



Subdivision Application Checklist

Applicants must complete the checklist below to accompany the subdivision application. Leduc County abides by the setback requirements of Energy Resource Conservation Board Directive 079.

Check only those items that are applicable.

- One original Application for Subdivision (**2 – pages -no faxed copies**)
- Sketch of Proposed Subdivision (c/w North Arrow, existing approaches, proposed parcel dimensions, and pertinent information)
- Applicant's Authorization (if applying on behalf of the 'titled' owner(s))
- Right of Entry Authorization
- Certificate of Title – dated stamped within 30 days of subdivision application **or request a Title Copy through Leduc County at a Fee for Service.**
- Private Sewage Disposal Separation Distance Form for each system
- Province of Alberta Subdivision and Development Regulations – Additional Information Required for Subdivision Applications
- Water Table Report and Soils Report (for vacant parcels 10 acres or less in size)
- Potable Water Report (where there are over 6 parcels / quarter)
- Applicant letter (discussing the intended use and the parcel size)
- Abandoned Oil / Gas Wells - AER Documentation as per Directive 079 – Effective November 1, 2012 – Contact 1-855-297-8311 (Toll Free) (www.AER.ca)

Legal: _____

Applicant: _____

Email Address: _____

Phone: _____

Date Received: _____



SUBDIVISION FEE SCHEDULE

FEES DUE AT THE TIME OF APPLICATION:

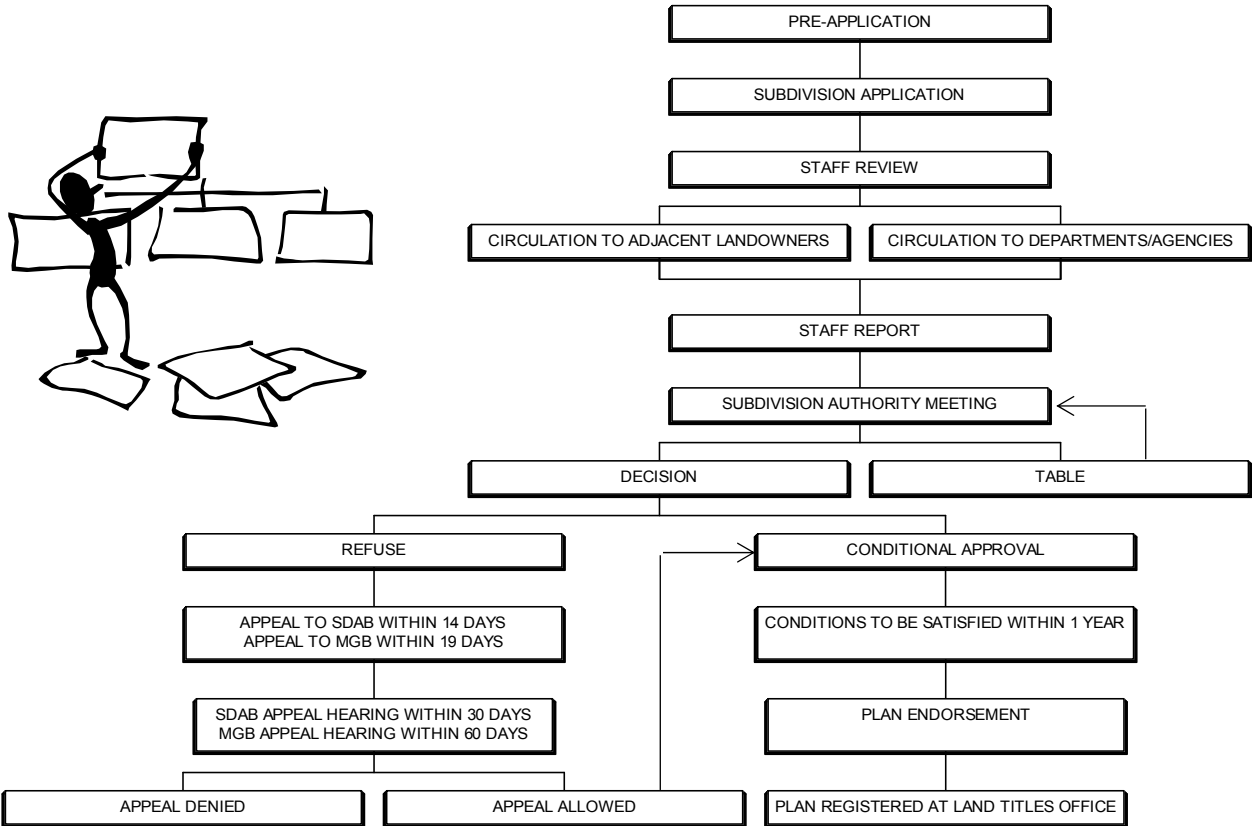
FEE:	FEE INFORMATION:
Base Application & Lot Fee: Base Application: \$446.00 Per Lot: \$223.00	<ul style="list-style-type: none"> ▪ The Lot Fee is charged for the number of lots to be subdivided. This fee is charged in addition to the Base Application Fee. ▪ Reserve Lots and Public Utility Lots are exempt from the Lot Fee.
Title Search Fee: Regular Title Search: \$11.00 Corporate Title Search: \$21.00	<ul style="list-style-type: none"> ▪ The Title Search Fee is applicable when a recent title (searched within the last 30 days) is not provided at the time of application. ▪ If the subject land of the application is registered to a Corporation, a Corporate Title Search Fee will be charged in addition to the Regular Title Search Fee.
AutoCad Fee: \$203.00	<ul style="list-style-type: none"> ▪ The AutoCAD Fee is applicable to all applications.

