



## Subdivision Application Package

To ensure your application is reviewed in a timely manner, please see below for a list of submittal requirements. Please ensure all materials submitted are clear and legible.

REQUIRED FOR ALL SUBDIVISION APPLICATIONS	
✓	<b>Required Submittal</b>
	Completed Application Form
	Application Fee (see table below)
	Applicant <b>and</b> Registered Owner signatures on the Application Form
	<b>or</b>
	Signature of Applicant and a Letter of Authorization from the Registered Owner
	One (1) Copy of Plan of Subdivision showing:
	<ul style="list-style-type: none"> <li>• Legal description, boundaries, dimensions, and size of existing parcel of land as described on the existing Title</li> <li>• Location, registered plan number and dimensions of any road widenings, utility or railway rights-of-ways, easements or existing parcels excepted from the titled area</li> <li>• Location, dimensions, boundaries, and size of the proposed parcel(s), clearly outlining the area to be subdivided</li> <li>• Location of any buildings or structures and any existing water wells, sewage disposal or pump out sites</li> <li>• Existing and proposed roads which will serve the proposed subdivision</li> <li>• All drainage channels, streams or large sloughs located on the titled area</li> </ul>
	One (1) Copy of Title for subject land, within 30 days of application
	Additional submittals may be required based on the nature of your application

**Applications are not considered complete until the above information has been provided**

**Please ensure you have completed the application form accurately.**

**You will be notified in writing once your application has been deemed complete and when a decision has been made.**

### SUBDIVISION FEES

Subdivision Application - per lot fees will not be charged for the remainder	\$500.00 First Parcel Out
Subdivision Application - subdivision of 1 lot plus remainder	\$600.00
Subdivision Application - creation of 3 or more lots	\$400.00 + \$250.00/lot
Separation of Titles (MGA 652(4))	\$400.00 + \$100.00/lot
Condominium Plan Consent	\$50.00/unit
Extension	\$250.00
Re-Circulation	\$250.00
Endorsement Fee (does not apply to separation of titles)	\$50.00 + \$150.00/lot
Current Land Title	\$12.00/title



# SUBDIVISION APPLICATION FORM

LAND USE DISTRICT

TAX ROLL #

## 1. CONTACT INFORMATION

<b>OWNER(S) OF REGISTERED LAND TO BE SUBDIVIDED</b>		NAME:	
ADDRESS:			
CITY:	PROVINCE:	POSTAL CODE:	
EMAIL:	PHONE:		
<b>APPLICANT ACTING ON BEHALF OF THE REGISTERED LANDOWNER(S)</b>		NAME:	
COMPANY:		ADDRESS:	
CITY:	PROVINCE:	POSTAL CODE:	
EMAIL:	PHONE:		

## 2. PROPERTY INFORMATION & LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED

MUNICIPAL ADDRESS:

Plan	Block	Lot	Quarter Section <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE	Section	Township	Range	Meridian W4
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## 3. LOT INFORMATION

Number of lots being created:

Areas of proposed lots in hectares: *\*Exact areas to be shown on the plan of subdivision*

## 4. LOCATION OF THE LAND TO BE SUBDIVIDED

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

If "yes", the adjacent municipality is:

Is the land within 1600m of a highway right-of-way?  Yes  No

If "yes", the highway is number:

Is the land located within 400m of a permanent watercourse, canal or drainage ditch?  Yes  No

If "yes", state name:

## 5. USE OF THE LAND TO BE SUBDIVIDED

Existing land use:

Proposed land use:

Current districting:

Proposed districting (if applicable):

Current buildings:

Proposed buildings:

## 6. PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED

Describe the topography:

Describe any vegetation and water on the land (brush, shrubs, trees, sloughs and creeks):

Describe the soil type:

## 7. AUTHORIZATION

<b>initial</b>	<i>I hereby certify that I am the registered owner/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 facts relating to this application for subdivision approval.</i>	
<b>initial</b>	<i>I authorize the Town of Westlock to send all correspondence and notices required under the Municipal Government Act 2000 RSA and Land Use Bylaw to the email address provided above and that all notices will be deemed received by the applicant on the date they are emailed.</i>	
<b>initial</b>	<i>Pursuant to section 653 of the Municipal Government Act, I hereby authorize employees, representatives, and agencies acting on behalf of the Town of Westlock to enter the subject property, for the purpose of making a decision on this application and to conduct necessary inspections in connection with this application for subdivision approval.</i>	
<b>DATE:</b>	<b>NAME:</b>	<b>SIGNATURE:</b>

If someone other than the registered landowner is applying for a subdivision on behalf of the registered landowner, the registered landowner must complete the following:

**1. APPLICANT'S AUTHORIZATION**

I (we), \_\_\_\_\_, being the registered owner(s) of \_\_\_\_\_,  
(name of registered owner) (legal land description: plan, block, lot)

do hereby authorize \_\_\_\_\_ of \_\_\_\_\_ to apply for a subdivision  
affecting (print name of applicant) (applicant company)

the above mentioned property.

