

OFFICE USE ONLY

Application Fee _____ ☐ DB ☐ MC ☐ VISA ☐ CHQ ☐ CSH ☐ ONLINE Receipt No _____ Application No APPN- _____
Date Received _____ Rec'd By _____ Deemed Complete: _____ DC By _____

APPLICANT/LANDOWNER INFORMATION

Applicant Name			Registered Owner Name(s)		
Mailing Address			Mailing Address		
City	Province	Postal Code	City	Province	Postal Code
Phone	Cell		Phone	Cell	
Email			Email		

LAND DESCRIPTION AND PROPERTY INFORMATION

Municipal Address			Roll Number			
Lot	Block	Plan	Section	Township	Range	Meridian
Number of Lots Created			Area of Proposed Lots in Hectares (ha)			

LOCATION OF LAND TO BE SUBDIVIDED

Is the land situated immediately adjacent to the municipal boundary?	☐ Yes	☐ No
Is the land situated within 1.6km of the centre line of a highway right-of-way?	☐ Yes	☐ No
If yes, indicate highway number:		
Is the land located within 400m of a permanent watercourse, canal or drainage ditch?	☐ Yes	☐ No
If yes, state name:		
Is the proposed parcel within 1.5km of a sour gas facility?	☐ Yes	☐ No

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Current use of the land:	Proposed use of the land:
Has the land recently been or is subject to a pending rezoning?	☐ Yes ☐ No
Describe any buildings and any structures on the land and whether they are to be demolished or moved:	

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

Describe the nature of the topography of the land (flat, rolling, steep, mixed):

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

Describe the kind of soil on the land (sandy, loam, clay, etc.):

APPLICANT DECLARATION AND SIGNATURE

- ☐ 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 authorize the Town of Westlock to send all correspondence and notices required under the Municipal Government Act 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.
- ☐ Pursuant to 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.

Applicant Signature

Print Name

Date

REGISTERED OWNER'S AUTHORIZATION

I (we) being the registered owner(s) of the property to be subdivided, do hereby authorize the applicant listed within this application form to apply for a subdivision affecting the above mentioned property.

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

Owner Signature

Print Name

Date

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 the Municipal Government Act.

Signature

Print Name

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

- ☐ Completed application form
- ☐ Application fee as per current Fee Schedule
- ☐ Applicant and Registered Owner signatures on the Application form or Signature of Applicant and a Letter of Authorization from the Registered Owner
- ☐ One (1) copy of a tentative plan of subdivision, showing:
 - Legal description, boundaries, dimensions, and size of existing parcel of land as described on the existing Title
 - 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
 - Location, dimensions, boundaries, and size of the proposed parcel(s), clearly outlining the area to be subdivided
 - Location of any buildings or structures and any existing water wells, sewage disposal or pump out sites
 - Existing and proposed roads which will serve the proposed subdivision
 - All drainage channels, streams or large sloughs located on the titled area
- ☐ One (1) copy of Title for the subject lands, within 30 days of the 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 and completely.

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

Frequently Asked Questions (FAQs):

What is a 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 (MPC) 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. A full diagram of the process is available on the last page of this package.

Why do I need to obtain subdivision approval?

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

Why do I need to obtain subdivision approval?

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.

SUBDIVISION APPLICATION PROCESS