FEES DUE AT THE TIME OF PLAN ENDORSEMENT:

FEE:	FEE INFORMATION:
Endorsement Fee: \$168.00 per Lot	<ul style="list-style-type: none"> ▪ The Endorsement Fee is payable when all the conditions of a subdivision approval have been satisfied. ▪ Reserve Lots and Public Utility Lots are exempt from the Endorsement Fee.
Private Sewage Inspection Fee: \$133.00	<ul style="list-style-type: none"> ▪ For Private Sewage Disposal System inspection prior subdivision plan endorsement
Address Signage Fee: Rural (single-lot) Address Sign: Sign & Two Posts: \$94.50 Subdivision Entrance Sign: 180 x 90 cm Sign & Three Posts: \$498.75 Hamlet & Internal Subdivision Sign: Sign & One Post: \$50.40	<ul style="list-style-type: none"> ▪ The Address Signage fees are charged for the creation and installation of rural single-lot and multi-lot subdivision address signs. ▪ The Subdivision Entrance Sign fee is charged when an internal road system to access the lots is required. ▪ The Hamlet and Internal Subdivision Sign Fee is applied to each new lot created within a multi-lot subdivision or a Hamlet. ▪ Pursuant to Leduc County Bylaw 07-05, all address signage shall be installed by Leduc County.
Development Agreement Fee: \$254.00 per Lot	<ul style="list-style-type: none"> ▪ The Development Agreement Fee is charged for the preparation and registration of the Development Agreement. ▪ Reserve Lots and Public Utility Lots are exempt from the Development Agreement Fee.
Water Service Fee:(Municipal Services Areas) \$203.00 per Lot \$304.00 per Lot \$406.00 per Lot	<ul style="list-style-type: none"> ▪ Residential Lot Requiring Water Service ▪ Small Commercial/Industrial Lot Requiring Water Service ▪ Large Commerical/Industrial Lot Requiring Water Service

SUBDIVISION FEES ARE NON-REFUNDABLE AND ARE SUBJECT TO CHANGE, IF THE FEE SCHEDULE CHANGES, THE NEW FEE WILL APPLY

LEDUC COUNTY SUBDIVISION PROCESS



1. Pre-Application

If the application is for anything other than a subdivision of 32 ha± or 1 ha± from a previously unsubdivided quarter section, it is recommended that the applicant meet with a member of the Planning & Development Department prior to submitting an application.

2. Application

Subdivision application packages may be picked up at the Planning & Development Department located on the 2nd floor at 1101 – 5th St., Nisku, printed from the Leduc County Web page (www.leduc-county.com) or mailed out upon request. Either the landowner or an agent authorized by the owner can submit a completed application form, including other requirements such as:

- tentative plan;
- current copy of the certificate(s) of title; and
- water table, soil percolation and/or potable water reports, if necessary.

3. Staff Review

The staff evaluates the application by evaluating the application for conformity with the following:

- Municipal Government Act;
- Subdivision and Development Regulation;
- Municipal Development Plan;
- Area Structure Plan (if applicable); and
- Land Use Bylaw.

4. Circulation

The application is circulated for comment to:

- various County or Provincial Departments or agencies; and
- adjacent landowners and/or municipalities.

