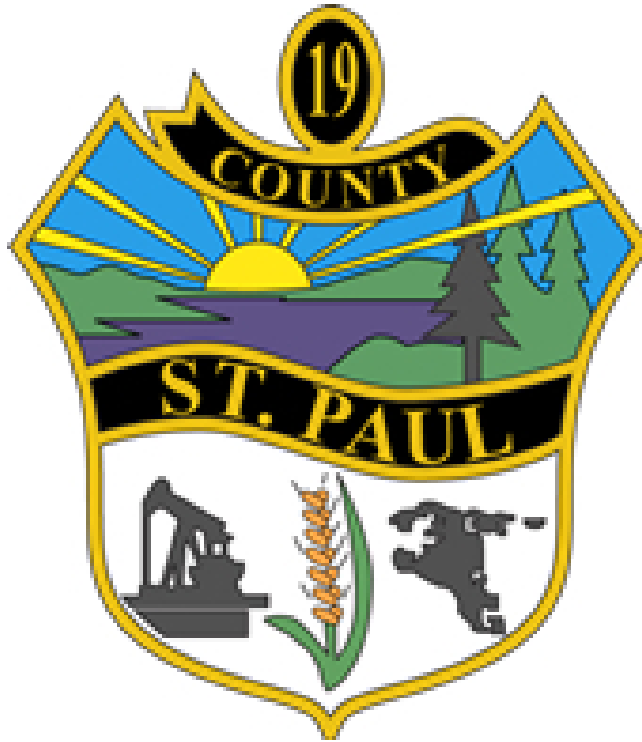


**COUNTY OF ST. PAUL**  
**SUBDIVISION APPLICATION PACKAGE**  
Planning & Development Department



County of St. Paul  
Planning & Development Department  
5015 – 49 Avenue  
St. Paul, AB T0A 3A4  
Phone: 780.645.3301 Fax: 780-645.3104  
Email: [kfedoretz@county.stpaul.ab.ca](mailto:kfedoretz@county.stpaul.ab.ca)

# **SUBDIVIDING LAND? READ THIS FIRST!!!**

## **Subdividing Land is a Privilege – Not a Right!**

- ⇒ The County Land Use Bylaw contains the regulations concerning the number and size of parcels permitted on lands within the County. Re-designating your land to a specific “land use district” under our Land Use Bylaw may first be necessary before we can consider your subdivision. Please contact Staff to determine the “land use district” of your property. If the re-designation is required, packages are available at the Planning and Development Department.

## **Important Application Information!**

- ⇒ Fill out the application form **completely** and provide proposed site plan. Failure to do this means your application will not be accepted as complete.
- ⇒ The County needs to know how the new parcel(s) will access a road and how the new parcel will be serviced (water, sewer and stormwater). Remember that it is up to YOU to provide the roads and services to the new parcels – NOT THE COUNTY! The County reserves the right to require additional information and studies as necessary to ensure that your land can accommodate the proposed new parcel(s).

## **Circulating the Application**

- ⇒ The County is required by law to circulate your application to adjacent landowners and to a range of Government departments and various other affected parties.

## **Approval Conditions**

- ⇒ The new parcel(s) must have both legal and physical road access.
- ⇒ The new parcel(s) must demonstrate that they can meet provincial water, sewer and stormwater requirements.
- ⇒ If your approval involves greater than the first parcel removed from a quarter section, it is likely that you will have to provide part of your parcel (or a cash equivalent) as municipal reserve land. It is important to discuss this with Staff.

# **INFORMATION REQUIRED FOR SUBDIVISION APPLICATIONS**

Applications for subdivision will only be accepted when all of the following information has been submitted:

## **Application Form**

- Both pages of the Subdivision Application form must be completed.
- The registered owner(s) must sign the form, or if a person is acting on their behalf a Letter of Authorization from the registered owner(s) must accompany the application. Form attached.

## **Application Fee**

- \$400 Base Application Fee + \$150 Per Lot for each new parcel to be created
- Note that an Endorsement Fee of \$100 Per Lot for each new parcel will be levied upon subdivision endorsement
- 1 year time extension \$100 per file.

## **Proposed Subdivision Sketch**

- Using the form provided, provide a sketch of the lands proposed to be subdivided.

## **Current Copy of the Certificate of Title for the Lands Proposed to be Subdivided**

- Provide a current copy of the Certificate of Title (searched within 30 days prior to the application). The copy of the title may be obtained from any Provincial Registry Office.

