

# Subdivision application

File number \_\_\_\_\_

Date \_\_\_\_\_

## Registered owner

Owner name				Phone	
Owner address				Fax	
Town/city		Postal code		Email	

*This application form shall be completed by the registered owner(s) of the property or by an authorized agent acting on behalf of the registered owner.*

## Authorized agent (person authorized to act on behalf of registered owner)

Agent name				Phone	
Agent address				Fax	
Town/city		Postal code		Email	

## Legal land description

¼		Section		Township		Range		West of		Roll #	
Lot		Block		Plan		Subdivision/hamlet					

## Land to be subdivided

Title area	
Proposed number of parcels to be created	
Size of proposed lot(s) to be created	

## Location of land to be subdivided

Is the land situated within 1.6 km of the right of way of a highway?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the proposed parcel within 1.5 km of a sour gas facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the land contain an active, reclaimed or abandoned oil or gas well?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Current county land use bylaw designation

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## List any buildings or structures on the land

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## Land use in the vicinity of the land to be subdivided

Is the land within 300m of the disposal area of a non-operating landfill?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the land within 450m of the working area of a landfill?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Is the land within 300m of the working area of a transfer station?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the land within 300m of the working area of an operating wastewater treatment plant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the land within 450m of the working area of a hazardous waste management facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the land within 200m of a confined feeding operation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

#### Proposed source of potable water

<input type="checkbox"/> Municipal	<input type="checkbox"/> Well	<input type="checkbox"/> Cistern	<input type="checkbox"/> Other:
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#### Current method of household sewage treatment in the title area

<input type="checkbox"/> Surface discharge	<input type="checkbox"/> Disposal field	<input type="checkbox"/> Disposal mound	<input type="checkbox"/> Lagoon	<input type="checkbox"/> Holding tank	<input type="checkbox"/> Other:
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#### Landowner authorization for applicant

I/we being the registered owner(s) of the subject lands authorize \_\_\_\_\_ to make an application for subdivision on my/our behalf and allow Leduc County council or persons appointed by council to enter the subject property if required.

<i>Landowner name</i>	<i>Landowner signature</i>	<i>Date</i>

<i>Landowner name</i>	<i>Landowner signature</i>	<i>Date</i>

#### Landowner authorization

I/we hereby certify that the information provided on this form is accurate to the best of my/our knowledge.

<i>Landowner name</i>	<i>Landowner signature</i>	<i>Date</i>

<i>Landowner name</i>	<i>Landowner signature</i>	<i>Date</i>

#### Sketch of the proposed subdivision

*Include the legal land description, names of roads, existing and proposed approaches, north arrow, dimensions of the proposed parcel and one dimension from a known property line to a proposed lot.*

#### Reason for subdividing

*Please include a letter stating the reason for the proposed subdivision. The letter will be included in the referral package sent to adjacent landowners and internal/external agencies.*

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# Private sewage disposal separation distances

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.


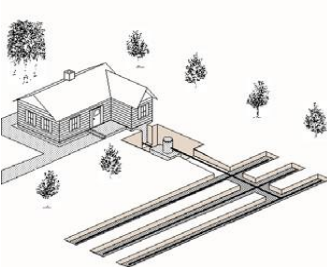
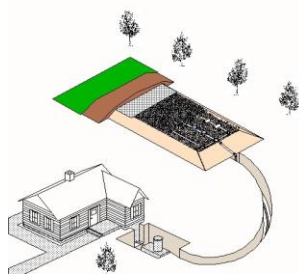
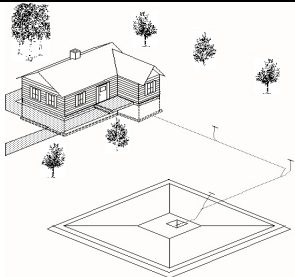
## Type of sewage disposal system

<input type="checkbox"/> Open discharge	<input type="checkbox"/> Disposal field	<input type="checkbox"/> Treatment mound
<input type="checkbox"/> Sewage lagoon	<input type="checkbox"/> Holding tank	<input type="checkbox"/> Other _____

## Distance from property lines

From <b>existing</b> property lines		From <b>proposed new</b> property lines	
_____ metres	from north property line	_____ metres	from north property line
_____ metres	from south property line	_____ metres	from south property line
_____ metres	from east property line	_____ metres	from east property line
_____ metres	from west property line	_____ metres	from west property line
_____ metres	from dwelling	_____ metres	from dwelling
_____ metres	from a water source	_____ metres	from a water source

## Identify existing private sewage system

<input type="checkbox"/> <b>Open discharge (pump out) system</b>  <p>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.</p>	<input type="checkbox"/> <b>Disposal field</b>  <p>A system of effluent treatment and disposal by distributing effluent within trenches containing void spaces that are covered with soil.</p>	<input type="checkbox"/> <b>Treatment mound</b>  <p>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.</p>
<input type="checkbox"/> <b>Sewage lagoon</b>  <p>A shallow artificial pond for the stabilization of sewage or effluent.</p>	<input type="checkbox"/> <b>Holding tank</b> <p>No image</p> <p>A tank designed to retain sewage or effluent until transferred into mobile equipment for disposal elsewhere.</p>	<input type="checkbox"/> <b>Other</b> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Please provide a detailed description if none of these apply.</p>

# Subdivision time frames

## Important information

Date \_\_\_\_\_

File number \_\_\_\_\_

Important information regarding your subdivision application and the time frame and actions for which you, the applicant, will be responsible.

Your application for subdivision has now been formally accepted by our office. Please note that when inquiring about your subdivision application you should quote your file number.

