



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

File No: _____

Roll# _____

THIS APPLICATION FORM SHALL BE COMPLETED IN FULL BY THE REGISTERED OWNER(S) OF THE PROPERTY OR BY AN AUTHORIZED PERSON ACTING ON BEHALF OF THE REGISTERED OWNER.

1. Registered owner(s) of land Address and phone no.

Email: _____

2. Authorized agent: Address and phone no.
(person authorized to act on behalf of registered owner)

Email: _____

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 _____ Plan No. _____

4. Land to be subdivided
a. Title area _____
b. Proposed number of parcels to be created _____
c. Size of proposed lot(s) to be created _____

5. 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 and external agencies.

6. Location of land to be subdivided
a. Is the land situated within 1.6 kilometres of the right of way of a highway? Yes _____ No _____
b. Is the proposed parcel within 1.5 kilometres of a sour gas facility? Yes _____ No _____
c. Does the land contain an active, reclaimed or abandoned oil or gas well? Yes _____ No _____

7. Current County Land Use bylaw designation _____

8. List any buildings or structures on the land

9. Land use in the vicinity of the land to be subdivided

- a. within 300m of the disposal area of a non-operating landfill? Yes ____ No ____
- b. within 450m of the working area of a landfill? Yes ____ No ____
- c. within 300m of the working area of a transfer station? Yes ____ No ____
- d. within 300m of the working area of an operating wastewater treatment plant? Yes ____ No ____
- e. within 450m of the working area of a hazardous waste management facility? Yes ____ No ____
- f. within 200m of a confined feeding operation? Yes ____ No ____

10. Circle the proposed source of potable water:

Municipal, Well, Cistern, Other: _____

11. Circle the current method of household sewage treatment in the title area:

Surface Discharge, Disposal Field, Disposal Mound, Lagoon, Holding Tank, Other _____

12. Included a sketch of the proposed subdivision that includes 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.

13. Landowner authorization for applicant

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

Signed _____

Date _____

14. Landowner authorization

I, _____ hereby certify that the information provided on this form is accurate to the best of my knowledge.

Signed _____ Print _____

Signed _____ Print _____

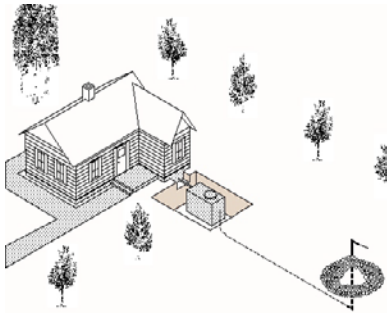
Signed _____ Print _____

Signed _____ Print _____

Date _____

Identify Existing Private Sewage System (Please Circle One)

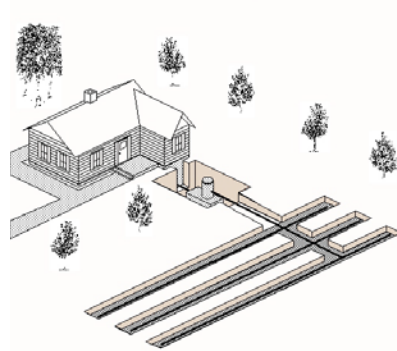
1.



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”

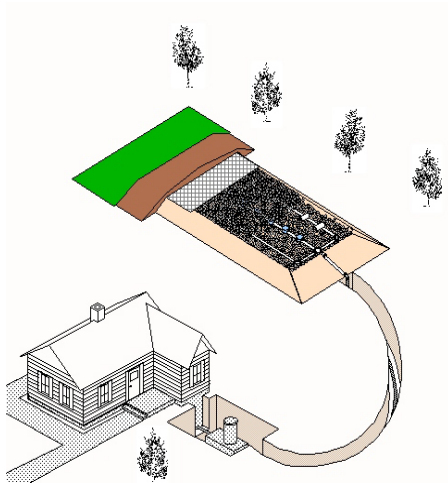
2.



Disposal Field

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

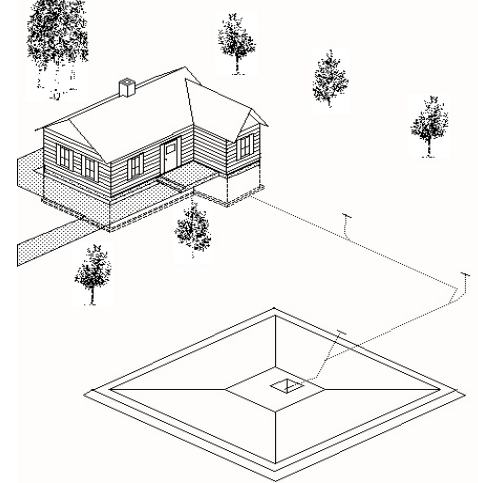
3.



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



**Suite 101, 1101 – 5th Street
Nisku, Alberta T9E 2X3
Telephone (780) 955-3555 Fax: (780) 955-8866**

IMPORTANT INFORMATION REGARDING YOUR SUBDIVISION APPLICATION AND THE TIME PERIODS AND ACTIONS FOR WHICH YOU, THE APPLICANT, WILL BE RESPONSIBLE

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

ACCEPTANCE DATE:

APPLICATION EXPIRY 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 form. 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.



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SUBDIVISION PROCESSING TIME EXTENSION AGREEMENT FOR FILE NO:

Section 681 of the Municipal Government Act, 2000, as amended.

This is an agreement between _____ and Leduc County
APPLICANT (Print)

for an extension to the subdivision application processing period.

I _____ of _____
(SIGNATURE) (ADDRESS)

the applicant, being 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, 90 days to the previous application expiry date.

Note: add 30, 60 or 90 days to the application expiry date as shown on the preceding form.

The application expiry date will now be _____.
(DATE)

LEDUC COUNTY

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.



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



SUBDIVISION FEE SCHEDULE

FEES DUE AT THE TIME OF APPLICATION:

| FEE: | FEE INFORMATION: |
|--|---|
| Base Application & Lot Fee: Base Application: \$461.00 Per Lot: \$230.00 | <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: \$210.00 | <ul style="list-style-type: none"> ▪ The AutoCAD Fee is applicable to all applications. |
| Appeal Fee: \$157.00 | <ul style="list-style-type: none"> ▪ Payable when appealing subdivision decision to SDAB |

FEES DUE AT THE TIME OF PLAN ENDORSEMENT:

| FEE: | FEE INFORMATION: |
|--|--|
| Endorsement Fee: \$173.00 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: \$144.90 | <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: \$262.00 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) \$210.00 per Lot \$314.00 per Lot \$419.00 per Lot | <ul style="list-style-type: none"> ▪ Residential Lot Requiring Water Service ▪ Small Commercial/Industrial Lot Requiring Water Service ▪ Large Commercial/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**

Subdivisions: Subdivision Application Package\Subdivision 2020 Fee Schedule