## **Time Extension Agreement Form**

- Due to the complexity and number of applications received by the County of St. Paul at any given time, each application must be accompanied with a signed Time Extension Agreement Form. We will strive to process and obtain a decision by the Subdivision Authority on your application as quickly as possible, but applications may take more than 60 days to complete.

# **APPLICATION COMPLETION CHECKLIST**

The following information must be included with your application. Without it, your application will be considered incomplete, and it will not be processed until it has been supplied.

## **APPLICATION FEE**

- Applicants are encouraged to contact Staff to confirm the proper fees required for their application.

## **SKETCH OF THE PROPOSED SUBDIVISION**

- Tentative Subdivision Site Plan MUST be of acceptable standard and show all required information PRIOR to accepting application.

## **APPLICATION FORM(S)**

- The form is to be completed in full and signed by the registered owner of the land and/or the person authorized to act on their behalf (if any).

## **TIME EXTENSION AGREEMENT**

- Required for all subdivision applications.

## **LETTER OF AUTHORIZATION**

- Required when the applicant is not the registered owner as shown on the title of the property.

## **WATER SUPPLY**

- The existing and proposed source of water MUST be indicated on the application form(s), and any supporting information MUST be attached to the application.

## **PRIVATE SEWAGE DISPOSAL SYSTEM**

- The existing private sewage disposal system information MUST be indicated on the application. If the current system is an open discharge system, the distance from the point of discharge to the existing and proposed property lines MUST be shown on the sketch.

## **CERTIFICATE OF TITLE FOR THE LANDS PROPOSED TO BE SUBDIVIDED**

- Provide a current copy of the Certificate of Title (searched within 30 days prior to the application).

## **PROPER LAND USE DESIGNATION**

- The use proposed must conform to the existing or proposed land use designation of the property. You should discuss your plans with Staff prior to making your application.

# **SAMPLE SUBDIVISION SITE PLAN**

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# SITE PLAN

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Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ and/or Part of \_\_\_\_\_ ¼ Sec \_\_\_\_\_ Twp \_\_\_\_\_ Rge \_\_\_\_\_ W4M

## Proposed Sketch

- The use, location and dimensions of buildings on the land and specify which buildings may be demolished or moved from property.
- Location of any water bodies on subject property.
- All developed and undeveloped road allowances.
- Indicate the North direction.
- Location of all right-of-way and easements within or abutting the subject property.
- Indicate existing zoning of subject property
- Location of existing wells/ septic systems and distances from property lines to any permanent structures.
- Indicate the location, dimensions and boundaries of the land to be subdivided
- Location of all right-of-way and easements within or abutting the subject property.
- Existing and proposed accesses on property.



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

Signature of Applicant: \_\_\_\_\_

# COUNTY OF ST. PAUL SUBDIVISION APPLICATION

Name of Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

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

Telephone (Home): \_\_\_\_\_ (Business): \_\_\_\_\_ (Fax): \_\_\_\_\_

Registered Owner (if not applicant): \_\_\_\_\_

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

Telephone (Home): \_\_\_\_\_ (Business): \_\_\_\_\_ (Fax): \_\_\_\_\_

## 1. LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED:

- a) All / part of the \_\_\_\_\_<sup>1</sup>/<sub>4</sub> \_\_\_\_\_ section \_\_\_\_\_ township \_\_\_\_\_ range W4M
- b) Being all / parts of Lot \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan \_\_\_\_\_
- c) Total area of the above parcel of land to be subdivided is \_\_\_\_\_ acres \_\_\_\_\_ ( hectares)

## 2. LOCATION OF LAND TO BE SUBDIVIDED:

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

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

- b) Is the land situated within 0.8 kilometres of the right-of-way of a highway? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes" the highway is No. \_\_\_\_\_

- c) Does the proposed parcel contain or is it bounded by a river, stream, lake or body of water, or by a canal or drainage ditch? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", state its name \_\_\_\_\_

- d) Are there any oil/gas wells on or within 100 metres of the subject property(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

- e) Is the proposed parcel within 1.5 kilometres of a sour gas facility? Yes \_\_\_\_\_ No \_\_\_\_\_

- f) Is the sour gas facility active, abandoned, or currently being reclaimed? \_\_\_\_\_

- g) Is there an abandoned oil or gas well or pipeline on the property? Yes \_\_\_\_\_ No \_\_\_\_\_

**\*For a listing of EUB wells in a specific area, contact the Information Services Group at the EUB (403) 297-8190.**

- h) Is the proposed parcel within 1.5 km of a Confined Feeding Operation? Yes \_\_\_\_\_ No \_\_\_\_\_

