

FORM 1

APPLICATION FOR SUBDIVISION

FILE NUMBER _____

DATE RECEIVED _____

DEEMED COMPLETE: _____

The information on this form is collected under the authority of section 4(c) of the Alberta Protection of Privacy Act.

This information will be used to apply for Subdivision with the Summer Village of Birchcliff. If you have any questions about the collection of your personal information, you may contact: information@sylvansummervillages.ca.

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.

Name of registered owner of land to be subdivided Address, Phone number, Fax number Name of person

authorized to act on behalf of owner (if any) Address, Phone number, Fax number

LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

ALL PART of the _____ ¼ SEC. _____ TWP. _____ RANGE _____ WEST OF _____ MERIDIAN.

Being ALL PART of LOT _____ BLOCK _____ PLAN _____ Certificate of Title NO. _____

Area of the above parcel of land to be subdivided _____ hectares (_____ acres)

Municipal address (if applicable) _____

LOCATION OF LAND TO BE SUBDIVIDED

1. The land is situated in the municipality of: _____
2. Is the land situated immediately adjacent to the municipal boundary? YES NO If "YES", the adjoining municipality is _____
3. Is the land situated within 1.6 KM of a right-of-way of a highway? YES NO If "YES", the Highway # is: _____
4. Is a river, stream, lake, other water body, drainage ditch, or canal within or adjacent to the proposed parcel? YES NO
5. Is the proposed parcel within 1.5 KM of a sour gas facility? YES NO

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Existing use of the land	Proposed use of the land	Land Use District
_____	_____	_____

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

Nature of the topography (flat, rolling, steep, mixed, etc.) _____

Nature of vegetation and water (brush, shrubs, treed, etc.) _____

Soil conditions (sandy, loam, clay, etc.) _____

STRUCTURES AND SERVICING

Describe any buildings/structures on the land and whether they are to be demolished or moved.

Describe the manner of providing water and sewage disposal.

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.

Signature

Date

FURTHER INFORMATION MAY BE PROVIDED AS AN ATTACHMENT

APPLICATION FOR SUBDIVISION

FILE NUMBER _____

ADDITIONAL APPLICATION REQUIREMENTS CHECKLIST

The following is a list of application requirements needed to provide a completed subdivision application:

- Application Fee** (Please refer to applicable fee schedule)
- Form 1** – Application for Subdivision (must be completed in full and signed)
- Form 2A or 2B** – Alberta Energy Regulator Abandoned Wells Statement (whichever is applicable)
- Form 3** – Authorization for Electronic Communication
- Form 4** – Landowner Letter of Authorization ***MUST** accompany all application where the applicant is not the landowner **OR** where there is more than one registered landowner. Please note that signatures are required for **ALL** registered landowners*
- Certificate of Title** (obtained within 3 months of the submission of the application)
- Tentative Plan of Subdivision** (with area and dimensions of the proposed lot(s) and remainder parcel)
- An orthophoto of the subject site** (including proposed and remainder parcels)
- Any other items or information identified during pre-submission consultation. Please list below:

Please note that applications may not be deemed complete until all application requirements have been submitted and reviewed for completeness.

FORM 2A

STATEMENT REGARDING ABANDONED WELLS LOCATED

I/We _____

The registered owner(s) (or authorized agents) of _____

Have consulted the Alberta Energy Regulator (AER) Abandoned Well Map Viewer, and verified that:

ABANDONED WELL **ARE** LOCATED ON THE PROPOERTY SUBJECT TO THIS APPLICATION.

- I/We have contacted the responsible licensee(s) and the exact well location(s) has/have been confirmed.

Additional information provided by the licensee(s) requiring a change in the setback area is attached:

YES

NOT APPLICABLE

In the event that construction activity occurs within the setback area of the abandoned well(s) as a result of development on the subject property, the abandoned well(s) will be temporarily marked with on-site identification to prevent contact during construction.

- I/We have attached a copy of the AER map showing the subject property and a list identifying and locating the abandoned well(s) on the subject property.

Signature of Registered Owner (or Agent)

Date

FORM 2B

STATEMENT REGARDING NO ABANDONED WELLS

I/We _____

The registered owner(s) (or authorized agents) of _____

Have consulted the Alberta Energy Regulator (AER) Abandoned Well Map Viewer, and verified that:

THERE ARE NO ABANDONED WELLS LOCATED ON THE PROPOERTY SUBJECT TO THIS APPLICATION.

I/We have attached a copy of the AER map showing the subject property.

Signature of Registered Owner (or Agent)

Date

FORM 3

Owner(s) consent to receive electronic communication by an authorized person of the Summer Village Administration for the purpose of conveying information relative to a subdivision application.

Section 608 (1) of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended states:

608 (1) Where this Act of a regulation or bylaw made under this Section requires a document to be sent to a person, the document may be sent by electronic means if

- (a) the recipient has consented to receive documents from the sender by those electronic means and has provided an e-mail address, website or other electronic address to the sender for that purpose.

In accordance with the above Section it is necessary that this form be completed and returned with your application submission in order that an authorized person from the Summer Village Administration may be able to communicate information to you electronically regarding your file.

I/We grant consent for an authorized person of the Summer Village Administration to communicate information electronically regarding my/our file.

YES NO

Legal Land Description _____

Applicant or Registered Owners name as per Certificate of Title

Name of Signing Authority (if owner is a numbered company)

Email address, website, or other electronic address

Signature

Print

Date

FORM 4

LANDOWNER LETTER OF AUTHORIZATION

This form must accompany all applications where the applicant is not the landowner **OR** where there is more than one registered landowner. Please note that signatures are required for all registered landowners.

PLEASE ENSURE THAT ALL NAMES AND SIGNATURES OF THOSE LISTED ON THE CERTIFICATE OF TITLE ARE INCLUDED.

I/We _____

Being the registered owner(s) of:

ALL PART of the _____ ¼ SEC. _____ TWP. _____ RANGE _____ WEST OF _____ MERIDIAN.

Being ALL PART of LOT _____ BLOCK _____ PLAN _____ Certificate of Title NO. _____

Do hereby authorize _____

to act as an APPLICANT on my/our behalf regarding the subdivision application of the above mentioned lands.

Name of Applicant: _____

Address: _____ Postal Code: _____

Phone: _____ Alternate Phone: _____

Email / Fax: _____

Landowner Signature: _____ Date: _____

Landowner Signature: _____ Date: _____

Landowner Signature: _____ Date: _____

If space for additional signatures is required, please provide as an attachment to this form.

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