5. Staff Report

Once the circulation comments have been received and the internal review is complete, the staff will prepare a report and make a recommendation to the Subdivision Authority.

6. Subdivision Authority Meeting

The report on the subdivision application will be presented at the Subdivision Authority Meeting, held the third Tuesday of each month. The meetings are open to the public, and the applicant/owner is encouraged to attend the meeting and speak on the application if desired. The Subdivision Authority will render a decision on the application or defer the application pending provision of further information by applicant/owner.

7. Decision

The Subdivision Authority will render one of the following two decisions:

1. Conditional Approval:

All approved subdivision applications are subject to certain conditions being met. These conditions will be listed in an official letter informing the applicant/owner of the Subdivision Authority's decision. The applicant/owner must satisfy all conditions before the County will endorse the Plan or Survey or Descriptive Plan (whichever is applicable). The applicant/owner may appeal any or all conditions of approval.

2. Refusal:

The Subdivision Authority must provide reasons for refusal of an application. The applicant/owner may appeal the decision.

The Subdivision Authority must render a decision on an application within 60 days of accepting the application as complete, unless the applicant and the Subdivision Authority agree to a time extension. If the Subdivision Authority fails to issue a decision within the specified time frame and extensions are not granted, the applicant may initiate an appeal. The appeal would be considered an appeal of a deemed refusal.

8. Appeal

The decision may be appealed by the applicant, commenting government department or with regard to municipal and school reserves, the school authority.

1. Appeal to the Subdivision & Development Appeal Board:

Notices of appeal must be received within 14 days. The appeal hearing will be held within 30 days of the date the appeal was lodged.

2. Appeal to Municipal Government Board: – if there is a provincial interest

Notices of Appeal must be received within 19 days. The appeal hearing will be held within 60 days.

The Appeal Board must have regard to any statutory plan; must conform with the uses of land referred to in a land use bylaw; must be consistent with the land use policies; and must have regard, but is not bound by the Subdivision and Development Regulation. The decision of the Appeal Board is final, and no further appeals may be made, except to a Court on a point of law or jurisdiction.

9. Plan Endorsement

Once the above conditions have been satisfied, you or your surveyor may submit 1 paper print and a digital copy of the plan and required paper affidavits for County endorsement. The digital copy must be in AutoCAD format and can be supplied by e-mail to nola@leduc-county.com, CD or memory stick. This submission must be accompanied by an endorsement fee per lot created (excluding reserve lots and public utility lots). Please contact the Planning and Development Department for current fees.

10. Registration

Once endorsed, the Planning & Development Department will contact the surveyor and the plan may be registered at the Land Titles Office.



**LEDUC COUNTY
SCHEDULE FORM 1
APPLICATION FOR SUBDIVISION**

Date of receipt of completed form: _____ File No: _____

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER 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 OWNER'S BEHALF.

1. Name of registered owner of land to be subdivided _____ Address and phone no. _____

2. Name of agent if any: _____ Address and phone no. _____
(person authorized to act on behalf of registered owner) _____

3. Legal description and area of land to be subdivided
All/part of the _____ ¼ sec. _____ twp . _____ rge. _____ west of _____ meridian
Being all/parts of Lot _____ Block _____ Reg Plan No. _____ CoT No. _____
Area of the above parcel of land to be subdivided _____ hectares
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 1.6 kilometres of the right of way of a highway? Yes _____ No _____
If "yes" the highway 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 the name _____
*e. Is the proposed parcel within 1.5 kilometres of a sour gas facility? Yes _____ No _____

5. Existing and proposed use of land to be subdivided. Please 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
(bush, 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

a) Is the proposed subdivision within the Leduc County Municipal Services Area? YES NO

b) 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 (Name in Full)

I, _____ hereby certify that

I am the 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 and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision

Address _____

Signed _____

Phone No. _____

Date _____

FURTHER INFORMATION MAY BE PROVIDED BY THE APPLICANT ON THIS FORM



North

quarter section

West

East

804.6 metres sq.

