




SUBDIVISION APPLICATION CHECKLIST

This Checklist must be attached to all subdivision applications. If the application is incomplete, or the checklist is not attached the application will not be accepted.

Required Information

Information Included	Requirement	Copies Required	Details	Accepted (Staff)
<input type="checkbox"/>	Application Form	1	<ul style="list-style-type: none"> ▪ An application for subdivision must be completed and signed by the registered owner(s) of the land or a person authorized to apply on the owner's behalf ▪ Parts 1-13 of the application form must be completed. If a part does not seem to apply to your land or the proposed subdivision, please write "not applicable" 	
<input type="checkbox"/>	Application Fee		<ul style="list-style-type: none"> ▪ Application fees are based on the current effective fee schedule <p style="margin-left: 20px;">\$1200.00 for 1-2 lots \$225.00 per lot thereafter</p> <p style="margin-left: 20px;">except for public utility lots and reserve lots (municipal, school, environmental, municipal and school reserves) for which there are no lot fees. Any remaining part of the existing property is considered a lot.</p> <p style="margin-left: 20px;">\$500.00 for separation of title This applies only to lots shown on a plan of subdivision registered before July 1, 1950</p>	
<input type="checkbox"/>	Certificate of Title	1	<ul style="list-style-type: none"> ▪ A current copy (within the last 30 days) of the Certificate of Title from the Land Titles Office for each parcel affected in the application, including copies of any rights-of-way, restrictive covenants, easements, etc. that are registered on the title 	
<input type="checkbox"/>	Drawing of Proposed Subdivision	1	<ul style="list-style-type: none"> ▪ A copy of the proposed plan drawn at a scale of not less than 1:2000. If the drawing is unclear or otherwise unsuitable for circulation and review your application will be returned as incomplete. If you require assistance PCPS may prepare an adequate drawing at an additional cost to you. The drawing must show all of the following that are relevant to the proposed plan: <ul style="list-style-type: none"> ▪ the location, dimensions and boundaries of the land to be subdivided ▪ the lots proposed to be registered ▪ the use, location, dimensions, boundaries and area of each new lot to be created, including reserve lots and public utility lots ▪ the location, use and dimensions of buildings on the land that is the subject of the application and specifying those buildings that are proposed to be demolished or removed, if any ▪ the location and boundaries of natural features such as: <ul style="list-style-type: none"> • sloughs and/or other bodies of water • rivers, creeks and intermittent water courses • wooded, muskeg, or swamp areas • crest and toe of slopes of banks to water bodies, gullies, draws and valleys ▪ other features such as: <ul style="list-style-type: none"> • constructed water bodies and ditches • oil and gas wells/pipelines • gravel workings • landfills 	

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			<ul style="list-style-type: none"> • agricultural land (land under cultivation) ▪ the existing and proposed access to the subdivision and any remaining part of the existing property, the dimensions of that access and the location, numbers, names and other designations of: <ul style="list-style-type: none"> • highways and secondary roads • other public roads ▪ the location, dimensions and boundaries of any right-of-way of a public utility and other rights-of way ▪ if the proposed lots are to be served by individual wells and private sewage disposal systems, the location of any existing or proposed wells, the location and type of any private sewage disposal systems and the distance from these to existing or proposed buildings and property lines ▪ confirmation from the Energy Resources Conservation Board (ERCB), identifying the presence or absence of abandoned wells 	
	Abandoned well information	1	<ul style="list-style-type: none"> ▪ New subdivision applications, except for lot line adjustments, must include documentation from the ERCB identifying the presence or absence of abandoned wells. Documentation can be obtained from the ERCB using the online Web Viewer available on the ERCB website at www.ercb.ca. The viewer will provide a map identifying all abandoned well surface locations in the selected area and a listing of additional details, including the licensee of record, surface location, latitude and longitude, and fluid type of each well ▪ If an abandoned gas or oil well is identified on the land that is the subject of the subdivision application, the applicant must include a map that shows the actual well location, as identified in the field, and the setback established in ERCB Directive 079 in relation to existing or proposed building sites. ▪ If an abandoned gas or oil well(s) is identified on land that is the subject of the subdivision application, the Subdivision Approving Authority must refer a copy of the subdivision application to the Licensee(s) of Record. The referral must include the applicant's contact information. ▪ The information is not required if it was submitted to the same subdivision authority within the last year. ▪ To obtain clarification about the information provided by the Abandoned Well Viewer, or if you do not have Internet access, contact the ERCB Customer Contact Centre by telephone at 1-855-297-8311 or by e-mail at Inquiries@ercb.ca or contact Information Services by mail at ERCB, Suite 1000, 250 – 5 Street SW, Calgary AB T2P 0R4. 	
	Reduced size drawing	1	<ul style="list-style-type: none"> ▪ If the plan is larger than 11x17 inches, an additional copy reduced to 11x17 is required 	
	Digital Drawing	2	<ul style="list-style-type: none"> ▪ If the plan is larger than 11x17, digital copies of the plan are required (1AutoCAD and 1 pdf format) 	

I certify that the attached submission is complete and accurate, and includes all of the above items.

Applicant Signature

Date

