

BASIC INFORMATION REQUIRED FOR A SUBDIVISION APPLICATION

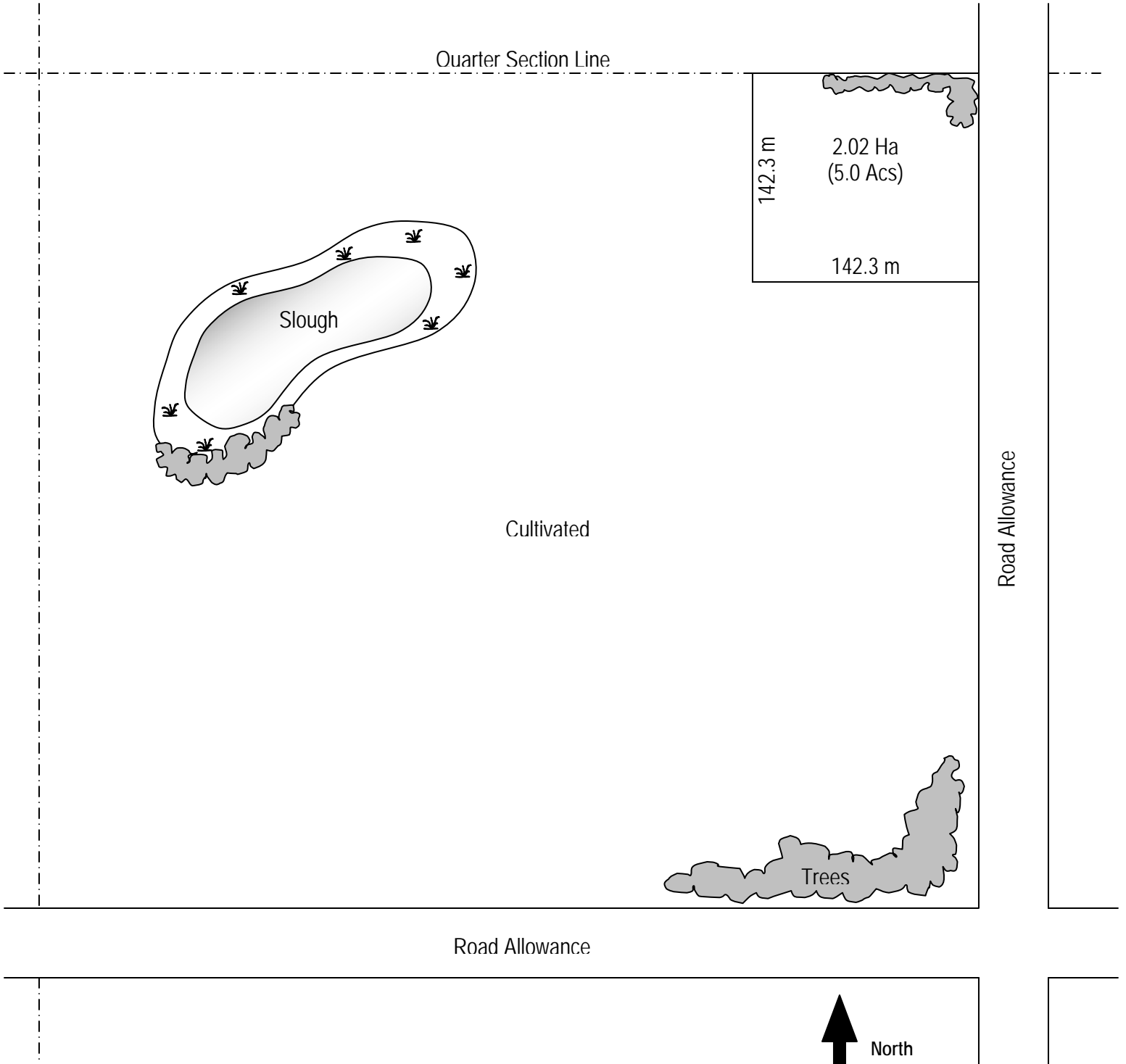
1. Application form “**Form A**” to be completed in full.
2. Application fee as per the attached **Schedule of Fees**. Please make cheque payable to the *Mackenzie Municipal Services Agency*.
3. Either one of the following:
 - A. **If there is any type of development located on the land to be subdivided, this includes buildings, shelterbelt, servicing, etc., a tentative plan of the proposed subdivision prepared by a qualified land surveyor, must show the following:**
 - ii. The boundaries of the land presently held in title.
 - iii. The location of the proposed lot within the titled land. If the proposal is located within a quarter section and not located in a corner, we will require the distance of the proposed lot to the nearest quarter section line.
 - iv. The measurements of the proposed lot and acreage involved.
 - v. Location of any buildings or development within the proposed lot and on the balance.
 - vi. Location of water supply and sewage disposal facilities.
 - vii. Any outstanding features or constraints, such as: shelterbelts, fences, slough areas, treed areas, creeks, drainage ditches, hills, etc.
 - viii. Existing approaches or laneways from a public roadway.
 - B. **If there is no development of any kind on the land proposed for subdivision, a sketch plan will be accepted, but must show the following:**
 - i. The boundaries of the land presently held in title.
 - ii. The location of the proposed lot within the titled land. If the proposal is located within a quarter section and not located in a corner, we will require the distance of the proposed lot to the nearest quarter section line.
 - iii. The measurements of the proposed lot and acreage involved.
 - iv. Any outstanding features or constraints, such as: slough areas, treed areas, creeks, drainage ditches, hills, etc.
 - v. Existing approaches or laneways from public roadway.

