



# CITY OF CAMROSE

5204 - 50 AVE.  
CAMROSE, AB T4V 0S8

(780) 672-4428  
planning@camrose.ca

## CAMROSE APPLICATION FOR SUBDIVISION

- By plan of subdivision  
 By other instrument

### FOR OFFICIAL USE ONLY

Fees Submitted:

Receipt #:

FILE No.:

**SUB**

DATE Subdivision Application  
accepted as complete:

**THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND, THE SUBJECT OF THE APPLICATION, OR BY AN AUTHORIZED PERSON ACTING ON THEIR BEHALF.**  
(Please provide all measurements in metric)

1. Name of the registered owner of land to be subdivided Address, Phone Number and Email

\_\_\_\_\_ Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

2. Authorized person acting on behalf of registered owner Address, Phone Number and Email

\_\_\_\_\_ Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

Please include in your application a document signed by the registered owner naming a person to act on behalf of the land owner.  Permission letter attached

3. **LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED**

All/part of the \_\_\_\_\_ Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Range \_\_\_\_\_ West of \_\_\_\_\_ Meridian

**OR** Being all/parts of Lot \_\_\_\_\_ Block \_\_\_\_\_ Reg. Plan No. \_\_\_\_\_

**OR** Municipal Address (if assigned) \_\_\_\_\_

Certificate of Title Number: \_\_\_\_\_

Total area of the above parcel of land to two decimal places(in hectares): \_\_\_\_\_

Area of the above parcel of land to be subdivided (in hectares): \_\_\_\_\_

Intent of Subdivision application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. **LOCATION OF LAND TO BE SUBDIVIDED**

a. The land is situated in the municipality of \_\_\_\_\_

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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 1.6 kilometers of the center line of a Provincial Highway AND 1.6 kilometers of the boundary between the City and the County?  Yes  No

If yes, the Highway is No. \_\_\_\_\_ The secondary road is No. \_\_\_\_\_

d. Is the land situated within 800 meters of a river, stream, watercourse, lake or other permanent body of water, or a canal or drainage ditch?  Yes  No

If yes, state its name: \_\_\_\_\_

e. Is any part of the land to be subdivided located within the floodway or flood fringe (1:100 year flood) area?

Yes  No

f. Is any part of the area to be subdivided on or in close proximity to historical mine location?

Yes – please attach map  No

g. Is there an abandoned well within the area to be subdivided?

If yes, the location is \_\_\_\_\_  Map Attached

**5. LOT SIZES AND MUNICIPAL RESERVE ALLOCATION**

a. Total number of lots created:

b. Range of size of lots being created (square meters or hectares) whichever is appropriate:

\_\_\_\_\_ - \_\_\_\_\_

c. Proposed disposition/dedication of Municipal Reserve (MR):

*For most subdivisions in the "General Urban" area as classified in the Municipal Development Plan, 10% of the total parcel is required for MR. No MR is required in previously developed areas unless a Deferred Reserve Caveat has been registered or some other agreement indicates that Municipal Reserves are required.*

(i) If dedicated, total area of MR: \_\_\_\_\_% or \_\_\_\_\_ hectares or

(ii) Deferral \_\_\_\_\_% or \_\_\_\_\_ hectares or

(iii) Deferral to balance \_\_\_\_\_% or \_\_\_\_\_ hectares or

(iv) If cash-in-lieu, appraised current market value (\_\_\_\_\_).

*The City of Camrose is the final approval authority with respect to any decision regarding the disposition/dedication of Municipal Reserves.*

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

a. Describe all existing uses on the entire parcel: \_\_\_\_\_

\_\_\_\_\_

b.. Describe all proposed uses of the area to be subdivided: \_\_\_\_\_

\_\_\_\_\_

c. The designated use of the land as classified under the Land Use Bylaw (zone): \_\_\_\_\_

d. The proposed use of the land if different than above (zone): \_\_\_\_\_

*Note: if the current and proposed land use districts do not coincide, a redistricting application will be required. Also, please provide redistricting map in PDF and AutoCad.*

**7. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED**

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     Other \_\_\_\_\_  
 Sloughs     Creeks     Other

c. Describe the type of soil on the land:

Sandy       Loam       Clay       Other \_\_\_\_\_

**8. EXISTING BUILDINGS ON THE LAND PROPOSED TO BE SUBDIVIDED**

a. Describe any buildings, historical or otherwise, and any structures on the entire parcel of land.

b. Will any of these buildings be demolished or moved?

\_\_\_\_\_  
*Note: development and building permits will be required for any structures that have been placed without municipal approval. Outstanding development/building conditions may be required to be addressed in a matter suitable to the City prior to subdivision consideration or as a condition thereof.*

**9. INDICATE IF THE SUBJECT LAND IS SITUATED IN PROXIMITY TO LAND WHICH IS USED OR IS AUTHORIZED FOR USE AS:**

If yes, please include a map indicating the location of the land that requires a setback as outlined below.

- a. A landfill for the disposal of garbage and refuse (450m) (both active and decommissioned)       Yes     No     Map
- b. A sewage treatment plant or sewage lagoon (300m) (both active and decommissioned)       Yes     No     Map
- c. An intensive animal operation (e.g. feedlot, piggery, etc.) (300m)       Yes     No     Map
- d. An active rail line (30 meters)       Yes     No     Map

**10. REGISTERED OWNER OR PERSON ACTING ON THEIR BEHALF**

I, \_\_\_\_\_, hereby certify that

I am     The registered owner     Agent Authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision approval.

Print Name: \_\_\_\_\_

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

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

**11. RIGHT OF ENTRY**

I hereby authorize the City of Camrose to enter the subject land(s) for the purpose of conducting a site inspection in connection with this application for subdivision approval. This right is granted pursuant to section 653 of the *Municipal Government Act*.

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

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

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**12. FREEDOM OF INFORMATION**

I understand that this application and accompanying information is public record that it is accessible by the public. This application will be made available for viewing upon request at the City Office. This personal information is being collected under the authority of the Municipal Government Act and will be used only for the purposes for which it is being collected.

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

**THE SUBDIVISION AUTHORITY MAY REQUIRE ADDITIONAL INFORMATION AT THEIR DISCRETION.**

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