



## SUBDIVISION APPLICATION

All forms and supporting documents (listed below) **MUST** be submitted at time of application.

A completed and signed Subdivision Application Form (attached)

Owner's Authorization Form (attached)

Right-of-Entry Authorization Form (attached)

Abandoned Wells Confirmation Form (attached)

Up-to-date (Must be 60 days or less) copy of Title and copies of any easements, caveats, or other registered agreements that affect the use of the subject lands

A Real Property Report for any lot with buildings that will remain

A Shadow Plan for all future phases of development that demonstrate how overall density minimum, and rear land percentage is achieved (11"x17" hard copy, unprotected PDF and AutoCAD)

A Proposed Plan of Subdivision (11"x17" hard copy, unprotected PDF and AutoCAD)

**\*Note: all submitted plans must be legible and drawn in metric to conventional scale, including north arrow and address.**

Shows location, dimensions and boundaries of the lot(s) to be subdivided;

The proposed lot(s) to be registered in a land titles office;

The location, dimensions, and boundaries of each new lot to be created and any reserve land;

Existing rights-of-way of each public utility or other rights-of-way;

The location, use, and dimensions of buildings on the parcel that is the subject of the application and specifying those buildings that are proposed to be demolished or moved;

The location and boundaries of the bed and shore of any river, stream, watercourse, lake, or other body of water that is contained within or bounds the proposed or existing lot(s);

The location of any existing or proposed wells, any private sewage disposal systems, and the distance from these to existing or proposed building and existing or proposed lot lines;

All accesses, existing and proposed, to all lot(s), existing and proposed; and

The location of any tree stands or wetlands on the existing and proposed lot(s).

**Fees (in accordance with the Town of Edson's Fees, Rates & Charges Bylaw)**

**Note:** Additional information may be required by the Subdivision Authority (refer to [Subdivision and Development Regulation](#))

Questions regarding planning or completing application: [engineeringandplanning@edson.ca](mailto:engineeringandplanning@edson.ca) | 780-723-4402





# SUBDIVISION APPLICATION

5

**EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED**

Existing use of the land:	Residential	Commercial	Industrial	Institutional
Proposed use of the parcels being created:	Residential	Commercial	Industrial	Institutional
Proposed use of the residual parcel:	Residential	Commercial	Industrial	Institutional
Describe any building and any structures on the land and whether they are to be demolished or removed:				

6

**PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED**

Describe the nature of the topography of the land:

Flat	Rolling	Steep	Mixed	Other
------	---------	-------	-------	-------

Describe the nature of the vegetation and water on the land:

Bush	Shrubs	Tree Stands	Other
Creeks	Slougs	Woodlots	

Describe the kind of soil on the land:

Sandy	Loam	Clay	Other
-------	------	------	-------

7

**WATER AND SEWER SERVICES**

Manner of providing water supply:	Municipal	Well	Cistern and hauling
Manner of providing sewage disposal:	Municipal	Holding tank and hauling	

8

**TERMS, CONDITIONS AND NOTES**

The following terms, conditions and additional notes are not limiting on the Subdivision Authority or the Town in the requirement of supporting information for an application or the imposition of conditions on a subdivision approval.

1. **Boundary Realignment/Adjustment:** Additional technical studies for a boundary realignment application are not typically required unless the proposal significantly reduces the size of one of the parcels that is subject of the application, such that technical considerations need to be addressed. For example, a residential lot is reduced in size as a result of redesignation and boundary realignment that demands a higher-level of proof for servicing. The Town reserves the right to request additional technical reports if it is considered that previous servicing (including wastewater, stormwater, traffic and water supply) arrangements are insufficient.
2. **All information provided with this application is available for public review and comment.**
3. The Subdivision Authority at the subdivision stage:
  - a) May include any condition necessary to satisfy the Land Use Bylaw provision, the Municipal Development Plan, an area structure plan, a conceptual scheme or master site development plan, or a Town servicing standard.

