



# CYPRESS COUNTY

816 - 2<sup>nd</sup> Avenue, Dunmore  
Alberta T1B 0K3  
Phone: (403) 526-2888  
Fax: (403) 526-8958  
www.cypress.ab.ca

File No.
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## SUBDIVISION APPLICATION FORM

**NAME OF APPLICANT:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

Email: \_\_\_\_\_  **Check box to give consent to receive documents electronically**

**LANDOWNER(S)** (if applicant not the landowner): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Interest of Applicant if not owner of property: \_\_\_\_\_

### SITE INFORMATION:

Legal: (Circle One) NE NW SE SW ¼ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W4M  
Plan \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Area: \_\_\_\_\_ hectares/acres/lot size

Municipal Address: \_\_\_\_\_ Roll#: \_\_\_\_\_

Land Use Classification: \_\_\_\_\_

Describe the existing developments on the land and whether any buildings are to be demolished or removed:  
\_\_\_\_\_  
\_\_\_\_\_

### PROPOSED SUBDIVISION DETAILS:

Number of parcels being created: \_\_\_\_\_ Size of parcels being created: \_\_\_\_\_ Hectares

Reasons for subdivision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED:

Describe the nature of the topography of the land (i.e. Flat, rolling, steep, mixed): \_\_\_\_\_

Describe the nature of the vegetation and water on the land (i.e. Brush, shrubs, tree stands, woodlot etc. & sloughs, creeks Etc.): \_\_\_\_\_

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**WATER AND SEWER SERVICES**

Describe existing source of water: \_\_\_\_\_

Describe proposed source of water: \_\_\_\_\_

Describe existing sewage disposal: \_\_\_\_\_

Describe proposed sewage disposal: \_\_\_\_\_

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**ADDITIONAL INFORMATION:**Is the land situated immediately adjacent to the municipal boundary?  Yes  No

If yes, the adjoining municipality is: \_\_\_\_\_

The land is adjacent to:  A Primary Highway  A Numbered Highway  A County RoadAre there any oil or gas wells on or within 100 metres of the subject property(s)?  Yes  NoIs the proposed parcel within 1.5 kilometres of a sour gas facility?  Yes  NoIs there an abandoned oil or gas well or pipeline on the property?  Yes  No

Disposition of Reserve:

 Deferral  Deferral of balance  Money-in-place

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**RIGHT OF ENTRY & REQUIRED SIGNATURES – Applicant/Landowner:**

I/We, certify 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 approval authority. Landowner Signature also is authorization to allow staff of Cypress County and applicable referral agencies the right of entry onto this property for the purposes of inspection.

\_\_\_\_\_  
*Applicant - Signature*\_\_\_\_\_  
*Applicant – Print Name*\_\_\_\_\_  
*Date*\_\_\_\_\_  
*Landowner – Signature*\_\_\_\_\_  
*Landowner – Print Name*\_\_\_\_\_  
*Date***NOTE: There is no obligation upon the Subdivision Approving Authority to return to the applicant either a subdivision application or documentation accompanying it.****FEES:****Subdivision Fee:** \$400.00 plus \$100 per lot proposed to be created, excluding parcels proposed as reserve or public utility parcels.**Endorsement Fee:** \$100.00 – after approval of subdivision a fee, per endorsement of each subdivision instrument, is required.**Municipal Services Agreement Fee:** \$100.00 – after approval of subdivision, as a condition of approval, the applicant may be required to enter into an agreement with the municipality to provide municipal services to the subdivided area.



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## RE: AGREEMENT TO EXTEND SUBDIVISION DECISION

Pursuant to the requirements of the Subdivision & Development Regulations, and Section 681 of the Municipal Government Act, the subdivision authority has 21 days from the receipt of a completed subdivision application to make a decision.

This time frame may be extended upon written agreement with the subdivision authority within 14 days. If no time extension is requested, the application will be deemed refused, and the applicant may appeal to the Subdivision and Development Appeal Board.

I agree to extend the time frame for the subdivision authority of Cypress County to consider my application.

\_\_\_\_\_  
Applicant - Signature

\_\_\_\_\_  
Applicant – Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landowner - Signature

\_\_\_\_\_  
Landowner – Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cypress County