Application #

SUBDIVISION APPLICATION FORM

NAME OF APPLICANT: _____

Mailing Address: _____ City: _____ Postal Code: _____

Phone # (residential): _____ (cell)_____ Fax #: _____

Email: _____ ☐ **I give consent to receive documents electronically.**

NAME OF LANDOWNER(S): _____

Address: _____ City: _____ Postal Code: _____

Phone # (residential): _____ (cell) _____ Fax #: _____

Email: _____

Interest of Applicant if not owner of property: _____

SITE INFORMATION

Legal: (Check one) ☐ NE ☐ NW ☐ SE ☐ SW ¼ Section _____Township _____ Range _____W4M

Plan _____ Block _____ Lot _____ Area: _____ hectares/acres/lot size

Municipal Address: _____ Roll #: _____

Land Use District: _____

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: _____

PHYSYICAL CHARACHTERISTICS OF LAND TO BE SUBDIVIDED

Describe the nature of the topography of the land *(e.g. flat, rolling, steep, mixed)*: _____

_____

Describe the nature of the vegetation and water on the land *(e.g. brush, shrubs, tree stands, woodlot, sloughs, creeks, etc.)*: _____

WATER AND SEWER SERVICES

Describe existing source of water: _____

Describe proposed source of water: _____

Describe existing sewage disposal: _____

Describe proposed sewage disposal: _____

The personal information collected with the form above is for the purpose of administering the Cypress County Land Use Bylaw. This collection is authorized under the authority of section 4(1)(a), (c) of the Protection of Privacy Act. For questions about the collection of personal information, please contact the ATIA Coordinator at legislativeservices@cypress.ab.ca or (403) 526-2888.

ADDITIONAL INFORMATION

Is the land situated immediately adjacent to the municipal boundary? ☐ Yes ☐ No

If yes, please list adjoining municipality: _____

The land is adjacent to: ☐ Primary Highway ☐ Numbered Highway ☐ County Road

Are there any oil or gas wells on or within 100 metres of the subject property(ies)? ☐ Yes ☐ No

Is the proposed parcel within 1.5 kilometres of a sour gas facility? ☐ Yes ☐ No

Is there an abandoned oil or gas well or pipeline on the property? ☐ Yes ☐ No

Disposition of Reserve ☐ Deferral ☐ Deferral of Balance ☐ Money-in-place

RIGHT OF ENTRY & REQUIRED SIGNATURES – Applicant/Landowner

Please note that all information provided by the Applicant to the County that is associated with the application, including technical studies, will be treated as public information in the course of the municipality's consideration of the application, pursuant to the Municipal Government Act, R.S.A 2000 Chapter M-26, the Land Use Bylaw and relevant statutory plans. By providing this information, you (Owner/Applicant) are deemed to consent to its public release.

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. 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 Name (print)	Date
_____	_____	_____
Landowner Signature	Landowner Name (print)	Date

Note: The Subdivision Authority is under no obligation to return to the applicant either a subdivision application or accompanied documentation.

FEES: As per Master Rates Bylaw 2026/02

Subdivision Fees

Single Parcel: $500.00 plus $100.00 per lot proposed to be created*

Multi Parcel: $550.00 plus $150.00 per lot proposed to be created*

**Excluding parcels proposed as reserve or public utility parcels.*

Endorsement Fee

$100.00 per endorsement of each subdivision instrument

**Endorsement fee is required following approval of subdivision.*

Municipal Services/Development Agreement Fee

$200.00 plus $20.00 per lot and applicable contract service costs. *(Following approval of subdivision, as a condition of approval, the applicant may be required to enter into an agreement with municipality to provide municipal services to the subdivided area.)*

FOR OFFICE USE ONLY: Ward: _____

Date Inspected: _____ By: _____ Reviewed by: _____

☐ Approved ☐ Appealed ☐ Refused By: _____

Miscellaneous/Conditions of Approval: _____

_____

Date: _____ Payment: $ _____ Receipt #: _____

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