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Date Deemed Complete: _____

Date Notice Sent: _____

Fee: _____ Receipt #: _____

Roll #: _____ Division: _____

Within ASP: _____ File Manager: _____

PRE-APPLICATION MEETING

Date of Meeting: _____ Planner(s) in Attendance: _____

Applicant(s)/Owner(s) in Attendance: _____

Result of Meeting: _____

OWNER AND APPLICANT INFORMATION

Name of Registered Landowner(s): _____

Mailing Address: _____ City: _____

Province: _____ Postal Code: _____ Email: _____

Phone: Home _____ Work _____ Cell _____

Applicant: _____

Mailing Address: _____ City: _____

Province: _____ Postal Code: _____ Email: _____

Phone: Home _____ Work _____ Cell _____

Do you want communication/documents sent to you via email?

- Yes Provide email _____
- NO (If no, all communication will be sent via Canada Post to the applicants address identified below which may delay the process.)

LEGAL LAND DESCRIPTION

Long Legal: Part of the _____ Section _____ Township _____ Range _____ Meridian W4 (Eg: SW-3-24-25-W4)

Short Legal: Plan _____ Block _____ Lot _____ Descriptive (if applicable) _____

Rural/Civic Address: _____

Total Area of the parcel of land to be subdivided: _____ acres

Proposed parcel size: _____ acres

LOCATION OF LAND TO BE SUBDIVIDED

- Is the land located within 1600 m (1 mile) of another municipal boundary? No Yes Name of Municipality: _____
- Is the land located within 800 m (1/2 mile) of a river, stream, watercourse, lake or other permanent body of water, a canal or drainage ditch? No Yes Name of Water Body: _____
- Is the land located within 1600 m (1 mile) of the right-of-way of a provincial highway? No Yes Highway Number: _____
- Is the land located within 800 m (1/2 mile) of a Confined Feeding Operation? No Yes Location: _____
- Is the land located within 450 m (1500 ft) of a landfill for the disposal of garbage? No Yes Location: _____
- Is the land located within 450 m (1500 ft) of a sewage treatment facility or sewage lagoon? No Yes Location: _____
- Is the land located within 1600 m (1 mile) of a sour gas facility? No Yes Location: _____

EXISTING AND PROPOSED USE OF LAND (as prescribed in the Land Use Bylaw)

Existing Land Use District _____

Proposed Land Use District _____

Number of Proposed Lots: _____

Current Zoning of Parcel (as per Land Use Bylaw): _____

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

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

 Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.)

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

WATER AND SEWER SERVICE

Current Water Supply Used

 dugout well municipal service cistern and hauling none other – please describe _____

Proposed Water Supply

 dugout well municipal service cistern and hauling none other – please describe _____

Current Sewage Disposal Used

 open discharge tile field municipal service sewage lagoon holding tank none other _____

Proposed Sewage Disposal

 open discharge tile field municipal service sewage lagoon holding tank none other _____

EXISTING BUILDINGS

Describe all buildings and any structures on the land and whether they are to remain, be demolished or removed

- residence
 garage
 shop
 quonset
 grain bin
 none
 other – please describe _____

PURPOSE OF THE APPLICATION

Explanation of future intentions about the subject property/properties and description of the reasons for making this application:

COMPLIANCE OF THE PROPOSED LAND USE BYLAW AMENDMENT WITH THE FOLLOWING WHEATLAND COUNTY DOCUMENTS - Explanation and justification of this proposed subdivision in compliance with the following documents.

Intermunicipal Development Plan
<hr/> <hr/> <hr/>
Regional Growth Management Strategy
<hr/> <hr/> <hr/>
Municipal Development Plan
<hr/> <hr/> <hr/>
Area Structure Plan (Identify which Area Structure Plan)
<hr/> <hr/>
Area Concept Plan
<hr/>



**SUBDIVISION
Application**

REGISTERED LANDOWNER(S) OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

I, _____ hereby certify that
(Print Full Name)

I am the registered owner(s), 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 an Area Concept Plan.

Signature

Print Name

Date

RIGHT OF ENTRY

I hereby authorize representatives of Wheatland County and referral agencies to enter my land for the purpose of conducting a site inspection with respect to my development application.

