



Lamont County – Subdivision Application Package

Subdivision:

The process of dividing a property into smaller properties as permitted by Lamont County's Land Use Bylaw 675/047 and Provincial regulations. For example, on an 'Agricultural' quarter-section in Lamont County, in addition to the subdivision of lots for public, institutional, commercial, or industrial uses, a maximum of four (4) parcels may be allowed per quarter section.

This would include:

- (i) two (2) agricultural parcels, resulting from a quarter section split, provided that each resultant parcel has a minimum size of 26.3 ha (65 ac.); and
- (ii) two (2) residential parcels.

One (1) of the above could be a fragmented parcel.

Each newly created property will be issued its own land title certificate. For subdivision regulations affecting properties zoned other than 'Agricultural', view the Land Use Bylaw.

Subdivision Authority (SA)

The Subdivision Authority of Lamont County as established by Council is the Director or Acting Director of Planning and Community Services. The SA is able to make decisions on subdivision applications and other subdivision-related matters. In the instances where the property is located within an 'Area Structure Plan' boundary, the Municipal Planning Commission (MPC) is considered the SA.

Refer to the following to ensure all relevant information is provided with this application:

Abandoned Oil and Gas Wells

Include a map from the Alberta Energy Regulator which verifies whether or not the property has an abandoned oil and gas well located on it. Visit www.aer.ca and refer to the *Alberta Energy Regulator Abandoned Well Map Viewer*. Alternatively, contact the AER by telephone at 1-855-297-8311. **(Page 6)**

Preliminary Consultation

Consult with a Development/Subdivision Officer to ensure all items are fully addressed.

Applicant Authorization

The Applicant Authorization is required when the applicant is NOT the registered landowner of the property.

Right of Entry Authorization

The Right of Entry Authorization form must be signed by the registered landowner(s), authorizing Lamont County personnel to enter the property to conduct a site inspection. **(Page 11)**

Site Plan of Proposed Subdivision and Aerial Photo

*A site plan illustrating your subdivision proposal, illustrating the items listed on **page 9**.*

NOTE: Lamont County requires a site plan prepared by an **Alberta Surveyor** for **ALL** Subdivision applications of **established yard sites** to ensure accurate calculation of lot area and distances to proposed boundaries, also illustrating the items listed on **page 9**.

Land Title Certificate

An up-to-date (within 6 month) Land Title Certificate from any Alberta Registries Office.

Additional Documents

Provide any additional caveats, right-of-way plans, reports, etc. referenced on the Land Title Certificate.

Lamont County – Subdivision Fees

NOTE: Fees are non-refundable and subject to change without notice.

Standard Subdivision Fee at Application	\$900.00 plus \$250.00 per lot created
Example:	First parcel out is \$900.00 + \$250.00 for new lot + \$250.00 for remnant lot, for a total of \$1,400.00 (Each additional new lot created would add \$250.00)
Boundary Adjustment	\$600.00 + \$250.00/lot
Extension	\$250.00 for 1 st Extension \$500.00 for 2 nd Extension
Re-circulation	\$250.00
Current Land Title Certificate	\$20.00/title

Lamont County – Fees Paid After Approval

Endorsement Fee (charged at time of endorsement)	\$1000.00
Property Taxes	Outstanding taxes

Lamont County – Additional Fees if Applicable

Variance Application fee	\$350.00	
Approach Deposit	New \$3,500.00 Upgrade \$TBD	\$TBD
Driveway Approach Re-inspection Fee	\$250.00	
Private Sewage Fee for service	Superior Safety Codes Inc.	1-866-999-4777
Cash in Lieu of Municipal Reserves	10% area x market value	Hectare/Acre
Application Amendment Fee per Lot Charge	\$250.00	
Appeal to the Intermunicipal Subdivision & Development	Appeal Board	\$300.00
Appeal to the Land and Property Rights Tribunal	No Charge	

Note: Other fees may be incurred from surveying companies, and/or provincial and federal agencies in relation to fully completing the Subdivision process.

Important Information

Registered Property Owner

If the registered landowner is a company, the names of the directors and shareholders, along with the mailing address of the company, must accompany the application by submitting a computer printout prepared by the Corporate Registry of Alberta Consumer and Corporate Affairs. Alberta Housing and Consumer Affairs charge a minimal fee for the search. The phone number for Alberta Housing and Consumer Affairs is 780-427-4088.

