

TOWN OF CROSSFIELD
Application for Subdivision Approval



D By Plan of Subdivision DATE of receipt of completed Form _____
D By other instrument Fee Submitted _____
 File No. _____

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. Name of Registered owner of land to be subdivided: _____

Mailing Address: _____

Phone: Home _____ Business _____

2. Name of person authorized to act on behalf of registered owner _____

Mailing Address: _____

Phone: Home _____ Business: _____

3. Legal Description and area of land to be subdivided

All/Part of the _____ ¼ sec. _____ twp. _____ range _____ West of _____
meridian. Being all/partS of lot _____ block _____ Reg. Plan no. _____

C.O.T. No. _____ Area of the above parcel of land to be subdivided

_____ hectares (_____ acres).

Municipal Address (if applicable) _____

4. Location of land to be subdivided

a. The land is situated in the Municipality of _____

b. Is the land situated immediately adjacent to the municipal boundary of Rocky View County?

Yes _____ No _____

c. Is the land situated within 0.8 Kilometers of the right of way of a highway?

Yes _____ No _____, If yes, highway is No. _____

d. Does the proposed parcel contain or is it adjacent to a river, stream, lake or other body of water, or by drainage ditch or canal?

Yes _____ No _____ If yes, state is name _____

e. Is the proposed parcel within 1.5 km of a sour gas facility?

Yes _____ No _____

5. Existing and proposed use of land to be subdivided

Describe:

a. Existing use of land _____

b. Proposed use of the land _____

c. The designated use of the land as classified under the land use bylaw _____

6. Physical characteristics of land to be subdivided (where appropriate)

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 (bush, shrubs, tree stands, woodlots, etc., sloughs, creeks, etc.) _____

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

7. Existing building on the land proposed to be subdivided

Describe any buildings and any structures on the land and whether they are to be demolished or moved?

8. Water & 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.

Registered Owner or Authorized Person Acting on behalf of the Registered Owner's behalf

I _____ herby certify that
(Full Name)

- D I am the registered owner, or
- D 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, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Signature _____ Date signed _____

Print Name _____ Phone No.: _____

Mailing Address _____

**SUBDIVISION
APPLICATION REQUIREMENTS CHECKLIST**

All of the information for a Subdivision Application is necessary to ensure that an application is reviewed completely and efficiently. Tentative plans of subdivision should be prepared by a professional land surveyor to ensure accurate information.

Incomplete applications will not be accepted by Town administration, and will be returned to the applicant.

Required Information

- _____ **Pre-application meeting** completed
- _____ Completed **Subdivision Application Form**
- _____ **Letter of Authorization** signed by landowner (if application is submitted by a person other than the registered owner)
- _____ Application fees (see **Fee Schedule**), payable to the Town of Crossfield
- _____ Current **Certificate of Title** of subject lands (no older than 30 days)
- _____ Copies of all **instruments** which are registered against the parcels being subdivided
- _____ **Time Extension Agreement** (signed by applicant)
- _____ Completed **Right of Entry form**, which authorizes relevant Town staff to inspect the site
- _____ Completed **Lot Statistics Table** prepared by the applicant
- _____ Completed **Municipal Reserve Calculation Table** prepared by the applicant
- _____ Three (3) full size and three (3) 11x17 copies of the **Tentative Plan of Subdivision**, at a metric scale, showing the following:

- The location, dimensions, and boundaries of the land to be subdivided (including parcel area) – ensure that the tentative plan clearly shows where the proposed new parcel is in relation to the existing titled area
- The location, dimensions, and boundaries of each new lot to be created and any reserve land;
- Any existing rights-of-way of each public utility, or other rights-of-way;
- The location and dimensions of any buildings on the land that is the subject of the application, and specifying those buildings that are to be demolished or moved, if any;
- The approximate location of any existing sewage disposal systems and/or wells providing potable water on the land;
- The approximate location and boundaries of the bed and shore of any river, stream, creek, watercourse, lake or other body of water, shelterbelt, provincial highways, secondary roads, public roadways, or railway line that is contained within or bounds the proposed parcel of land;
- The proposed roads identified as numbered or named streets and avenues

- _____ A copy of the **Real Property Report** (if available)
- _____ **Groundwater test** (for lands not serviced by Municipal Systems)
- _____ **Existing well information** (for lands not serviced by Municipal Systems)

ADDITIONAL SUPPORTING INFORMATION

The Town of Crossfield Subdivision Authority may require an applicant for subdivision to submit, in addition to the information noted above, any or all of the following additional information:

- municipal environmental impact statement
- geotechnical studies
- slope analysis,
- traffic impact study,
- visual impact study,
- construction management plan,
- drainage and stormwater management plan,
- preliminary servicing concept, and
- surface and sub-surface water flow studies.

For larger, more comprehensive subdivision proposals, a development concept may be required to support a subdivision application.

TIME EXTENSION AGREEMENT FOR SUBDIVISION APPLICATION

File Number: _____

Applicant: _____

Legal Description: _____

Section 6 of the Subdivision and Development Regulations requires the Town of Crossfield to make a decision on a completed application within **60 days** of its receipt, unless an agreement is entered into with the applicants to extend this period.

In order to permit the Town of Crossfield 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:

The Town of Crossfield
PO Box 500
Crossfield, Alberta T0M 0S0

Email: town@crossfieldalberta.com
Attention: Development Officer

In accordance with Section 68(1)(b) of the Municipal Government Act,
I/We, _____ hereby enter into an agreement with the Town of Crossfield to
extend the time prescribed under Section 6 of the Subdivision and Development Regulation to
_____ [date]

Date

Applicant's Signature

**Subdivision and Development Regulations
(Section 20)**

DEFERRED RESERVE CAVEAT

TAKE NOTICE that the Town of Crossfield has an estate or interest in the nature of municipal reserve, school reserve or municipal and school reserve under section 669 or the Municipal Government Act by virtue of the decision of the Town of Crossfield.

Dated the _____ date of _____, 20____ acres of the lands as described as follows:

Standing in the register in the name(s) of _____ and the caveator forbids the registration of any person as transferee or owner, of, or any instrument affecting, the said estate or interest, unless the instrument or certificate of title, as the case may be, is expressed to be subject to my claim.

I APPOINT

As the place at which notices and proceedings relating hereto may be served.

DATED this _____ day of _____, 20 ____.

Chief Administrative Officer/Development Officer

AFFIDAVIT IN SUPPORT OF CAVEAT

I make oath and say as follows:

1. I am the agent for the caveator.
2. I believe the caveator has a good and valid claim on the land and say that this caveat is not being filed for the purpose of delaying or embarrassing any person interested in or proposing to deal with it.

SWORN BEFORE ME at the _____ of _____)
_____, in the Province of Alberta,)
the _____ day of _____, _____) _____