Signature(s) of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Address(es) of Owner(s): \_\_\_\_\_

\_\_\_\_\_

\*If there are multiple properties with different registered owners, please attach separate applicant's authorization forms for each registered owner

**2. RIGHT OF ENTRY**

I hereby authorize the Town of Westlock to enter the subject land(s) for the purpose of conducting a site inspection in connection with this application for subdivision approval. The right is granted pursuant to Section 653 of the Municipal Government Act.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

## Frequently Asked Questions:

### What is subdivision?

Subdivision is when a single parcel of land is divided into two or more parcels with separate legal titles for each parcel.

### What are the different types of subdivisions?

Any one of the following constitutes a subdivision, and therefore requires approval:

**Traditional subdivision:** when you want to adjust a lot line or create multiple lots from one existing lot.

**Condominium conversion:** when you want to legally separate space in an existing building. Owners each own their individual condominium unit but have communal ownership of shared spaces outside of the units, or common property like hallways, stairwells, and entrances. Condominiums are governed by the Condominium Act.

**Bare land condominium:** when you want to legally separate space on a property. There are no buildings upon the land at the time of preparing the condominium plan, so subdividing creates “bare land units”. Owners each own their individual bare land unit. Bare land condominiums are governed by the Condominium Act.

**Strata subdivision:** when you want to legally separate volumetric space on a property. Subdividing creates “strata units” that may be independent of physical structures. Typically used for mixed-use developments that have multiple owners and require present and future flexibility.

### How does the subdivision application process work?

The subdivision application process begins with a complete subdivision application being submitted to the Town (requirements noted in the checklist above). Administration recommends booking a Pre-Application meeting prior to making an application to ensure all requirements are clear to avoid any unnecessary delays. Administration has 20 days from the date the subdivision application is received to determine if the application is complete. If it is deemed incomplete, an agreement is entered between you and the Town to extend this 20-day period to give you additional time to complete the application. When the application is deemed complete, Administration has 60-days from the deemed complete date to make a decision on the application. This 60-day period allows the proper time for Administration to circulate the application to referral agencies and adjacent landowners for comments to consider at the time of decision. Administration prepares a decision report for the Municipal Planning Commission who makes a decision to either approve with conditions or refuse the application based on the background information and comments provided within the report. If you receive conditional approval, you have one year from the approval date to have the subdivision endorsed by the Town. Once endorsed, a subdivision may be registered at the Land Titles office within one year of the date the subdivision was endorsed.

### Why do I need to obtain subdivision approval?

The Municipal Government Act, 2000 RSA, the Subdivision & Development Regulations of Alberta, and the Town of Westlock Municipal Planning Commission Bylaw require that all subdivisions be approved by the Town’s MPC.

Planning and Development Services is responsible for processing subdivision applications and for advising the MPC on the suitability of the proposed subdivision. The intent of the review process is to ensure orderly, economical and beneficial development for the Town of Westlock and to ensure a fair process for all applicants.

Approval for subdivision is needed to ensure that community standards are met with regard to:

- suitability of the proposed site for the intended use;
- conformity of the proposal to local planning legislation, including the Municipal Development Plan (MDP), Area Structure Plans (ASP) and the Land Use Bylaw;
- adequacy of roads, lanes and emergency access;
- adequacy of open spaces and walkways;
- suitability of natural features like stream courses and trees;
- compatibility of overall subdivision pattern with the neighbourhood;
- adequacy of sewer, water and other services; and
- protection for future subdivision opportunities.

### What are subdivision conditions?

The Subdivision Authority may approve, vary or refuse an application. In the case of approval, the Subdivision Authority may impose conditions that must be fulfilled before the subdivision can be endorsed to allow for registration at the Land Titles Office. These conditions may include, but are not limited to:

- requirements to ensure that the subdivision complies with all Town standards;
- requirements to enter an agreement with the Town for the construction of roads, sewers and other such infrastructure, or the payment of off-site levies;
- payment of any outstanding taxes;
- dedication of reserve land, or other arrangements in-lieu-of land; and
- Requirements to ensure sufficient access and servicing provisions are established.