



## **Basic Information Required for a Subdivision Application**

1. **Application Form “A”** to be completed in full.
2. **A Tentative Plan** of the proposed subdivision prepared by a qualified land surveyor, which must show the following:
  - a. The boundaries of the land presently held in title.
  - b. The location of the proposed lot within the titled land. If the proposal is located within a quarter section and not located in a corner, we will require the distance of the proposed lot to the nearest quarter section line.
  - c. The measurements of the proposed lot and acreage involved.
  - d. Location of any buildings or development within the proposed lot and on the balance.
  - e. Location of water supply and sewage disposal facilities and distances to water supply, buildings, existing and proposed property lines, or any water courses.
  - f. Any outstanding features or constraints, such as shelterbelts, fences, slough areas, treed areas, creeks, drainage ditches, hills, etc.
  - g. Existing approaches or laneways from a public roadway.
  - h. Proposed subdivision on aerial background.

**PLEASE NOTE: Ensure that all the above-required information is shown on your tentative plan. If this information is not shown, your application will be returned and will result in a delay in processing your application.**

**A list of survey firms is provided for your information; however, it does not represent an endorsement by the County for any firm. The applicant is not limited to the survey firms listed.**

3. **A current photocopy of the Certificate of Title.** This may be obtained from one of the Registry Services in the region.
4. **Water Supply and Sewage Disposal** information form. Complete the attached information sheet respecting water supply and type of sewage disposal, either existing or proposed. This is important to ensure the proposed lot is of sufficient size to meet the existing regulations.
5. **Right of Entry** form. Complete and sign the attached Right of Entry form. This permits an authorized person acting on our behalf, the right to enter upon the land in order to carry out a site inspection. A site inspection is generally carried out to determine the existing use of the land, topographical constraints, surrounding land uses, etc.
6. **Abandoned Oil/Gas Wells:** Identify the location or confirm the absence of any abandoned oil/gas wells within the boundaries of the land which is the subject of the application for subdivision. This requirement is in accordance with the AER Directive 079 *Surface Development in Proximity to Abandoned Wellbores*. You may request the assistance of your surveyor to obtain this information or follow the process on the attached information sheet.



**CLEAR HILLS COUNTY**  
 Box 240  
 Worsley AB T0H 3W0  
 Telephone: 780-685-3925  
 Fax: 780-685-3960  
 Email: [development@clearhillscounty.ab.ca](mailto:development@clearhillscounty.ab.ca)

**APPLICATION FOR  
 SUBDIVISION**

FOR ADMINISTRATIVE USE ONLY

APPLICATION NO.:
DATE RECEIVED:

THIS FORM MUST 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.

APPLICANT INFORMATION								
FULL NAME OF REGISTERED OWNER OF LAND TO BE SUBDIVIDED:								
ADDRESS:								
POSTAL CODE:				EMAIL:				
PHONE NUMBER:								
FULL NAME OF AGENT (person authorized to act on behalf of registered owner), if any:								
ADDRESS:								
PHONE:				EMAIL:				
LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED								
Legal description of proposed subdivision site:								
QTR/L.S.	SEC.	TWP.	RG.	M.	OR	REGISTERED PLAN NO.	BLOCK	LOT
Size of the proposed subdivision site:								
NUMBER OF HECTARES			ACRES					
Lot type (only complete if subdivision is located within Hamlet):						LAND USE DISTRICT:		
INTERIOR		CORNER		THROUGH				
Describe the <u>existing</u> use of the land:								



**LOCATION OF LAND TO BE SUBDIVIDED**

Describe the proposed use of the land:

\_\_\_\_\_

\_\_\_\_\_

1. Is the land situated immediately adjacent to the municipal boundary?  Yes  No  
If yes, the adjoining municipality is \_\_\_\_\_
2. Is the land situated within 1.6 kilometers (1.0 miles) of the right of way of a highway?  Yes  No  
If "yes", the Highway number is \_\_\_\_\_ the Secondary Road number is \_\_\_\_\_
3. 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:  
\_\_\_\_\_
4. Is the proposed parcel within 1.5 kilometers (0.932 miles) of a sour gas facility?  Yes  No

**PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)**

1. Describe the nature of the topography of the land (flat, rolling, steep, mixed):  
\_\_\_\_\_
2. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc. – sloughs, creeks, etc.):  
\_\_\_\_\_
3. Describe the kind of soil on the land (sandy, loam, clay, etc.):  
\_\_\_\_\_