South

REMEMBER TO SHOW THE FOLLOWING:

Legal Description

Proposed parcel dimensions

Label Existing buildings

Physical land features

Roads

Pipeline Rights-of-way

Location of Existing Approaches

1 foot = 0.3048 metres

1 acre = 0.4047 hectares

1 metre = 3.2808 feet

1 hectare = 10,000 sq. m

= 2.471 acres

Example:

Parcel you desire is 315' X 405' and is located 515' north of south ¼ line

$315' \times 0.3048 = 96.012 \text{ m}$ $405' \times 0.3048 = 123.444 \text{ m}$ $515' \times 0.3048 = 156.972 \text{ m}$

$96.012 \text{ m} \times 123.444 \text{ m} = 11,852.105 \text{ sq. m}$ $11,852.105 \div 10,000 = 1.185 \text{ ha}$

In accordance with the requirements of the Metric Commission of Canada, all dimensions shall be noted and shown in metres and areas noted in hectares.



County Centre
Suite 101-1101-5 Street, Nisku, Alberta T9E 2X3
Telephone: (780) 955-3555 · Fax: (780) 955-8866

Right of Entry Authorization

In accordance with Section 653(2) of the Municipal Government Act, 2000, as amended, and Leduc County subdivision application requirements, it is necessary that this form be completed and returned with your subdivision application submission. This form grants/refuses an authorized person of Leduc County the Right of Entry for the purpose of a site inspection relative to the subdivision application.

I do _____ or do not _____ grant consent for an authorized person of Leduc County to enter upon the subject lands for a site inspection.

Legal Land Description

Name (in block capitals)

Address

Date

Signature



County Centre
Suite 101-1101-5 Street, Nisku, Alberta T9E 2X3
Telephone: (780) 955-3555 · Fax: (780) 955-8866

Applicant's Authorization

I (we) _____, being the registered owner(s) of
(name of registered owners)

(Legal Description of Property)

do hereby authorize _____
(individual person making application)

to make application for subdivision affecting the above mentioned property.

Registered Owner(s) Name(s)

Address

Date

Signature(s)

PROVINCE OF ALBERTA
SUBDIVISION AND DEVELOPMENT REGULATIONS
ADDITIONAL INFORMATION REQUIRED FOR SUBDIVISION APPLICATIONS

In order to expedite the review process, please answer the following questions and submit the necessary reports/information with your application.

1. Questions: (Please attach sketch plans/maps to show each or all of the information)

<u>Check all spaces</u> ✓ - applicable X – not applicable ? – not sure	Questions to be answered by all applicants:	For Office Use Only: (Actions Required)	For Office Use Only: (Results)
	Is any building site on any proposed parcel within 100 m of an oil or gas well head? S.11(1)(2)		
	Does any proposed parcel include a building site for residential, food establishment, school or hospital use within <ul style="list-style-type: none"> • 450 m of the working area of an operating sanitary land fill, modified sanitary land fill, hazardous waste management facility or dry waste site; • 450m of the disposal area of a non-operating hazardous waste management facility; • 300 m of the disposal area of an operating or non-operating sanitary land fill, modified sanitary land fill or dry waste site; • 300 m of the working area of an operating waste processing site, waste storage site, waste sorting station or waste transfer station? S.13(2) 		
	Does any proposed parcel include a building site for residential, food establishment, school or hospital use within 300 m of the working area of a wastewater treatment plant? S.12(2)		

2. Reports/Information Required:

Check all spaces √ - submitted o – will submit	Report or Information in writing to be submitted by all applicants	For Office Use Only: (Actions Required)	For Office Use Only: (Results)
	Report/Information on the provision, availability and suitability of potable water supply. S. 4(5)(b), 7(f) and Alta Environment		
	How storm water will be managed? S. 7(c)		
	How will solid waste be disposed? S. 7(f)		
	What are the adjacent land uses and surface characteristics within 1.6 km? S. 4(5)(f) and 7 (h)		
	Statement (use attached form) on compliance with Alberta Plumbing Code Regulations in respect of lot size, distance between property lines, buildings, water sources and private sewage disposal systems. S. 4(5)(c)(e) and 7(f)(g)		

Check all spaces √ - submitted o – will submit X – not applicable	Report to be submitted by all applicants, if applicable	For Office Use Only: (Actions Required)	For Office Use Only: (Results)
	Report on ground water table conditions for vacant parcels 10 acres or less only. S.4(5)(c), 7(d) and Alta Environment		
	Report on flood plain, if any. S.4(5)(d), S.7(d) and Alta. Environment		
	Report on steep banks and erosion concerns, if any. S.4(5)(c), 7(d) and Alta. Environment		

In compliance with the Alberta Municipal Government Act, the Subdivision and Development Regulations and other Provincial and County laws and policies, the above answers/information are provided as being accurate and the reports are prepared and signed by qualified persons to support this application.