3. Fully complete this subdivision application as per all the enclosed instructions.
4. Return the completed application to the Lamont County office. Ensure that you have enclosed your up-to-date land title certificate and the drawing illustrating your subdivision proposal as per the enclosed instructions. Payment for your subdivision application will also be required at this time.
5. Notification of your subdivision application (by letter) will be sent out to various agencies, internal departments, and adjacent landowners. You will also receive a letter confirming that the County has received your application and that it has been deemed complete. Applications deemed to be incomplete will be returned to the applicant with an explanation of deficiencies.
6. Once all feedback has been received, staff will prepare a report with a recommendation to the Subdivision Authority. It will take approximately 60 days between the date of submitting your application and a decision being issued.
7. The Subdivision Authority will review the recommendation from staff and make a decision on your application.

Post-Decision

1. Once the Subdivision Authority has made a decision on your subdivision application, you will receive a letter from Lamont County's Planning and Development department. Depending on the decision, the next process is either:

APPROVED CONDITIONALLY – see step 2,

or

REFUSED – You may appeal the decision within 14 days of the date of decision to the relevant appeal board. Refer to the decision letter to determine if the appeal should be filed with the Subdivision and Development Appeal Board (at a \$300 fee) or with the Land and Property Rights Tribunal (free of charge) OR discontinue any further action.

2. Your subdivision has been conditionally approved. Unless you wish to appeal any of the approval conditions, you may now pursue the fulfillment of the approval conditions, such as having your plan prepared by an Alberta Land Surveyor. However, confirm on the list of conditions whether written confirmation is required by a professional Alberta Land Surveyor that all buildings and dugouts on the new **and remnant** parcels meet the setbacks as prescribed in the Land Use Bylaw. If so, request your surveyor to either provide the written confirmation together with the Plan of Survey or provide a Real Property Report showing building setback measurements.

NOTE: It is also the responsibility of the applicant to contact an Alberta Land Surveyor after a decision of approval from the SA is received. You must ensure the survey is completed in accordance with the Alberta Land Surveyors' Association standards. For additional information or for a listing of qualified surveyors, visit <http://www.alsa.ab.ca/>, or call 780.429.8805 (Toll Free at 1-800-665-2572).

3. You have one year to fulfill your conditions of approval outlined in your decision letter. Notify planning staff as you complete the listed conditions and provide them with 1 original hard copy of the plan of survey, a subdivision authority approval form (provided by the surveyor), as well as any other requirements specified in the decision letter.

4. Our office will not endorse any documents or plans until the appeal period, as set out in the Municipal Government Act, has expired. This appeal period is a minimum of 14 days from the mailing date of your approval letter.
5. After you have fulfilled all the listed conditions within the decision letter, it will take our office approximately 2 weeks to endorse your plans and prepare applicable documents for registration at Alberta Land Titles.
6. Staff will contact you to set up an appointment only once they have created the necessary documents for endorsement. At that meeting, you will be required to sign the applicable documents and pay any outstanding fees.
7. Your surveyor can now take your endorsed plans to the Alberta Land Titles office to be registered.
8. Alberta Land Titles will forward both you and the County a copy of the new Land Title Certificate(s) once it has been processed.

**ABANDONED OIL & GAS WELL PROCESS
FOR SUBDIVISION AND DEVELOPMENT**

Effective November 1, 2012, the Subdivision and Development Regulation requires that an applicant applying for a subdivision or development permit provide information on the location of abandoned oil & gas wells (if any), on the subject property. This information **MUST** be provided before a subdivision application is considered complete.

The following outlines the process for determining if abandoned wells are located on the subject property:

1. Go to A.E.R. (Alberta Energy Regulator) website www.aer.ca, then select on the top of the page “Systems & Tools” – “abandoned well map – “area of interest”, then enter your legal land location (i.e. 5-55-15-4.)