**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:

\_\_\_\_\_

\_\_\_\_\_

**WATER AND SEWER SERVICES**

If the proposed subdivision is to be served by anything other than a water distribution system and a wastewater collection system, describe the way of providing water and sewage disposal:

\_\_\_\_\_

**DECLARATION**

I/WE, \_\_\_\_\_, the registered owner(s) or person acting on the registered owner's behalf, 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 as is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

DATE:

SIGNATURE OF APPLICANT:

DATE:

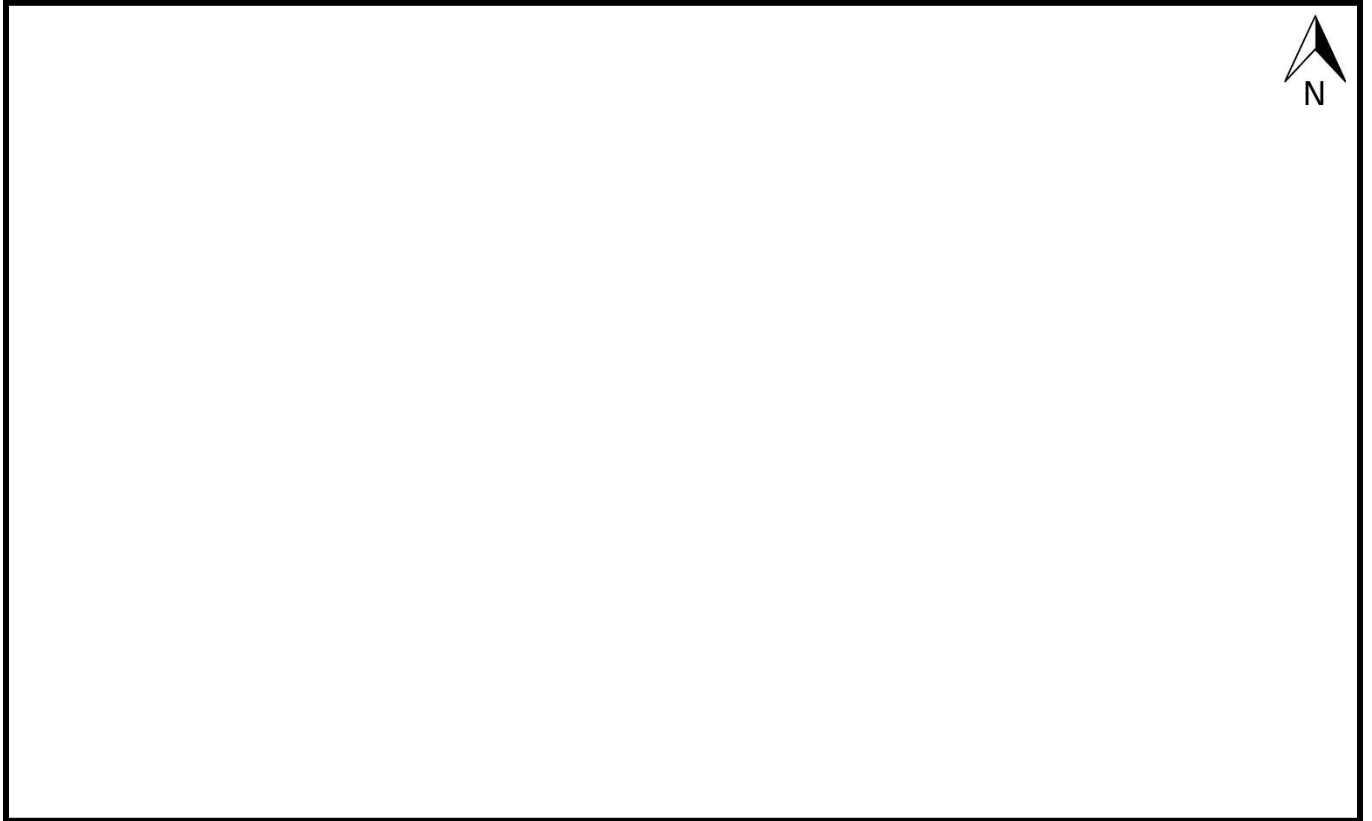
SIGNATURE OF REGISTERED LANDOWNER:

FURTHER INFORMATION MAY BE PROVIDED BY THE APPLICANT ON THIS PAGE, IF  
NEEDED.

# SITE MAP

LEGAL LAND DESCRIPTION: \_\_\_\_\_

- Draw a sketch plan of the proposed subdivision.