Pursuant to Section 6 of the *Subdivision and Development Regulation* (43/2002) and Section 681(1) (b) of the *Municipal Government Act*, 2000, as amended, the time prescribed within which the Leduc County must make a decision on an application for subdivision approval is sixty (60) days from the date the completed application is accepted by this office.

\_\_\_\_\_  
Application expiry date

\_\_\_\_\_  
Acceptance date

If the Leduc County fails or refuses to make a decision on the application for subdivision approval prior to the above application expiry date, you, as the applicant, may within 14 days after the expiry date:

1. treat the application as having been refused and appeal your application Pursuant to Section 678 of the *Municipal Government Act* (contact the Leduc County regarding appeal procedures); or
2. enter into an agreement with the Leduc County to extend the date prescribed.

A time extension agreement is attached to this information sheet. Should a decision not be made within the sixty (60) days, further processing of the application by this office is terminated, unless the applicant enters into a time extension agreement.

It is to the benefit of the applicant to enter into a time extension agreement prior to the expiry of the initial sixty (60) day period, to avoid processing delays. An extension can be granted within fourteen (14) days after the expiry date of your application.

*I/we the applicant(s) do hereby choose not to enter into a time extension agreement.*

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Applicant name

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# Time extension agreement

## Section 681 of the *Municipal Government Act*, 2000, as amended

Date \_\_\_\_\_

File number \_\_\_\_\_

Applicant name				Phone	
Applicant address				Fax	
Town/city		Postal code		Email	

This is an agreement between the above mentioned applicant and Leduc County for an extension to the subdivision application processing period.

\_\_\_\_\_  
*Applicant signature*

*I, the applicant, am fully aware of my rights under Section 6 of the Subdivision and Development Regulation (43/2002) and Section 681(1)(b) of the Municipal Government Act, do hereby on my own volition agree to an extension of 30, 60 or 90 days to the previous application expiry date.*

**Note:** Add 30, 60 or 90 days to the application expiry date shown on page 4.

*This extension agreement must be entered into within 14 days after the initial 60 day processing period or within 14 days after the final date of a previously extended period.*

The application expiry date will now be as follows:

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Authorized planner*

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# 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 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) As per the ERCB's Directive 079, 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.

# Declaration

## Absence of abandoned wells on lands

Date \_\_\_\_\_

File number \_\_\_\_\_

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.

### Legal description of land to be subdivided

¼		Section		Township		Range		West of		Roll #	
Lot		Block		Plan		Subdivision/hamlet					
Municipal address							Town/city				

\_\_\_\_\_  
Applicant name

\_\_\_\_\_  
Applicant signature

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## Subdivision fee schedule (2025)

### Fees due at the time of application

Fee	Fee information
<b>Base application and lot fee:</b> Application: \$736.05 Per lot: \$252.00	<ul style="list-style-type: none"> <li>Application fee includes AutoCAD drawing</li> <li>The lot fee is charged for the number of lots to be subdivided. This fee is charged in addition to the base application fee.</li> <li>Reserve lots and public utility lots are exempt from the lot fee.</li> </ul>
<b>Title search fee:</b> Regular title search: \$26.25 Corporate registry search: \$42.00	<ul style="list-style-type: none"> <li>The title search fee is applicable when a recent title (searched within the last 30 days) is not provided at the time of application.</li> <li>If the subject land of the application is registered to a corporation, a corporate registry search fee will be charged in addition to the regular title search fee.</li> </ul>
<b>Appeal fee:</b> \$173.25	<ul style="list-style-type: none"> <li>Payable when appealing subdivision decision to LCSDAB.</li> </ul>

### Fees due at the time of plan endorsement

Fee	Fee information
<b>Endorsement fee:</b> \$191.00 per lot	<ul style="list-style-type: none"> <li>The endorsement fee is payable when all the conditions of a subdivision approval have been satisfied.</li> <li>Reserve lots and public utility lots are exempt from the endorsement fee.</li> </ul>
<b>Private sewage inspection fee:</b> \$160.65	<ul style="list-style-type: none"> <li>For private sewage disposal system inspection prior subdivision plan endorsement</li> </ul>
<b>Address signage fee:</b>  <b>Rural (single-lot) address sign:</b> Sign and two posts: \$94.50  <b>Subdivision entrance sign:</b> 180 x 90 cm sign and three posts: \$498.75  <b>Hamlet and internal subdivision sign:</b> Sign and one post: \$50.40	<ul style="list-style-type: none"> <li>The address signage fees are charged for the creation and installation of rural single-lot and multi-lot subdivision address signs.</li> <li>The subdivision entrance sign fee is charged when an internal road system to access the lots is required.</li> <li>The hamlet and Internal subdivision sign fee is applied to each new lot created within a multi-lot subdivision or a hamlet.</li> <li>Pursuant to Leduc County Bylaw 07-05, all address signage shall be installed by Leduc County.</li> </ul>
<b>Development agreement fee:</b> \$287.70 per lot for residential \$7,875.00 for commercial/industrial	<ul style="list-style-type: none"> <li>The development agreement fee is charged for the preparation and registration of the development agreement.</li> <li>Reserve lots and public utility lots are exempt from the development agreement fee.</li> </ul>
<b>Water service fee:</b> (municipal services areas) \$231.00 per lot \$345.00 per lot \$459.00 per lot	<ul style="list-style-type: none"> <li>Residential lot requiring water service.</li> <li>Small commercial/industrial lot requiring water service.</li> <li>Large commercial/industrial lot requiring water service.</li> </ul>

Subdivision fees are non-refundable and are subject to change; if the fee schedule changes, the new fee will apply.