



# CYPRESS COUNTY

816 — 2<sup>nd</sup> Avenue, Dunmore, Alberta T1B 0K3

Phone: (403) 526-2888 | Fax: (403) 526-8958 | [www.cypress.ab.ca](http://www.cypress.ab.ca)

File No. \_\_\_\_\_

## 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 1/4 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.):  
\_\_\_\_\_

### 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 Road

Are there any oil or gas wells on or within 100 metres of the subject property(s)?  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

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**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 development permit 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 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.

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**Applicant - Signature**

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**Applicant – Print Name**

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**Date**

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**Landowner – Signature**

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**Landowner – Print Name**

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**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)**

|  |  |
|--|--|
| <b>Subdivision Fees:</b>                               | Single Parcel - \$500.00 plus \$100 per lot proposed to be created, excluding parcels proposed as reserve or public utility parcels.   |
|  | Multi Parcel - \$550.00 plus \$150 per lot proposed to be created, excluding parcels proposed as reserve or public utility parcels.  |
| <b>Endorsement Fee:</b>                                | \$100.00 – after approval of subdivision a fee, per endorsement of each subdivision instrument, is required.   |
| <b>Municipal Services / Development Agreement Fee:</b> | \$200.00 – Plus \$20.00 per lot & applicable contract service costs. (Following 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.) |

**FOR OFFICE USE ONLY:****WARD #** \_\_\_\_\_

Date Inspected: \_\_\_\_\_ By: \_\_\_\_\_

Approved Appealed  Refused By: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Miscellaneous/Conditions of Approval:

Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Amt paid \_\_\_\_\_