



**SCHEDULE  
FORM 1  
APPLICATION FOR SUBDIVISION**

DATE of receipt of completed form \_\_\_\_\_ File No. \_\_\_\_\_  
FEE SUBMITTED: \$ \_\_\_\_\_

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: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name of agent (person authorized to act on behalf of registered owner), if any: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED  
All/part of the \_\_\_\_\_ 1/4 sec. \_\_\_\_\_ TWP. \_\_\_\_\_ Range \_\_\_\_\_ West of the 6th Meridian  
Being all/parts of Lot \_\_\_\_\_ Block \_\_\_\_\_ Reg. Plan No. \_\_\_\_\_ C.O.T. No. \_\_\_\_\_  
Area of the above parcel of land to be subdivided \_\_\_\_\_ hectares \_\_\_\_\_ acres Number of lots to be created: \_\_\_\_\_  
Municipal Address (if applicable) \_\_\_\_\_

4. LOCATION OF LAND TO BE SUBDIVIDED  
a. The land is situated in the municipality of \_\_\_\_\_ COUNTY OF GRANDE PRAIRIE NO. 1  
b. Is the land situated adjacent to the municipal boundary? Yes \_\_\_\_\_ No \_\_\_\_\_  
If “Yes”, the adjoining municipality is \_\_\_\_\_  
c. Is the land situated within 1.6 kilometers of the centre line of a highway right of way? Yes \_\_\_\_\_ No \_\_\_\_\_  
If “Yes”, the highway No. is \_\_\_\_\_  
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 of canal? Yes \_\_\_\_\_ No \_\_\_\_\_  
If “Yes”, state its name \_\_\_\_\_  
e. Is the proposed parcel within 1.5 km of a sour gas facility? Yes \_\_\_\_\_ No \_\_\_\_\_

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED  
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 (brush, shrubs, tree stands, wood lots, etc. - slough, creeks, etc.) \_\_\_\_\_  
c. Describe the kind of soil on the land (sand, 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  
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  
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 THE REVERSE OF THIS FORM. FILE: \_\_\_\_\_

Information provided on this form and submitted in connection with this land subdivision application is collected under the authority of the Municipal Government Act and the Protection of Privacy Act Sec. 4(c). Please be advised that any information submitted to the County of Grande Prairie No. 1 by the applicant for this land subdivision application is thereby deemed to be publicly available for the required notification and public deliberation processes involved in land subdivision proposals. All submitted application information and documents are also subject to, and may be disclosed under, the Access to Information Act. For questions about this collection of personal information by the County of Grande Prairie, contact the Access and Privacy Officer at AccessPrivacy@countygpr.ab.ca or call 780-532-9722.



## APPLICANTS AUTHORIZATION

I, \_\_\_\_\_ being the registered owner(s) of  
Name(s) of Registered Owner(s)

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ Subdivision \_\_\_\_\_

Part \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W6M

Do hereby authorize \_\_\_\_\_ to make application for subdivision  
Applicant  
affecting the above noted property.

\_\_\_\_\_  
Registered Owner

\_\_\_\_\_  
Registered Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

## RIGHT OF ENTRY AUTHORIZATION

Owners consent to the Right of Entry by an authorized person of the County of Grande Prairie for the purpose of a land site inspection relative to a proposed subdivision application.

In accordance with the Municipal Government Act of Alberta, and the County's subdivision application requirements, it is necessary that this form be completed and returned together with your application submission.

I \_\_\_\_\_ Do ☐ Do Not ☐ grant consent for an authorized person of the County of Grande Prairie No. 1 to enter upon the subject land for the purpose of a site inspection and evaluation in respect to the proposed subdivision.

### Legal Land Description

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ Subdivision \_\_\_\_\_

Part \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W6M

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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### **SUBDIVISION APPLICATION CHECKLIST**

The following information is required by the County of Grande Prairie No. 1 in order to evaluate and process a subdivision application.

