



SUBDIVISION APPLICANT'S CHECKLIST

DIVISION OF A PARCEL OF LAND INTO TWO OR MORE LOTS OR LOT LINE ADJUSTMENT

The following list is provided as a guideline for possible subdivision requirements. If you have any questions about your development please contact the Planning and Development Department at 780-672-4428.

The following information must be submitted for a subdivision application:

(In order for your application to be considered complete, all of the following information needs to be turned into the Subdivision Authority)

Completed application form including:

- Name, address and phone number of owner and applicant
- Legal description and area of land to be subdivided
- Location of land to be subdivided
- Existing and proposed use of the land to be subdivided
- Physical characteristics of the land to be subdivided
- Existing buildings on the land
- Signatures of owner(s) or person(s) acting on their behalf

A proposed plan of subdivision showing:

- Location and legal description of property
- The size of the parcel of land being subdivided
- The existing use(s) of the land
- The proposed use(s) of the land (be specific)
- The number of lots being created
- Existing rights of way of each public utility or other rights of way
- The physical characteristics of the land
- Existing building(s), structures and other improvements
- Existing and proposed access to the land to be subdivided and the remaining land
- Boundaries of any body of water that is within or next to the property
- Water and sewage services if not municipally serviced

Correct application fee

A copy of the current land title (less than 30 days old)

Written permission of owner to subdivide (if applicant is not owner)

Other information as the Subdivision Authority requests

This checklist has been developed for general information only, it has no legal status. The City of Camrose accepts no responsibility to persons relying exclusively on this information.