

**SCHEDULE  
FORM 1  
APPLICATION FOR SUBDIVISION**

DATE of receipt of completed form \_\_\_\_\_ FILE NO. \_\_\_\_\_

Fee Submitted: \_\_\_\_\_

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS THE SUBJECT OF THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNER'S BEHALF

1. Name of registered owner of land to be subdivided \_\_\_\_\_ Address and phone no. (and fax no.) \_\_\_\_\_  
\_\_\_\_\_
2. Name of agent (person authorized to act on behalf of owner), if any \_\_\_\_\_ Address and phone no. (and fax no.) \_\_\_\_\_  
\_\_\_\_\_
3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED  
All / Part of the \_\_\_\_\_ 1/4 sec. \_\_\_\_\_ twp. \_\_\_\_\_ range \_\_\_\_\_ west of \_\_\_\_\_ meridian.  
Being all / parts of lot \_\_\_\_\_ block \_\_\_\_\_ Reg. Plan No. \_\_\_\_\_ C.O.T. No. \_\_\_\_\_  
Area of the above parcel of land to be subdivided \_\_\_\_\_ hectares  
Municipal address (if applicable) \_\_\_\_\_
4. LOCATION OF LAND TO BE SUBDIVIDED
  - a. The land is situated in the municipality of \_\_\_\_\_
  - b. Is the land situated immediately adjacent to the municipal boundary? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "yes", the adjoining municipality is \_\_\_\_\_
  - c. Is the land situated within 0.8 kilometres of a right-of-way of a highway? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "yes", the Highway is No. \_\_\_\_\_
  - d. Does the proposed parcel contain or is it bounded by a river, stream, lake, or other body of water or by a drainage ditch or canal? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "yes", state it's name \_\_\_\_\_
  - e. Is the proposed parcel within 1.5 kilometres of a sour gas facility? Yes \_\_\_\_\_ No \_\_\_\_\_
5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED  
Describe:
  - a. Existing use of the land \_\_\_\_\_
  - b. Proposed use of the land \_\_\_\_\_
  - c. The designated use of the land as classified under a land use bylaw \_\_\_\_\_
6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)
  - a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) \_\_\_\_\_
  - b. Describe the nature of the vegetation and water on the land (bush, shrubs, tree stands, woodlots, etc. — sloughs, creeks, etc.) \_\_\_\_\_
  - c. Describe the kind of soil on the land (sandy, loam, clay, etc.) \_\_\_\_\_
7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED  
Describe any buildings and any structures on the land and whether they are to be demolished or moved  
\_\_\_\_\_  
\_\_\_\_\_
8. WATER AND SEWER SERVICES  
If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF  
I \_\_\_\_\_ hereby certify that  
\_\_\_\_\_ I am the registered owner, or  
\_\_\_\_\_ I am the agent 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 the facts relating to this application for subdivision.  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Signed) \_\_\_\_\_  
Postal Code \_\_\_\_\_ Date \_\_\_\_\_

FURTHER INFORMATION MAY BE PROVIDED BY THE APPLICANT ON THE REVERSE OF THIS FORM.



## **The Subdivision Process**

This is prepared as a general guide for persons wishing to subdivide land. It provides information answering the following common questions:

1. What is a subdivision?
2. What is the complete subdivision process?
3. What are the costs of subdivision?
4. How long does it take?
5. how do I apply for a subdivision?

Further information can be obtained from the Town of Westlock Development Department.

Phone: 780 350-2111

Fax: 780 349-4436

Email: [swiley@westlock.ca](mailto:swiley@westlock.ca)

Send completed applications to:

Town of Westlock  
10003 – 106 Street  
Westlock, AB  
T7P 2K3

## **What is a subdivision?**

Generally, a subdivision creates more than one title from one titled area. For instance:

1. If a person owns a quarter section and wants to sell a portion of that quarter section to another person, or if they want to sell off most of the quarter section and keep a small portion for themselves, they need a subdivision.
2. If a person owns a Lot or a Block on a Plan and want to do the same, they need a subdivision.
3. If a person owns a quarter section, a part of a quarter section, a Lot, or a Block and they want to sell several portions of that area to several persons, they need a subdivision.
4. If a person owns a titled area which is split by a road, a railroad, or a river and they want to divide the titled area using the road, railroad or river as a boundary, they need a subdivision.
5. If a person owns, in one title, several Lots on a Plan registered prior to July 1, 1950 (prior to Plan 1966HW) and they want to divide them into separate titles, they need a subdivision.
6. If a person or two people own two titled areas (parts of quarter sections, Lots, or Blocks) and they want to change the boundaries of the titled areas (do a boundary adjustment), they need a subdivision.