**Please indicate the following if they apply to your proposed development:**

- Location of water source & distance from property line and sewer system
- Location of sewer system & distance from water source and property line
- Access location(s)
- Location of existing or proposed buildings:
- Setbacks from the road allowance
- Location of roads in the area
- Location Shelterbelts
- Location of Treed Areas/ Sloughs/ Bush/ other vegetation
- Location of River/ Lakes/ other watercourses

## ADDITIONAL INFORMATION REQUIRED

### WATER AND SEWAGE

Indicate the type of water supply and sewage disposal to be used by your subdivision proposal and whether it exists or is proposed.

Existing	Proposed	TYPE OF WATER SUPPLY
		DUGOUT
		WELL
		CISTERN & HAULING
		COUNTY SERVICE
		OTHER (Please specify)

Existing	Proposed	TYPE OF SEWAGE DISPOSAL
		OPEN DISCHARGE/SEPTIC TANK
		SUB-SURFACE DISPOSAL/SEPTIC TANK
		ABOVE GROUND/SEPTIC TANK
		SEWAGE LAGOON
		OUTDOOR PRIVY
		COUNTY SERVICE
		OTHER (Please Specify)

For additional information, contact **ALBERTA MUNICIPAL AFFAIRS – CODES AND PERMITS** at:

**Phone:** 1-866-421-6929

**Email:** [safety.services@gov.ab.ca](mailto:safety.services@gov.ab.ca)  
or a licensed permitting agency.

## RURAL SEWAGE, WATER AND YARD SETBACKS

### SEWAGE SETBACKS

Following is a description of the setbacks required for different sewage disposal systems as found in the Alberta Private Sewage Treatment and Disposal Regulations:

- Mounds
  - 3.05 metres (10 ft.) from the property line
  - 9.14 metres (30 ft.) from a dwelling
  - 3.05 metres (10 ft.) from other buildings
  - 3.05 metres (10 ft.) from a septic tank
  - 15.24 metres (50 ft.) from a water course
  - 15.24 metres (50 ft.) from a water source
  
- Field
  - 1.5 metres (5 ft.) from a property line
  - 9.14 metres (30 ft.) from a dwelling
  - 1 metre (3.25 ft.) from other buildings
  - 1 metre (3.25 ft.) from a septic tank
  - 15.24 metres (50 ft.) from a water course
  - 15.24 metres (50 ft.) from a water source
  
- Lagoon
  - 30.5 metres (100 ft.) from a property line
  - 45.72 metres (150 ft.) from a dwelling
  - 91.4 metres (300 ft.) from a water course
  - 91.4 metres (300 ft.) from a water source
  
- Effluent Discharge
  - 91.4 metres (300 ft.) from a property line
  - 45.72 metres (150 ft.) from a dwelling
  - 45.72 metres (150 ft.) from a water course
  - 45.72 metres (150 ft.) from a water source
  
- Septic tanks
  - 1 metre (3.25 ft.) from a property line
  - 1 metre (3.25 ft.) from a dwelling
  - 9.14 metres (30 ft.) from a water course
  - 9.14 metres (30 ft.) from a water source

### DUGOUT SETBACKS

The setback for a dugout as set forth in the Provincial regulations is:

- Front Yard - 40.8 metres (134 feet) from the road right-of-way (developed or undeveloped)
- Interior Side Yard - 15.24 metres (50 feet) or as required by the Municipal Planning Commission
- Rear Yard - 15.24 metres (50 feet) or as required by the Municipal Planning Commission

### YARD SETBACKS

- **Front yard:** the development shall not be located within 40.8m (134 feet) of the property line of any public roadway:
- **Side Yard:** The development shall not be located within 15.24 metres (50 feet) of a property line:
  - **Rear Yard:** The development shall not be located within 15.24 metres (50 feet) of a property line: The developer is responsible for waste disposal, and the construction of access roads and approaches. This Development Permit does not guarantee, imply or suggest that Clear Hills County will undertake any road improvements at or near the subject property to improve the applicant's accessibility to his or her property.

### CLEAR HILLS COUNTY

Box 240 Worsley, AB T0H 3W0 - Phone: 780-685-3925 Fax 780-685-3960 Email: [development@clearhillscounty.ab.ca](mailto:development@clearhillscounty.ab.ca)

*"Clearly an Area of Opportunity"*

**RIGHT OF ENTRY FORM**  
(TO BE COMPLETED BY THE REGISTERED LANDOWNER)

As a site inspection of land that is the subject of a subdivision application may be required, we request that you complete the following authorization and submit it with your application for Subdivision approval.