2. **The applicant must provide the following as part of their application:**
 - The map from A.E.R. viewer of the subject property;**
 - A list of all abandoned wells, including the surface coordinates;**
 - A sketch of the proposed development showing the required setback area of each abandoned well;**
 - Any additional information from Licensee(s) that led to a change in the setback;**

If an abandoned well is **NOT** found, then the Applicant must sign in the space provided below confirming that there are no abandoned wells located on the property. **The Applicant MUST attach the map from A.E.R. Viewer of the property.**

Applicant Print Name	Applicant Signature	Date
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If an abandoned well(s) **IS FOUND**, the Applicant must sign in the space provided below confirming that there are/ is abandoned well(s). **The applicant MUST provide all of the information in section #2 .**

Applicant Print Name	Applicant Signature	Date
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Freedom of Information and Protection of Privacy (FOIP) Act

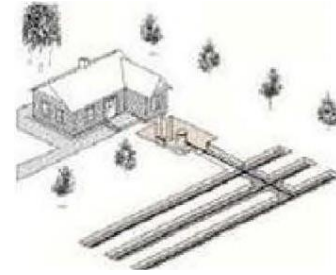
The personal information provided will be used to process the application for subdivision and is collected under the authority of Section 653 of the Municipal Government Act, Section 5 of the Subdivision Development Regulation and Section 33 (c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. Personal information you provide may be recorded in the minutes for the Municipal Planning Commission. If you have any questions about the collection and use of this information, please contact the Lamont County FOIP Coordinator at 5303 50 Avenue, Lamont, Alberta, T0B 2R0 780-895-2233.

Examples of Private Sewage Systems



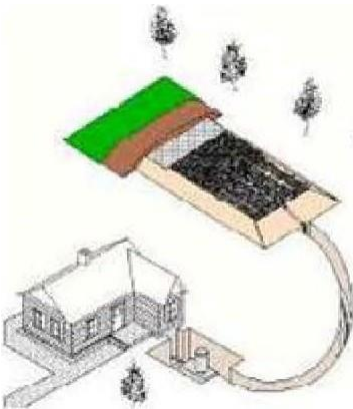
Open Discharge (Pump Out) System

A system designed to discharge effluent to the ground surface to accomplish evaporation and absorption of the effluent into the soil.



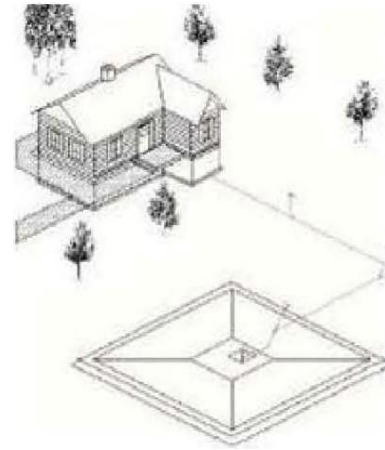
Disposal Field

A system of treatment and disposal that distributes effluent within trenches containing void spaces that are covered with soil.



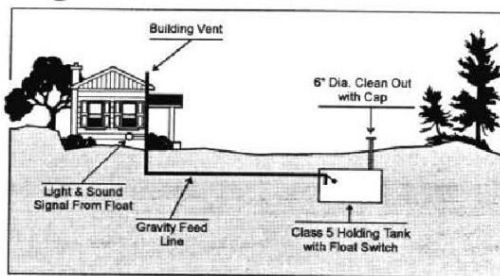
Treatment Mound

A system where the effluent treatment area includes a bed of sand and is built above ground to overcome limits imposed by proximity to water table or bed rock, or by highly permeable or impermeable soils.



Sewage Lagoon

A shallow artificial pond for the stabilization of sewage or effluent.



Holding Tank

A system where sewage or effluent is retained in a tank until it can be transferred into mobile equipment for disposal elsewhere.

Other

Provide a detailed description and drawing if none of the listed descriptions apply to you.



Sewage Disposal *continued*

An existing sewage system must comply with the setbacks as described below. It will have to be inspected as a condition of subdivision approval to ensure compliance with the requirements below. Should the existing sewage system not be compliant with the current code of practice, you will be required to upgrade to a compliant system at your own expense. It is strongly recommended that you research installation costs with accredited private sewage contractors.

	Property Line	Water Source	Building	Septic Tank	Basement	Water Course
Holding Tanks	1m (3.28 ft)	10m (32.81 ft)	1m (3.28 ft)			10m (32.81 ft)
Treatment Mound/ Field	3m (9.84 ft)	15m (49.21 ft)	10m (32.81 ft)	3m (9.84 ft)	10m (32.81 ft)	15m (49.21 ft)
Field System	1.5m (4.92 ft)	15m (49.21 ft)	10m (32.81 ft)	5m (16.40 ft)	10m (32.81 ft)	15m (49.21 ft)
Open Discharge	90m (295.28 ft)	50m (164.04 ft)	45m (147.64 ft)			45m (147.64 ft)
Lagoons	30m (98.43 ft)	100m (328.08 ft)	45m (147.64 ft)			90m (25.28 ft)
Packaged Sewage Treatment Plants	6m (19.69 ft)	10m (32.81 ft)	1m (3.28 ft)			10m (32.81 ft)

If you have questions regarding sewage disposal, consult either:

Safety Codes Council (Alberta Municipal Affairs)

Telephone: 780-413-0099

Toll Free: 1-888-413-0099

Superior Safety Codes Inc.