Under the Municipal Government Act, R.S.A. 2000, as amended, before the Land Titles Office can register a Plan or another instrument creating a subdivision, the subdivision must be approved by the Subdivision Authority.

Again, under the Municipal Government Act, R.S.A. 2000, as amended, municipal Councils appoint Subdivision Authorities. The Municipal Planning Commission has been delegated as the Subdivision Authority for the Town of Westlock as per Bylaw 2014-01.

## What is the complete subdivision process?

Generally, an application for subdivision goes through the following steps:

1. submission of a complete subdivision with the required fee.
2. referral to municipal staff, school division, utility companies, and government departments, among other agencies for comment.
3. notification of subdivision application to adjacent landowners and receipt of input.
4. decision (tentative approval, tentative approval with conditions, or refusal), normally within 60 days.
5. appeal period (19 days) –potential appeal to Subdivision and Development Appeal Board or Municipal Government Board by applicant or provincial agency – **not** by neighbours.
6. fulfillment of any conditions specified in the decision
7. submission of a Descriptive Plan, Plan of Survey, or other instrument to the Town of Westlock together with the required fee for endorsement.
8. registration of the Plan or document at the Alberta Land Titles Office.

## What are the subdivision costs?

Generally, the costs for a subdivision are as follows:

1. fee due at application (see below)

Subdivision application – per lot fees will not be charged for the remainder	\$500 first parcel out
Subdivision application – subdivision of 1 lot plus remainder	\$600.00
Subdivision application – creation of 3 or more lots	\$400.00+\$250/lot
Separation of Titles (MGA 652(4))	\$50.00/unit
Condominium Plan Consent	\$250.00
Extension	\$250.00
Re-Circulation	\$250.00
Endorsement Fee (does not apply to separation of titles)	\$50.00+\$150.00/lot
2. fulfillment of any conditions specified in the decision (dependent on conditions-may include building roads, accesses, sewer and water lines etc., payment of off-site levies etc.)
3. preparation of Descriptive Plan or Plan of Survey to effect plan (contact an Alberta Land Surveyor to discuss costs)

4. registration of the Plan and/or other instruments at the Alberta Land Titles Office (check with Land Titles)

### **How long does a subdivision take?**

Generally, a subdivision takes:

1. after submission of completed application the subdivision authority has 60 days to make a decision.
2. appeal period – 19 days
3. fulfillment of any conditions specified in the decision – as long as the landowner wants- can be 1 week, can be up to a year. This is within the landowners control.

**NOTE:** Subdivision approvals are only valid for 1 year, at which time a final plan must have been submitted to the Town of Westlock for final approval. Extensions for an additional year can be requested, but the extension request does not have to be granted. As well, there may be a fee for an extension.

4. final approval or endorsement – normally 1 or 2 days
5. registration of the Plan and/or other instruments at the Alberta Land Titles Office normally 4 to 6 working days

## Application requirements

To apply for a subdivision, the landowner or an agent authorized to act on the landowner's behalf shall submit the following:

1. A completed application form, signed by the landowner and/or agent. Where an application form is not signed by the landowner, a letter from the landowner authorizing the agent to apply for the subdivision shall accompany the application form.
2. The fee due at subdivision application, payable to Town of Westlock
3. 1 copy of a plan, showing the following:
  - a) the legal description, boundaries, dimensions, and size of the existing parcel of land as described on the existing certificate of title;
  - b) the location, registered plan number and dimensions of any road widenings, utility or railway rights-of-way, easements or existing parcels excepted from the titled area;
  - c) the location, dimensions, boundaries and size of the proposed parcel(s), clearly outlining the area to be subdivided;
  - d) the location of any buildings or structures and any existing water wells, sewage disposal or pump out sites;
  - e) existing and proposed roads which will serve the proposed subdivision;
  - f) all drainage channels, streams or large sloughs located on the titles area;
4. 1 copy of a Title Search for the subject land, validated within 30 days of the submission of your application. Do not submit your original Duplicate Certificate of Title. Title searches can be obtained from your nearest motor vehicle registries office.

**Applications are not considered complete until the above information has been provided.** Please ensure that you have completed the application form accurately and clearly identified the existing and proposed land uses in the spaces provided.

You will be notified by letter when your application has been accepted, and also when a decision has been made.