

BIG LAKES COUNTY
APPLICATION FOR SUBDIVISION
 Box 239, High Prairie, Alberta
 T0G 1E0
 Ph: 780-523-5955
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 www.mdbiglakes.ca



FOR OFFICE USE ONLY		
APPLICATION FOR SUBDIVISION APPROVAL <input type="checkbox"/> By descriptive plan <input type="checkbox"/> By plan of Survey <input type="checkbox"/> By other instrument	Date of receipt of Completed Form:	Fees Submitted:
FILE NUMBER:		
Land Use Bylaw Designation:		
Municipal Development Plan Designation		
Fringe Area Community:		

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

1. Registered Owner:

Name:	
Address:	
Municipality:	
Postal Code:	
Ph./Fax/e-mail:	

2. Agent authorized to act on behalf of registered owner (if applicable):

Name:	
Address:	
Municipality:	
Postal Code:	
Ph./Fax/e-mail:	

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED:

All/part	1/4	Sec.	TWP.	RGE.	W5M
Lot/Block/Plan					
Street Address					
Area Existing Parcel					
Area Proposed Parcel					

4. LOCATION OF LAND TO BE SUBDIVIDED

- a. The land is situated in Big Lakes County.
- b. Is the land situated immediately adjacent to the municipal boundary?
Yes No
- c. Is the land situated within **0.5 miles** (0.8 km) of the right-of-way of a highway? Yes No
If "yes", the Highway is No ____ (2) ____ (33) ____ (679) ____ (749) ____ (750)
- d. Is the land situated within **0.5 miles** (0.8 km) of a river, stream, watercourse, lake or other permanent body of water, or a canal or drainage ditch?
Yes No If "yes", state its name: _____
- e. Is the proposed parcel within **1.0 miles** (1.5 km) of a sour gas facility?
Yes No
- f. Is the proposed parcel within **328 feet** (100 m) of a gas or oil well?
Yes No
- g. Are there any abandoned wells within the proposed parcel?
Yes No If "yes", state licensee: _____

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED [Describe]

- a. Existing use of the land
.....
- b. Proposed use of the land
.....
- c. The designated use of the land as classified under a land use bylaw
.....
- d. Number of parcels(s) being created
Type of parcel(s) being created

6. 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 and water on the land (brush, shrubs, tree stands, woodlots, etc. - sloughs, creeks, etc.):
.....
.....
.....
- c. Describe the kind of soil on the land (sandy, loam, clay,
.....

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 THE REGISTERED OWNER'S BEHALF

✓ whichever applies

I,
.....

I am the registered owner

hereby certify that I
(Full name in block capitals)

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 subdivisions.

SIGNED:

DATE:

FURTHER INFORMATION MAY BE PROVIDED IN THE SPACE PROVIDED BELOW.

CONSULTATION REQUIREMENTS¹

In accordance with Section 2.9 of the Big Lakes County Municipal Development Plan:

The rural fringe area is defined as land within 3.2 km (2.0 mi.) or land that utilizes services (water, sewer, landfill, waste transfer station or access) from a stakeholder jurisdiction:

STAKEHOLDER JURISDICTIONS			
County of Greenview		Driftpile First Nation	East Prairie Métis Settlement
Gift Lake Métis Settlement		Kapawe'no First Nation	M.D. of Lesser Slave Lake
M.D. of Smoky River		Northern Sunrise County	Peavine Métis Settlement
Sucker Creek First Nation		Swan River First Nation	Town of High Prairie
Town of Swan Hills		Woodlands County	

Stakeholder agencies include the following where additional services are necessary to accommodate the proposed subdivision:

STAKEHOLDER AGENCIES			
Atco Electric		Atco Gas	Alberta Culture (Edmonton)
Alberta Environment (High Prairie)		Alberta Public Lands (High Prairie)	Alberta Transportation (Peace River)
East Peace Gas Co-op		Heart River Co-op	High Prairie East Water Co-op
High Prairie School Division No. 48		Holy Family Catholic Separate Regional School Division #17	Kinuso Water Co-op
Natural Resources Conservation Board		North West Water Co-op	Northern Gateway Regional School Division
Northland School Division		Prairie River Gas Co-op	Swan River Gas Co-op
Telus Network Forecasting			

¹ May be subject to change without notice.

CONSULTATION PROCESS

WHERE CONSULTATION IS REQUIRED:

As part of a subdivision application, the Developer shall consult with all applicable stakeholder jurisdictions and agencies. As a guide, this shall include the following (not an exhaustive list):

- Proposals that will create additional accesses onto roadways under the direction and control of a stakeholder jurisdiction,
- Proposals that require the use of water, sewer, waste transfer station or landfill from a stakeholder jurisdiction,
- Proposals that require greater than normal use of electrical or natural gas services, especially when related to geo-exchange (geo-thermal), wind power or in the case where large shops or other energy intensive uses are proposed.