**NOTE: A Real Property Report is required if buildings are to remain**



## SUBDIVISION APPLICATION

- b. By condition, require provision of a Construction Management Plan where on-site works are proposed.
- c. May impose any condition to meet a requirement of the Municipal Government Act (MGA) or Subdivision and Development Regulation.
- d. As a condition of approval, may include requirement to update technical reports submitted with the application.
- e. Will impose relevant requirements for the payment of levies associated with bylaws for transportation, wastewater, water supply and stormwater:
  - i. Off-site Levy Bylaw; and
  - ii. Other such bylaws as may be in force or come into force and be applicable to development of, or activities on, or services provided to, the subject land.
- f. Will determine any oversizing requirements for services and infrastructure required to be constructed as part of the proposed subdivision. The Town will determine cost recovery arrangements through preparation and execution of documents prior to endorsement of a plan or survey for registration. Will determine any outstanding municipal reserve dedications, cash-in-lieu payments or deferrals where applicable.

- 4. **Technical reports** are defined as reports of any information regarding a matter identified in the MGA, Subdivision and Development Regulation, statutory plan, Town policy, servicing standards or bylaw.
- 5. Additional technical reports may be required based upon the ongoing assessment of the application.
- 6. All costs of development are borne by the landowner or developer including, but not limited to, all on and off-site construction works, infrastructure development, securities, levies, contributions, reserve payments, additional fees associated the preparation and review of reports and technical assessments, endorsement fees imposed by the Town, registration fees, and such other costs as may be associated with the development of the land and the registration of any and all documents to create separate title for proposed parcels. Further, it is the landowner’s and developer’s responsibility to identify and consider all costs of development.
- 7. The applicant and landowner acknowledge that failing to provide required information or failing to provide accurate information, may prejudice the assessment of the application.
- 8. The applicant and landowner acknowledge that the Town, including individual staff members, has not provided an advisory role with respect to the preparation and making of this application and that the decision to make the application is entirely that of the applicant and landowner.

Any personal information that is provided to our office is being collect under the Authority of the Freedom of Information and Protection of Privacy Act and will be used only in accordance with that Act.

### AUTHORIZATION

I (We) \_\_\_\_\_ being the registered Owner(s) of the land(s)  
 subject of this application do here by authorize \_\_\_\_\_ to make application to  
 subdivide the above described land(s) on my (our) behalf.

Signature(s):

Date:

**NOTE: A Real Property Report is required if buildings are to remain**



# SUBDIVISION APPLICATION

## REGISTERED OWNER/ PERSON ACTING ON OWNER(S) BEHALF

I (We) \_\_\_\_\_ hereby certify that

I am/ We are the registered Owner(s) **OR**

I am the agent authorized to act on behalf of the registered Owner(s)

The information given on this form is full and complete and is, to the best of my (our) knowledge, a true statement of the facts relating to this subdivision application.

Printed name of Owner(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

## DECLARATION – ABSENCE OF ABANDONED WELLS ON PARCEL

I (We) \_\_\_\_\_ have reviewed information from the Energy Resources and Conversation Board (ERCB) and can advise that the information shows the absence of any abandoned wells on the parcel that is the subject of the attached application for Subdivision Application.

Subdivision name: \_\_\_\_\_

Lot: \_\_\_\_\_

Block: \_\_\_\_\_

Plan: \_\_\_\_\_

Municipal address: \_\_\_\_\_

Certificate of title: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## RIGHT OF ENTRY CONSENT

I (We) \_\_\_\_\_ being the registered Owner(s) of the land(s) subject of this application do hereby authorize representatives of the Town of Edson and other agencies to enter upon my (our) land(s) so that they may inspect the same in connection with my (our) Subdivision Application.

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICE USE ONLY

Initial Fee: \_\_\_\_\_ Rec. No: \_\_\_\_\_ Date: \_\_\_\_\_

Final Fee: \_\_\_\_\_ Rec. No: \_\_\_\_\_ Date: \_\_\_\_\_

Date stamp application received

**DATE APPLICATION**

**DEEMED COMPLETE:** \_\_\_\_\_