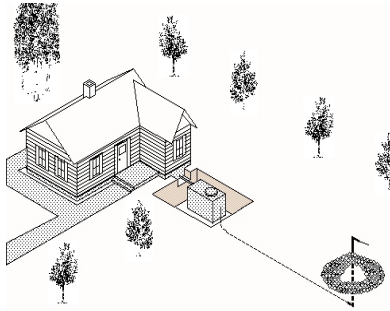
I (We) understand that the County, Province and/or other review Agencies may require additional information from me (us) in their review of this application.

Date ____ of _____, 20____

Signature(s) of Applicant(s)

Identify Existing Private Sewage System (Please Circle One)

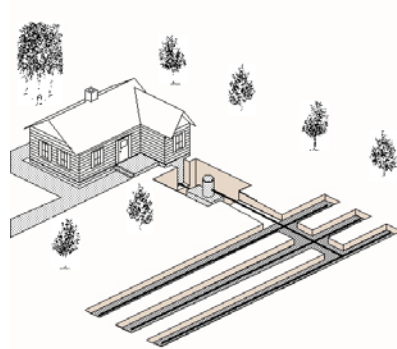
1.



Open Discharge (Pump Out) System

“a system designed to discharge effluent to the ground surface to accomplish evaporation and absorption of the effluent into the soil as a method of disposal”

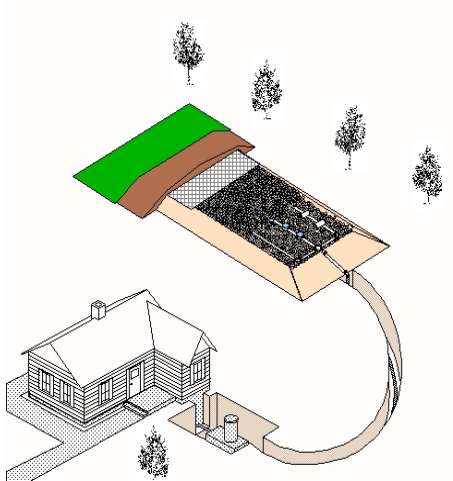
2.



Disposal Field

“a system of effluent treatment and disposal by distributing effluent within trenches containing void spaces that are covered with soil”

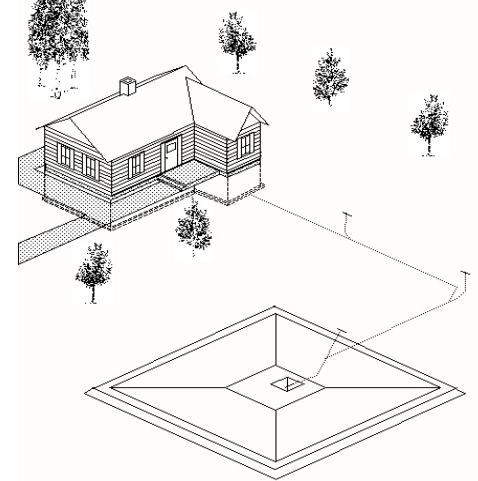
3.



Treatment Mound

“a system where the effluent treatment area includes a bed of sand and is built above grade to overcome limits imposed by proximity to water table or bed rock, or by highly permeable or impermeable soils”

4.



Sewage Lagoon

“a shallow artificial pond for the stabilization of sewage or effluent”

5.

Holding Tank

“A tank designed to retain sewage or effluent until transferred into mobile equipment for disposal elsewhere”

6.

Other

Please provide a detailed description if none of these apply.

FILE No. _____



**PRIVATE SEWAGE DISPOSAL
SEPARATION DISTANCES**

Legal Land Description: _____ Part of _____ Sec _____ Twp _____ Rge _____ W of _____

Please indicate the following distances. If there is more than one private sewage disposal system on the title area, please complete a separate form for each system.

Additional forms are available from the Planning and Development Office.

Type of Sewage Disposal System (Please circle one)

- 1. Open Discharge
- 2. Disposal Field
- 3. Treatment Mound
- 4. Sewage Lagoon
- 5. Holding Tank
- 6. Other

Distance from **Existing** Property Lines

_____ metres from north property line
 _____ metres from south property line
 _____ metres from east property line
 _____ metres from west property line
 _____ metres from a dwelling
 _____ metres from a water source

Distance from **Proposed New** Property Lines

_____ metres from north property line
 _____ metres from south property line
 _____ metres from east property line
 _____ metres from west property line
 _____ metres from a dwelling
 _____ metres from a water source



Planning & Development

Subdivision File No. : SD _____.