- 1) A completed application form.
- 2) An application fee as prescribed by County Council.
- 3) If the applicant is an agent of the landowner, a letter from the landowner verifying the agent's authority to make the application.
- 4) A description of the use or uses proposed for the land that is the subject of the application.
- 5) Information respecting the land use and land surface characteristics of land within 0.8 kilometres of the land proposed to be subdivided.
- 6) If the land is located in a potential floodplain and floodplain mapping is available, a map showing the 1 in 100 year flood.
- 7) Three 8½" X 11" copies, 1 - 24" X 36" copy and a digital copy in Autocad format of the tentative or draft plan of subdivision is required showing:
  - a) the dimensions and boundaries of each new lot to be created and any reserve land and this information will also be overlaid on an air photo of the subject land at a scale of no less than 1:5000;
  - b) the location, use and dimension of buildings on the land and specifying those buildings that are proposed to be demolished or moved;
  - c) the location of existing and proposed access to the proposed parcels and the remainder of the titles area;
  - d) the location(s) of any sour gas facility situated within 1.5 km of the proposed subdivision;
  - e) the location of any sanitary landfill, modified sanitary landfill, hazardous waste management facility, or dry waste facility situated within 450 metres of the proposed subdivision;
  - f) if any portion of the land affected by the proposed subdivision is situated within 300 metres of the working area of an operating wastewater treatment plant, a map showing the location of the treatment plant; and
  - g) A site evaluation and suitability study, conducted by a certified installer, is required to determine the viability of the use of private sewage systems to serve the proposed subdivision. (if applicable)
- 8) Three 8½" X 11" copies, and a digital copy of the tentative or draft plan of subdivision and on the plan with Airphoto is required showing LIDAR.
- 9) the dimensions and boundaries of each new lot to be created and any reserve land and this information will also be overlaid For multi-lot subdivisions of six lots or more or for subdivisions that create the sixth lot or more on any one quarter section, the County will require additional more detailed information including, but not limited to:
  - a) a map of the land to be re-zoned that shows topographic contours at not greater than 1.5 metre intervals and related to the geodetic datum, where practical;
  - b) a report from a qualified consultant regarding the provision, availability, and suitability of potable water on or to the land to be subdivided, as per Alberta Environment guidelines;
  - c) a Storm Water Drainage Plan, including plans for storm water management, if needed;
  - d) an assessment of subsurface characteristics of the land that is to be subdivided including, but not limited to, susceptibility to slumping or subsidence, depth to water table and suitability for any proposed on-site sewage disposal system, as per Alberta Environment guidelines;
  - e) a report from a qualified consultant providing information respecting the intended method of providing sewage disposal facilities to each lot in the proposed subdivision;

- f) a plan indicating potential, suitable building sites;
  - g) a conceptual scheme that relates the application to future subdivision and development of adjacent areas; and,
  - h) a traffic impact analysis prepared by a qualified engineer recognized by APEGGA as specializing in Transportation Engineering.
- 10) Model Process—Effective March 1, 2013, a site evaluation and suitability study is required to determine the viability of the use of private sewage systems to serve the proposed subdivision. More information about the model process is available at [www.municipalaffairs.alberta.ca](http://www.municipalaffairs.alberta.ca).
  - 11) Such additional information as the Development Authority or referral agencies may request, including, but not limited to reports and studies such as a historical impact analysis, an environmental impact analysis or area structure plan.
  - 12) If any portion of the land affected by the proposed subdivision is situated within 1.5 kilometres of a sour gas facility, a map showing the location of the sour gas facility.
  - 13) If any portion of the land affected by the proposed subdivision is situated within 450 metres of a sanitary landfill, modified sanitary landfill, hazardous waste management facility, dry waste facility, a map showing the location of the facility.
  - 14) If any portion of the land affected by the proposed subdivision is situated within 300 metres of the working area of an operating wastewater treatment plant, a map showing the location of the treatment plant.
  - 15) A current certificate of title of the land to be subdivided.
  - 16) Municipal reserve form completed, if required.

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