathway or trails adjacent to the site and setbacks from property lines.
- ☐ Approximate location and boundaries of the bed and shores of any river, stream, water course, lake or other body of water that is contained within the bounds of the proposed parcel of land.
- ☐ The location of any natural and man-made features such as fences, sloughs, dugouts, and/or other bodies of water, and wooded areas and/or shelter belts.

The following information might also be required:

- ☐ Existing and proposed site grades, contours and any special topographical features or site conditions (e.g. coulees, unstable areas, escarpments).
- ☐ A map showing the 1:100 year flood line.
- ☐ Land use and land surface characteristics within 0.8 kilometres (1/2 mile) of the subject land.
- ☐ Location of sour gas facilities.
- ☐ Any other information required to determine whether the application meets the requirements of Section 654 of the *Municipal Government Act*.