- i) Does the proposed parcel contain a slope greater an 15% Yes \_\_\_\_\_ No \_\_\_\_\_

**3. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED:**

a) Existing use of the land: \_\_\_\_\_

b) Proposed use of the land: \_\_\_\_\_

c) The designated use of the land as classified under the Land Use Bylaw: \_\_\_\_\_

**4. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED:**

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

b) Describe the nature of the vegetation & water on the land (brush, shrubs, tree stands, sloughs, creeks, etc.)  
\_\_\_\_\_

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

**5. WATER SERVICES:**

a) Existing Source of Water: \_\_\_\_\_

b) Proposed water source. If the application will result in six or more lots on the quarter section in total, according to Section 23(3)(a) and (b) of the Water Act an application for a subdivision is considered incomplete until one of the following requirements regarding water supply for the proposed subdivision is submitted. Please check one (or more) of the following:

- Proposed water supply to new lots by a licensed (surface)water distribution system;
- Proposed water supply to new lots by cistern and hauling;
- Proposed water supply to new lots by individual water wells, and:
- Attached to the application is a report certified by a professional engineer, hydro geologist or geophysicist which states that there is sufficient water to supply 1250 cubic metres of water per year to each proposed lot, and that the proposed diversion will not interfere with any existing household user, licencees or traditional agricultural users who currently exist, or
- The diversion of water by water wells for each proposed lot conforms with an application, approved water management plan.

**6. SEWER SERVICES:**

a) Existing sewage disposal: \_\_\_\_\_

b) Proposed sewage disposal: \_\_\_\_\_

An existing sewage system must comply with the above setbacks (existing &/or proposed). The existing sewage system will have to be inspected as a condition of subdivision approval to ensure compliance with the following requirements:

	Property Line	Water Source	Building	Septic Tank	Basement	Water Course
Holding Tanks	1 metre	10 metres	1 metre			10 metres
Treatment Mound	3 metres	15 metres	10 metres	3 metres	10 metres	15 metres
Field System	1.5 metres	15 metres	10 metres	5 metres	10 metres	15 metres
Open Discharge	90 metres	50 metres	45 metres			45 metres
Lagoons	30 metres	100 metres	45 metres			90 metres



Packaged Sewage Treatment Plants	6 metres	10 metres	1 metre			10 metres
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**7. PROPOSED LOTS:**

a) Number of parcels being created: \_\_\_\_\_

b) Size of parcels being created: \_\_\_\_\_

**8. MUNICIPAL RESERVE STATUS:** Disposition of Municipal Reserves, please check appropriate box:

- Deferral to lot being created
- If dedicated, area of Reserves and designation
- Deferral to balance of parcel
- Cash in lieu of land, value to be determined upon approval

**9. REGISTERED OWNER OR PERSON ACTING ON HIS BEHALF:**

I, \_\_\_\_\_ hereby certify that (check one):

- I am the registered owner; or
- I am authorized to act on behalf of the registered owner

and that the information given 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 for subdivision approval.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**10. RIGHT OF ENTRY**

I hereby authorize the County of St. Paul to enter my land for the purpose of conducting a site inspection in connection with my application for subdivision approval.

Owner's Signature \_\_\_\_\_

*The personal information provided will be used to process the Subdivision Application is collected under the authority of Section 642 of the Municipal Government Act. Personal information you provide may be made public pursuant to the provisions of the Freedom of Information and Protection of Privacy (FOIP) Act, including Section 39 through 42 therein. If*

*you have any questions about the collection and use of this information, please contact the FOIP Coordinator of the County of St. Paul at 780.645.3301.*

## **TIME EXTENSION AGREEMENT FOR SUBDIVISION APPLICATIONS**

Applicant(s) Name: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Section 6 of the Subdivision and Development Regulations requires that the County of St. Paul makes a decision on a completed application within 60 days of its receipt, unless an agreement is entered into with the applicant to extend this period.

In order to permit the County of St. Paul to make a decision on your application, we are requesting that you enter into the Time Extension Agreement as set out below. Without this agreement, we will be unable to deal with your application after the 60 day period has expired.

If you concur with our request, please complete the agreement set out below and forward it to:

County of St. Paul  
5015 – 49 Avenue  
St. Paul, AB T0A 3A4

In accordance with Section 681(1)(b) of the Municipal Government Act.

I/We \_\_\_\_\_

hereby enter into an agreement with the County of St. Paul to extend the time prescribed under Section 6 of the Subdivision and Development Regulations to

\_\_\_\_\_

\_\_\_\_\_  
Date Applicant's

\_\_\_\_\_  
Signature