CONSULTATION PROCEDURE:

Consultation may take place through phone, fax, e-mail or in person. Be sure to make notes of all consultations and record any recommendations that are agreed to between you and the stakeholder.

Example:

STAKEHOLDER	
DATE	
NAME:	
FEEDBACK:	
<notes>	

Should the Developer be unable to discuss the proposed subdivision with an identified stakeholder in a meaningful manner, specify in writing that the attempt to discuss was unsuccessful.

Developers are required to provide a summary of the dialogue with all relevant stakeholders as part of the initial application for subdivision approval. An application for subdivision approval will not be considered in complete form unless stakeholder consultation is completed.

Big Lakes County

DATE: _____

THE OWNER(S) HEREBY ACKNOWLEDGE(S) THAT THIS SKETCH IS FOR PURPOSES OF PROCESSING A SUBDIVISION APPLICATION ONLY AND IS PREPARED FROM INFORMATION PROVIDED BY THE OWNER(S). ACCORDINGLY, THE BIG LAKES COUNTY IS NOT RESPONSIBLE FOR THE ACCURACY OF THE SKETCH OR FOR ANY INFORMATION CONTAINED HEREIN.

OWNER

OWNER

Big Lakes County

RIGHT OF ENTRY BY AN AUTHORIZED PERSON OF THE BIG LAKES COUNTY
SUBDIVISION AND DEVELOPMENT AUTHORITY FOR THE PURPOSES OF A SITE
INSPECTION OF THE LAND AFFECTED BY A PROPOSED SUBDIVISION APPLICATION.

The Municipal Government Act, Part 13, Division 4, Section 542 (1) states "If this or any other enactment or bylaw authorizes or requires anything to be inspected, remedied, enforced or done by a municipality, a designated officer of the municipality may, after giving reasonable notice to the owner or occupier of the land or the structure to be entered to carry out the inspection, remedy enforcement or action,

- (a) enter such land or structure at any reasonable time, and carry out the inspection, enforcement or action authorized or required by the enactment or bylaw,
- (b) request anything be produced to assist in the inspection, remedy enforcement or action,
- (c) make copies of anything related to the inspection remedy, enforcement or action.

The Municipal Government Act, Part 17, Division 7, Section 653 (2) states "If a subdivision application includes a form on which the applicant for subdivision approval may or may not consent to the municipality or its delegate carrying out an inspection, at a reasonable time, of the land that is the subject of the application and if the applicant signs a consent to the inspection, a notice of inspection is not required to be given under section 542 (1)."

IN ACCORDANCE WITH THE SECTION 652 (2) OF THE MUNICIPAL GOVERNMENT ACT,
PLEASE COMPLETE THE FOLLOWING RIGHT OF ENTRY FORM AND SUBMIT ALONG WITH
YOUR PROPOSED SUBDIVISION APPLICATION.

I **DO** _____ OR **DO NOT** _____ GIVE CONSENT FOR AN AUTHORIZED PERSON OF THE
BIG LAKES COUNTY TO ENTER UPON THE LAND THAT IS SUBJECT TO THE PROPOSED
SUBDIVISION APPLICATION.

LAND LEGAL
DESCRIPTION: _____

LAND OWNERS NAME(PRINT): _____

SIGNED: _____ DATED: _____

Big Lakes County

Complete this section only if the applicant is **NOT** the owner of the property being subdivided.

AUTHORIZATION FORM

File No: _____

I (We), _____, being the registered owner(s)
(Name of Registered Owner(s))

of _____, do hereby authorize
(Legal Description of Land)

_____, to make application for
(Individual or firm seeking application)

subdivision affecting the above lands.