DECLARATION – ABSENCE OF ABANDONED WELLS ON LANDS

I, _____, have

reviewed information from the Alberta Energy Regulator (AER) and can advise that the information shows the absence of any abandoned wells on the parcel that is the subject of the attached Subdivision Application.

Subject Parcel:

Legal description of land to be subdivided

All/part of the _____ ¼ sec. _____ twp . _____ rge. _____ west of _____ meridian

Being all/parts of Lot _____ Block _____ Reg Plan No. _____ CoT No. _____

Municipal Address: _____.

Signature _____.

Printed Name _____.

Date _____.

DECLARATION – ABSENCE OF ABANDONED WELLS ON PARCEL

Why do I need to disclose information about abandoned wells on my parcel?

New Requirements

Effective November 1, 2012, the Subdivision and Development Regulation (Alberta Regulation 160/2012) has changed. The changes relate to the Subdivision and Development requirements around abandoned well sites. The new provisions require some changes to our business practices. In addition to our current application submission requirements, all new Subdivision Applications must include the following:

- Information provided by the Alberta Energy Regulator (AER) identifying the location or confirming the absence of any abandoned wells within the parcel on which the building is to be constructed, or, in the case of an addition, presently exists.
- This information can be obtained by either contacting the Alberta Energy Regulator Customer Care Centre at 1-855-297-8311 (toll free) or using the Abandoned Wells Web Site at: <https://aer.ca> to confirm whether an abandoned well is located on your property.

If you **do not have an abandoned well site on your property**, you will be required to fill out the “Declaration – Absence of Abandoned Wells on Parcel” form and include it with your development application.

If you **do have an abandoned well on your property**, you will be required to meet the requirements as set out in ERCB’s Directive 079 and the Municipal Government Act Subdivision and Development Regulation.

(4) The applicant must submit

- (e) information provided by the AER as set out in AER Directive 079, Surface Development in Proximity to Abandoned Wells, identifying the location or confirming the absence of any abandoned wells within the proposed subdivision, and
- (f) if an abandoned well is identified in the information submitted under clause,
 - (e) (i) a map showing the actual wellbore location of the abandoned well, and



Planning & Development
 Safety Codes
 101, 1101-5 Street
 Nisku, AB T9E 2X3

Ph: 780 955-3555 Fax: 780 955-8866
 Email: safetycodes@leduc-county.com

SEPTIC TANK COMPLIANCE FORM

(Must be completed by a certified Private Sewage System Installer)

Property Owner: _____ File Number: _____

Applicant: _____

Legal Description

1/4	Sec	Twp	Rge	West of	Meridian
-----	-----	-----	-----	---------	----------

Lot	Block	Plan	Subdivision/Hamlet
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Certified Private Sewage Installer: _____

Certification # _____ Expiry Date: _____

Please complete the following questions:

	Yes	No
Is there evidence of deterioration which adversely affects the operation of the tank?	<input type="checkbox"/>	<input type="checkbox"/>
Does the tank have adequate capacity for the building(s) it serves?	<input type="checkbox"/>	<input type="checkbox"/>
Does the tank have a secure lid/cover?	<input type="checkbox"/>	<input type="checkbox"/>
Is the tank water tight?	<input type="checkbox"/>	<input type="checkbox"/>
Does surface or subsoil water enter the tank? (i.e. weeping tile, other?)	<input type="checkbox"/>	<input type="checkbox"/>
Was the tank designed for and possess the necessary characteristics to perform its intended function?	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments regarding septic tank or disposal components:

 Signature of certified contractor

 Date

Please email or fax back to Leduc County

Reviewed: _____ Date: _____

Contractors list for building approaches

- Haverland Contracting Leduc 780-288-1730
- Gary Pahl RR2 Millet 780-387-4377
- Albin Scheetz Adventures Leduc 780-986-1767
- Bill Smigelski RR3 Edmonton 780-955-2730
- Mel Ruff Box 382 Thorsby 780-789-3654
- Boyd's Excavating Leduc 780-986-3533
- Crow Enterprises RR1 Thorsby 780-789-3721
- Telfordville Construction St. Albert 780-789-3069
- G M Excavating Leduc 780-986-2825
- Nicline Ditching RR1 Millet 780-387-4421