PLEASE NOTE: Ensure that all the above-required information is shown on your tentative plan. If this information is not shown, your application will be returned and will result in a delay of processing your application.

4. **A current photocopy of the Certificate of Title.** This may be obtained from one of the Registry Services in the region. If you do not supply a copy of the title, the Agency will obtain one for you at a charge of \$20.00 per title.
5. **An aerial photograph of the subject land.** This may be obtained from: Sustainable Resource Development, Air Photo Services, Main Floor, 9920-108 Street, Edmonton Alberta, T5K 2M4 The following charges apply: Single contact print - \$14.44 (includes G.S.T. & shipping) Cheque should be made payable to the Provincial Treasurer (For further information: 780-427-3520)
6. **Please complete the Right of Entry form.** This would permit a member of our staff or an authorized person acting on our behalf, the right to enter upon the land in order to carry out a site inspection. A site inspection is generally carried out to determine the existing use of the land, topographical constraints, surrounding land uses, etc.
7. **Please complete the information sheet regarding water supply and sewage disposal.** This is important in order that we may ensure that the proposed lot is of sufficient size in order to meet the existing regulations.

A SAMPLE SKETCH IS SHOWN ON THE NEXT PAGE

SAMPLE SKETCH PLAN



MACKENZIE MUNICIPAL SERVICES AGENCY

SCHEDULE OF SUBDIVISION FEES

EFFECTIVE APRIL 7, 2000, (including revisions effective January 1, 2010), THE SCHEDULE OF FEES FOR SUBDIVISION APPLICATIONS WILL BE AS FOLLOWS:

INITIAL APPLICATION:

Three (3) Lots or less

\$525.00 plus \$100 per lot created

Four (4) to Twenty (20) Lots

\$675.00 plus \$100.00 per lot created

More than 20 Lots add \$50.00 per lot

Minor Boundary Adjustment or Separation of Title

\$525.00

For those applications located in the following non-member municipalities, there is a \$100.00 additional surcharge per application: Village of Girouxville, MD of Smoky River No. 130, Town of Falher, Town of McLennan and the Village of Donnelly.

ENDORSEMENT FEE:

\$100.00 per lot created.

NOTE: There is no charge for municipal reserve lots, public utility lots or the balance of the title other than the basic application fee.

MACKENZIE MUNICIPAL SERVICES AGENCY
Box 450 Berwyn AB T0H 0E0 - Phone: 780-338-3862 Fax: 780-338-3811 Email: info@mmsa.ca

SCHEDULE
FORM 1
APPLICATION FOR SUBDIVISION

FOR OFFICE USE ONLY

Date of Receipt for Completed Form: _____ File No.: _____ Fee Submitted: _____

THIS FORM IS TO BE COMPLETED IN FULL WHEREEVER 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 OWNERS BEHALF.

1. Name of registered owner of land to be subdivided: _____ Address and phone number: _____
(Full Name in Block Capitals)

2. Name of agent (person authorized to act on behalf of registered owner), if any: _____ Address and phone number: _____
(Full Name in Block Capitals)

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 _____ Registered 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? Yes _____ No _____
If "yes", the adjoining municipality is _____
c. Is the land situated within 0.8 kilometres (0.5 miles) of the right-of-way of a highway? Yes _____ No _____
If "yes", the Highway is No _____ the Secondary Road is No. _____
d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal?
Yes _____ No _____ If "yes", state its name: _____
e. Is the proposed parcel within 1.5 kilometres (0.932 miles) of a sour gas facility? Yes _____ No _____

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 _____

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 (brush, shrubs, tree stands, woodlots, etc – sloughs, creeks, etc) _____
c. Describe the kind of soil on the land (sandy, loam, clay, etc) _____

7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED
Describe any buildings and any structures on the land and whether they are to be demolished or moved _____

8. WATER AND 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.

9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF
I, _____ (Full Name in Block Capitals) hereby certify that
 I am registered owner, or
 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 as is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.
Address: _____ Signature: _____
Phone No.: _____ Date: _____



Mackenzie Municipal Services Agency

P.O. Box 450, Berwyn AB T0H 0E0

RIGHT OF ENTRY FORM

As a site inspection of land that is the subject of a subdivision application may be required, we request that you complete the following authorization and submit it with your application for subdivision approval.

Section 653 (2) of the Municipal Government Act indicates that if consent is given by this form, a notice of inspection is not required to be given under Section 542 (1).

I, _____, do grant
(Name in Block Letters)

consent for an authorized person of the Mackenzie Municipal Services Agency to enter upon the subject land for the purpose of a site inspection.

(Legal Land Description)

(Signature)

(Date)

PROCESSING OF SUBDIVISION APPLICATIONS

COMPLETED APPLICATION
APPLICATION FORM
FEE
SKETCH PLAN
CERTIFICATE OF TITLE

ADDITIONAL
AIR PHOTO
SOIL AND WATER TESTS