SIGNED: _____
Registered Owner

Registered Owner

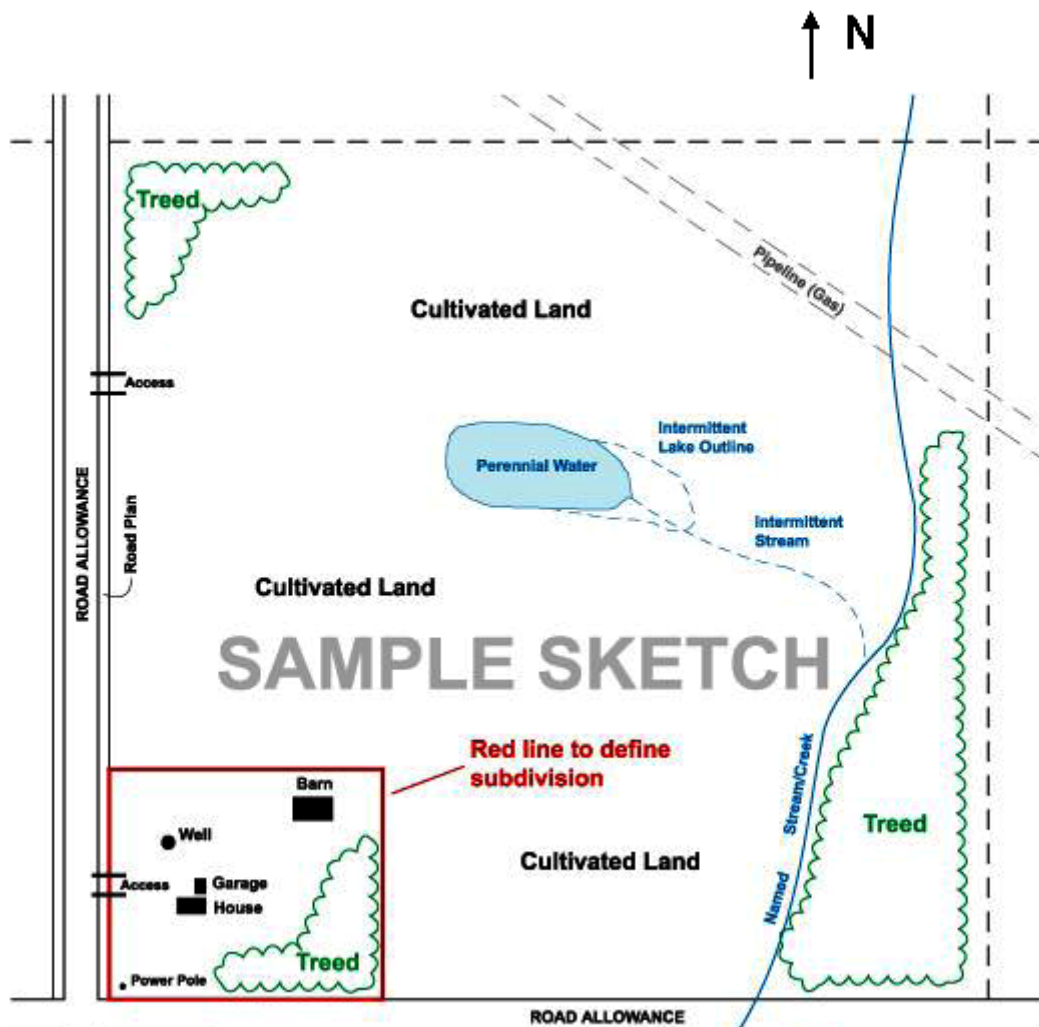
DATE: _____

Big Lakes County

SUBDIVISION SKETCH REQUIREMENTS:

When preparing a subdivision sketch, it is important to provide the following:

<ul style="list-style-type: none"> • All property lines 	<ul style="list-style-type: none"> • All pipeline and utility right of ways
<ul style="list-style-type: none"> • All major buildings 	<ul style="list-style-type: none"> • All petroleum installations
<ul style="list-style-type: none"> • Fencelines and shelterbelts 	<ul style="list-style-type: none"> • Location of all accesses and approaches
<ul style="list-style-type: none"> • Location of wells and sewer systems 	<ul style="list-style-type: none"> • Power gas and phone lines
<ul style="list-style-type: none"> • Any buildings within 10m (32.8 ft.) of a property line 	<ul style="list-style-type: none"> • Location of proposed building site, access, water supply, sewer disposal and utility lines
<ul style="list-style-type: none"> • Flood plains, valleys & steep slopes 	<ul style="list-style-type: none"> • Areas with higher water table.



Big Lakes County

PRIVATE SEWAGE DISPOSAL SYSTEMS

ADDITIONAL INFORMATION REQUIRED

PLEASE NOTE BELOW THE TYPE OF WATER SUPPLY AND SEWAGE DISPOSAL THAT IS EITHER EXISTING OR PROPOSED FOR THE LOTS INDICATED ON THE SKETCH ACCOMPANYING YOUR APPLICATION. (THE LOCATION OF THESE FACILITIES MUST BE ACCURATELY INDICATED ON THE SKETCH)

TYPE OF WATER SUPPLY	1ST PARCEL	2ND PARCEL	BALANCE OF THE ¼
DUGOUT			
WELL			
CISTERN & HAULING			
MUNICIPAL SERVICE			
OTHER			

TYPE OF SEWAGE DISPOSAL	1ST PARCEL	2ND PARCEL	BALANCE OF THE ¼
OPEN DISCHARGE			
SEPTIC TANK/HOLDING TANK			
TILE-FIELD/EVAPORATION MOUND			
Tertiary Treatment System			
SEWAGE LAGOON			
MUNICIPAL SERVICE			
OTHER (Please specify ie. Cesspools etc)			

PLEASE INDICATE IF THE ABOVE IS EXISTING OR PROPOSED BY ENTERING AN E OR P IN THE APPROPRIATE COLUMN. (If unsure, please check with the local Health Unit or the Plumbing Inspection Branch)