This right is granted pursuant to Section 542(1)(a)(b)(c) of the Municipal Government Act.

Signature of Registered Landowner(s)

Date



TIME EXTENSION AGREEMENT FOR SUBDIVISION APPLICATIONS

Applicant: _____ Legal Description: _____

Section 6 of the Subdivision and Development Regulations requires Wheatland County to make a decision on a completed application **within 60 days** of its receipt, unless an agreement is entered into with the applicant to extend this period.

In order to permit Wheatland County to make a decision on your application, we are requesting that you enter into the Time Extension Agreement as set out below. Without this agreement, we will be unable to deal with your application after the 60-day period has expired.

In accordance with Section 681(1)(b) of the Municipal Government Act,

I/We, _____ Hereby enter into an agreement with Wheatland County to extend the time prescribed under section 6 of the Subdivision and Development Regulations to: _____.

Applicant/Owner(s) Signature

Applicant/Owner(s) Signature

Date



PEER REVIEW OF TECHNICAL STUDIES

The Wheatland County Planning and Development Fee Schedule states **additional fees may apply if a review from outside consultants is required **e.g. Engineering.

Wheatland County requires a professional peer review of all technical documents (e.g. Transportation Impact Assessments, Environmental Site Assessments, Stormwater Management Studies and Groundwater Evaluations, etc.) submitted in support of a planning application.

In addition, Wheatland County may require preparation of development agreements (for road construction, stormwater facilities, etc.) once a subdivision application or development permit is approved.

Peer reviews and development agreements are performed by County staff and outside consultants.

Date: _____ Legal Description: _____

Owner(s): _____

I am aware 50% of the total engineering fees may apply for peer reviews and the preparation of development agreements and hereby give my consent for billing purposes.

Owner(s) Signature



LETTER OF AUTHORIZATION

I (We), _____ being the Landowner(s) of

Lot ____ Block ____ Plan _____; NW / NE / SE / SW Section ____ Township ____ Range ____ W4M.

Give _____ permission to act on my (our) behalf for the purposes of the (please circle that which applies):

Redesignation / Subdivision / Concept Plan / Area Structure Plan

application affecting the above noted property as submitted to Wheatland County.

Signature

Date

Signature

Date



APPRAISAL AGREEMENT

Applicant: _____ Legal Description: _____

Section 667(1)(a) of the *Municipal Government Act* states that:

If money is required to be provided in place of municipal reserve, school reserve or municipal and school reserve, the applicant must provide

- (a) a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made

In accordance with Section 667(1) of the *Municipal Government Act* the Applicant agrees:

- To pay the subdivision appraisal fee at time of Subdivision Application and have Wheatland County obtain the market value appraisal on your behalf.

or

- To provide Wheatland County with a current market value appraisal for Municipal Reserve purposes of the subject property within 35 days of the subdivision application being submitted. The appraisal is to be completed by a professional appraiser and comply with the reporting requirements set forth in the Uniform Standards of Professional Appraisal Practice.

Any fees payable shall be paid by Wheatland County

Applicant/Owner(s) Signature

Applicant/Owner(s) Signature

Date



AFFIDAVIT VERIFYING CORPORATE SIGNING AUTHORITY

I, _____, of _____ make oath and say:

1. I am an officer or director of _____ being the corporation named in the Land Use Redesignation / Subdivision / Area Concept Plan / and/or Area Structure Plan application as submitted to Wheatland County affecting lands legally described as: _____
2. (a) I am authorized to sign the Land Use Redesignation / Subdivision / Area Concept Plan / and/or Area Structure Plan application(s) on behalf of the corporation without affixing a corporate seal; and
(b) I am authorized to sign a letter appointing an agent to act on behalf of the corporation regarding the Land Use Redesignation / Subdivision / Area Concept Plan / and/or Area Structure Plan application(s) without affixing a corporate seal; and

I hereby appoint _____ as our agent for the above mentioned Application(s).

