



## SUBDIVISION APPLICATION

Box 420  
4911 Denny Hay Drive (52 Street)  
Mayerthorpe, Alberta, T0E 1N0

Phone: 780-786-2416  
Fax: 780-786-4590  
[admin@mayerthorpe.ca](mailto:admin@mayerthorpe.ca)

The following information must be included as part of your subdivision application in order for your subdivision application to be determined to be complete for processing:

### DOCUMENT GUIDE

- ✓ **Subdivision Application form:** Must be completed in full.
- ✓ **Subdivision Application fee:** Must be paid in full.
- ✓ **Title Search:** A current certificate of title for all lands subject to the proposed subdivision. Upon request, the title search may be done for you for \$10.00 per document.
- ✓ **Subdivision Tentative Plan or Sketch:** (See below)
- ✓ **Right of Entry Form:** Must be completed in full
- ✓ **Agent Authorization:** Must be completed in full if applicable
- ✓ **Abandoned Well Search**
- ✓ **Subdivision Sketch or Tentative Plan**
  - Requirements:**
    - Legal description
    - Proposed parcel dimensions
    - Existing buildings, structures and distance from existing and proposed property boundaries
    - Adjoining roadways
    - Right of ways or easements
    - Dimensions and areas for each proposed title

**Other:** If subdividing undeveloped land please check with the Town Planner to determine if other documents are required.



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### OFFICE USE ONLY:

Subdivision Application No.		Date Received	
MDP Designation		20 Day Review	
LUB Designation		Date Complete	
Applicable ASP		Expiry Date:	
		Fees Paid	

### SUBJECT LAND:

LOT	BLOCK	PLAN	STREET ADDRESS
<b>Certificate of Title:</b>			

### APPLICANT:

Name:	Phone:
Address	
Landowner Name (if different):	
Address:	

### LAND CHARACTERISTICS:

The land is located within the Town of Mayerthorpe YES  / NO

Is the land adjacent to a boundary of the Town of Mayerthorpe? YES  / NO

Is the land within 800 m. of a Provincial Highway? YES  / NO

Does the land contain or is bounded by a river, stream, drainage ditch or other body of water? YES  / NO

Is the subject land within 1.5 km. of a sour gas facility? YES  / NO

Are there any underground storage tanks on the title area? YES  / NO

**LAND USE:**

Describe the existing use of the land \_\_\_\_\_

Describe the proposed use of the land \_\_\_\_\_

**PHYSICAL CHARACTERISTICS OF THE LAND**

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, etc., - sloughs, creeks, etc.) \_\_\_\_\_

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

**EXISTING IMPROVEMENTS ON THE LAND TO BE SUBDIVIDED**

Describe any buildings and any structures on the land and whether they are to be demolished or removed \_\_\_\_\_

Are the lands serviced by municipal water and sewer? \_\_\_\_\_

Is the land serviced by a private water well and/or private sewage collection system? \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Registered  
Owner/Agent

\_\_\_\_\_  
Corporate Signing Authority

Personal information is collected pursuant to Sections 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) for the purpose of processing this application. Please note certain information including, but not limited to, the nature of the application, as well as, the applicant's name, business address and business telephone number may be disclosed in accordance with Sections 39 and 40 of FOIPP. If you require additional information contact the Town's FOIPP Coordinator at 780-786-2416.