

## SUBDIVISION APPLICATION FORM

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

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

Phone # (residential): \_\_\_\_\_ (cell) \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_ ☐ **I give consent to receive documents electronically.****LANDOWNER(S)** (if applicant not the landowner):

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: \_\_\_\_\_

**PHYSICAL CHARACTERISTICS 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: \_\_\_\_\_



## 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 #: \_\_\_\_\_

