

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.