Print Name

Signature
(Affix Corporate Seal here)

If Corporate seal not used

SWORN before me at _____) in the _____) this _____ day of _____ A.D. 20____) _____ Commissioner of Oaths In and For the Province of Alberta



ABANDONED WELL DECLARATION

The Municipal Government Act's Subdivision and Development Regulations requires Developers/Landowners to identify abandoned oil and gas wells, where present, to comply with setback requirements. If abandoned wells do exist, subdivision and development applications must show exactly where the wells exist, what the setback distances are (if setbacks are required) and how they have been taken into account. To assist Applicants in collecting the required information, the AER has released an "Abandoned Well Map Viewer" that provides the location, name of the licensee and status of abandoned wells across Alberta. This can be accessed through the AER Abandoned Well Map Viewer website.

Through use of the viewer, subdivision and development applications must contain the following:

1. A map of the search area from the viewer and a statement that there are no wells in the project area or;
2. A list and map identifying the locations of abandoned wells within the search area, including the surface coordinates, as provided by the viewer or AER Information Services;
3. A sketch of the proposed development incorporating the necessary setback area for each well.

If No Wells are listed on site:

I, _____ being the registered Owners(s) or Agent acting on behalf of the
registered Owner(s) of _____
(Legal Description)

Have reviewed information provided by the Alberta Energy Regulator (AER) and can advise that the information shows the absence of any abandoned wells within the site of proposed development.

DATED: this _____ day of _____, 20_____.

If Wells are listed on site:

I, _____ being the registered Owners(s) or Agent acting on behalf of the
registered Owner(s) of _____
(Legal Description)

Do hereby confirm that I have done by due diligence as required by Alberta Municipal Affairs, Wheatland County and the AER, by obtaining required information from the "Abandoned Well Map Viewer" and/or through the AER Information Services, and hereby attach "Schedule A" containing a list and map identifying the locations of abandoned wells within the search area, including the surface coordinates, written confirmation that I have contacted the licensee for each well and that the exact location of each well has been confirmed, a sketch of the proposed development incorporating the necessary setback area for each well.

DATED: this _____ day of _____, 20_____.

This form shall accompany all applications for Subdivision and Development Permits.

TENTATIVE PLAN CHECKLIST FOR PLANNING APPLICATIONS

Tentative plans must be professionally prepared by an Alberta Land Surveyor (ALS). The following information is required on tentative plans for all planning applications.

APPLICANT	OFFICE USE	REQUIRED ITEMS WITH DIMENSIONS
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> North arrow
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Municipal address (street address) if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Legal address (quarter section and/or plan /block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> The accurate location, dimension, areas (ac+/- and ha+/-), and boundaries of the proposed subdivision in relation to the rest of the titled lands affected by this application
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Existing & proposed property lines
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Adjacent county roads, provincial highways and any public pathway or trails adjacent to the site, dimensioned from the property lines
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Existing and proposed access to the new lots must be indicated (please note: each lot requires both physical and legal access to an existing / proposed public road)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Identify location of easements, utility / access right-of way, railways, canals or any other feature on or adjacent to the property
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Location of existing and proposed site grades, contours and any special topographical features or site conditions (eg: escarpments, break of – slope, and unstable areas)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Natural and man-made features such as sloughs, dugouts, wetlands, and/or other bodies of water, rivers, creeks, and intermittent water courses and wooded areas along with shelterbelts
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Existing and proposed land use districts (if applicable) as per the Land Use Bylaw
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Foundation, outline of dwellings, all accessory structures, farm structures, complete with all dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Location of existing water wells and septic fields/tanks.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> An accurate location of all existing buildings (temporary and permanent), driveways and road approaches on property within their distances to existing and proposed property lines.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Floodway, flood fringe and overflow
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Location of any sewage treatment facilities / lagoons
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Location of land fill sites
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Confined Feeding Operations (CFO)



SUBDIVISION APPLICATION CHECKLIST

The following information must be included with your application. Without it, your application will be considered **incomplete** and it will not be processed until all the information has been supplied to the satisfaction of Wheatland County:

APPLICANT	OFFICE USE	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	APPLICATION FEE - Applicants are encouraged to contact staff to determine the proper fees required for their application.
<input type="checkbox"/>	<input type="checkbox"/>	APPLICATION FORM(S) - The form is to be completed in full and signed by the registered owners(s) of the land and/or the person authorizes to act on their behalf (if any).
<input type="checkbox"/>	<input type="checkbox"/>	LETTER EXPLAINING THE PROPOSAL AND ANY FUTURE DEVELOPMENT INTENTIONS - The letter should describe the reasons for making this application and reasons for approval.
<input type="checkbox"/>	<input type="checkbox"/>	TENTATIVE PLAN OF THE PROPOSED AREA - Tentative plan must be professionally prepared by an Alberta Land Surveyor (ALS) and show all required information demonstrating the proposed development is achievable. See attached Tentative Plan Checklist for Planning Applications.
<input type="checkbox"/>	<input type="checkbox"/>	LETTER OF AUTHORIZATION - Required when the registered owner(s) grant you authorization to legally act on their behalf.
<input type="checkbox"/>	<input type="checkbox"/>	AFFIDAVIT, LETTER OF AUTHORIZATION, AND/OR COMPANY SEAL - Required when the registered owner(s) shown on the title of the property is listed as a Company and if you do have a Company Seal granting you authorization to legally act on behalf of the Company.
<input type="checkbox"/>	<input type="checkbox"/>	PEER REVIEW OF TECHNICAL STUDIES - The form is to be signed by the owner(s) of the land. Wheatland County requires that all technical documents submitted in support of a planning application be reviewed by the County's engineering consultant.
<input type="checkbox"/>	<input type="checkbox"/>	CURRENT CERTIFICATE OF TITLE - A current copy of the certificate of title, pulled within 30 days of the application submission date, can be obtained from any Provincial Registry Office.
<input type="checkbox"/>	<input type="checkbox"/>	CURRENT COPIES OF REGISTERED INSTRUMENTS ON THE CERTIFICATE OF TITLE - Including, easements, utility right-of-ways, restricted covenants, caveats.
<input type="checkbox"/>	<input type="checkbox"/>	WATER SUPPLY - The existing and proposed source of water must be indicated on the application forms and any supporting information must be attached to the application.
<input type="checkbox"/>	<input type="checkbox"/>	PRIVATE SEWAGE DISPOSAL SYSTEM (PSDS) MODEL PROCESS REPORT
<input type="checkbox"/>	<input type="checkbox"/>	TIME EXTENSION AGREEMENT
<input type="checkbox"/>	<input type="checkbox"/>	MUNICIPAL RESERVE APPRAISAL AGREEMENT - In accordance with Section 667(1)(a) of the Municipal Government Act
<input type="checkbox"/>	<input type="checkbox"/>	ABANDONED WELL REPORT - The applicant is to provide a map of the subject lands showing the location with or without any abandoned wells. This map can be obtained from the Alberta Energy Regulators' Abandoned Well Viewer on the AER website at http://mapviewer.aer.ca/



APPLICANT	OFFICE USE	ADDITIONAL ITEMS MAY BE REQUIRED
<input type="checkbox"/>	<input type="checkbox"/>	STORM WATER MANAGEMENT STUDY
<input type="checkbox"/>	<input type="checkbox"/>	ENVIRONMENTAL SITE ASSESSMENT
<input type="checkbox"/>	<input type="checkbox"/>	WETLAND IMPACT ASSESSMENT
<input type="checkbox"/>	<input type="checkbox"/>	BIOPHYSICAL IMPACT ASSESSMENT
<input type="checkbox"/>	<input type="checkbox"/>	SLOPE STABILITY STUDY
<input type="checkbox"/>	<input type="checkbox"/>	GEOTECHNICAL STUDY
<input type="checkbox"/>	<input type="checkbox"/>	FLOOD RISK ASSESSMENT
<input type="checkbox"/>	<input type="checkbox"/>	TRAFFIC IMPACT ASSESSMENT
<input type="checkbox"/>	<input type="checkbox"/>	HISTORICAL RESOURCES ASSESSMENT / OVERVIEW
<input type="checkbox"/>	<input type="checkbox"/>	ARCITECTURAL GUIDELINES
<input type="checkbox"/>	<input type="checkbox"/>	MARKET FEASIBILITY STUDY

Additional information may be required subsequent to a preliminary review or determined at a pre-application meeting and/or during circulation of the application for comments.