Section 653(2) of the Municipal Government Act indicates that if consent is given by this form, a notice of inspection is not required to be given under Section 542(1).

I, \_\_\_\_\_, do grant consent for an authorized  
(Print Name)

person of Clear Hills County to enter upon subject land for the purpose of a site inspection.

Legal Land Description: \_\_\_\_\_

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
SIGNATURE OF APPLICANT/REGISTERED LANDOWNER:

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## Abandoned Oil Well Confirmation Process

1. Search the subject property using the **AER Abandoned Well Viewer** at:  
<https://maps.aer.ca/awm/index.html>

Does the AER Abandoned Well Viewer identify any abandoned wells in the subject area?

No  If no, print a map of the subject area from the Abandoned Well Viewer and submit it with the subdivision application.

Yes  If yes, complete the remainder of the Abandoned Oil Well Confirmation Process.

2. Using the AER Abandoned Well Viewer, identify the Licensee Name of the abandoned well. The Licensee must be contacted to confirm the exact location of the well.
3. To locate the Licensee contact information on the AER website:  
<https://maps.aer.ca/awm/index.html>

Under the **Locate Abandoned Well** search fill in **Well Licence Number** and click find. This will provide you with the contact information on the licence holder.

4. Submit the **Abandoned Oil Well Confirmation Form** to the Licensee and request that they return the completed form prior to submitting the completed subdivision application.
5. Submit the completed **Abandoned Oil Well Confirmation Form** as a part of the subdivision application.

Note: The sketch of the proposed development must include the abandoned oil well and identify necessary setbacks. If the development will result in construction activity within the setback area, a statement confirming that the abandoned wells will be temporarily marked with on-site identification during construction must be included with the subdivision application.

**Abandoned Oil Well Confirmation Form**

<b>TO BE COMPLETED BY THE SUBDIVISION APPLICANT:</b>
A subdivision application is being made for: <b>LEGAL LAND DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED:</b>
All/part of the _____ ¼ Sec _____ TWP _____ Range _____ West of _____ Meridian
<b>Being all/parts of:</b>
Lot ____ Block ____ Registered Plan No. _____ C.O.T. No.: _____
<b>Area of the above parcel of land to be subdivided:</b> _____ hectares _____ (acres).
Municipal Address if applicable: _____

Abandoned Oil Well Number \_\_\_\_\_ has been identified on the subject property.

**TO BE COMPLETED BY THE ABANDONED WELL LICENSEE:**

Subject to the Alberta Energy Regulator Directive 079, the subdivision applicant is required to obtain confirmation of the exact location of the abandoned well and required setbacks from well from the Well Licensee. Please confirm the exact location of the abandoned well and required setbacks from the well.

**Please return this form to:**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_



## List of Survey Firms

### **Borderline Surveys Ltd.**

Box 43  
Clairmont, Alberta T8X 0T8  
Phone: 780-538-1955  
Email: [Borderlineoffice5@gmail.com](mailto:Borderlineoffice5@gmail.com)

### **Beirsto & Associates Engineering Ltd.**

10940 - 92 Avenue  
Grande Prairie AB T8V 6B5  
Phone: 780-532-4919

### **HELiX Surveys Ltd.**

#202, 10514 – 67 Avenue  
Grande Prairie AB T8W 0K8  
Phone: 780-532-5731

### **Midwest Surveys**

#121 – 8805 Resources Road  
Grande Prairie AB T8V 3A6  
Phone: 780-832-4801

### **Haggerty Surveys Ltd.**

John Haggerty, ALS, BCLS, CLS,  
P.Eng.  
Grande Prairie, AB  
Phone: 780-933-5542  
Email: [office@haggertysurveys.ca](mailto:office@haggertysurveys.ca)  
Website: [www.haggertysurveys.ca](http://www.haggertysurveys.ca)

### **Explore Surveys Inc.**

18941-111 Ave., NW  
Edmonton AB T5S 2X4  
Phone: 587-588-5166  
780-218-1803; 1-866-936-1805

### **Velocity Group**

104 – 11302 – 98 Avenue  
Grande Prairie AB T8V 8H4  
Phone: 587-259-8888

### **Global Raymac**

10550 – 117 Avenue  
Grande Prairie AB T8V 7N7  
Phone: 780-532-2343

### **WSP Canada Inc**

10127 - 120 Avenue  
Grande Prairie AB T8V 8H8  
Phone: 780-539-3222  
Phone: 780-624-5631

**\*This list is provided for your information only. It does not represent an endorsement by Clear Hills County for any firm. The applicant is not limited to the survey firms listed.**