Telephone: 780-489-4777

Toll Free: 1-866-999-4777

1. What type of Sewage disposal system do you currently have?

- Open discharge (gray water)
- Treatment Field System
- Treatment Mound
- Other (Please Specify) _____

2. When was the sewage disposal system installed? Who installed the sewage disposal system?

3. What is the holding capacity of the sewage disposal system?

4. Distance from the sewage disposal system to the house?

5. Distance from the open discharge to the house? _____

6. Distance from the open discharge to all property lines (proposed and existing)?

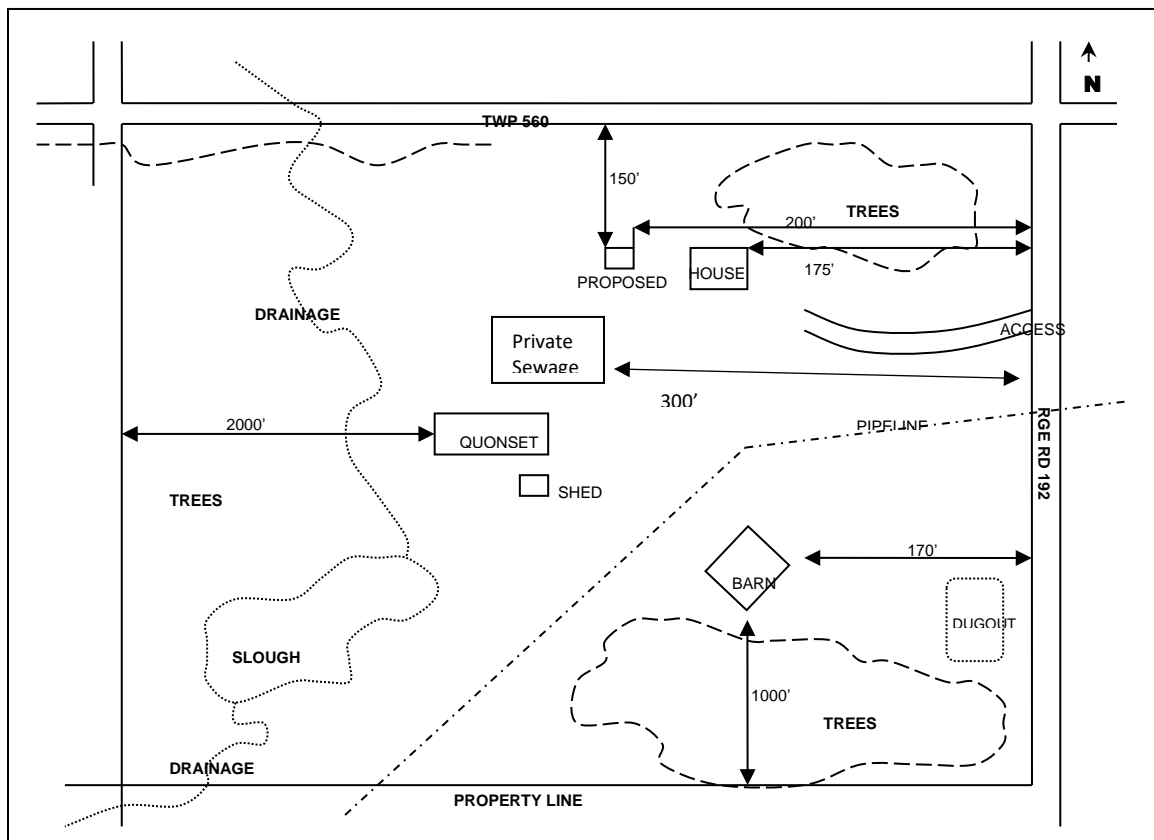
Site Plan Requirements

This application must be accompanied by a site plan of the proposed subdivision; it must display where the proposed lot will be located on the quarter section or multi-lot subdivision.

Ensure that all applicable items from the checklist below are included on the proposed subdivision site plan:

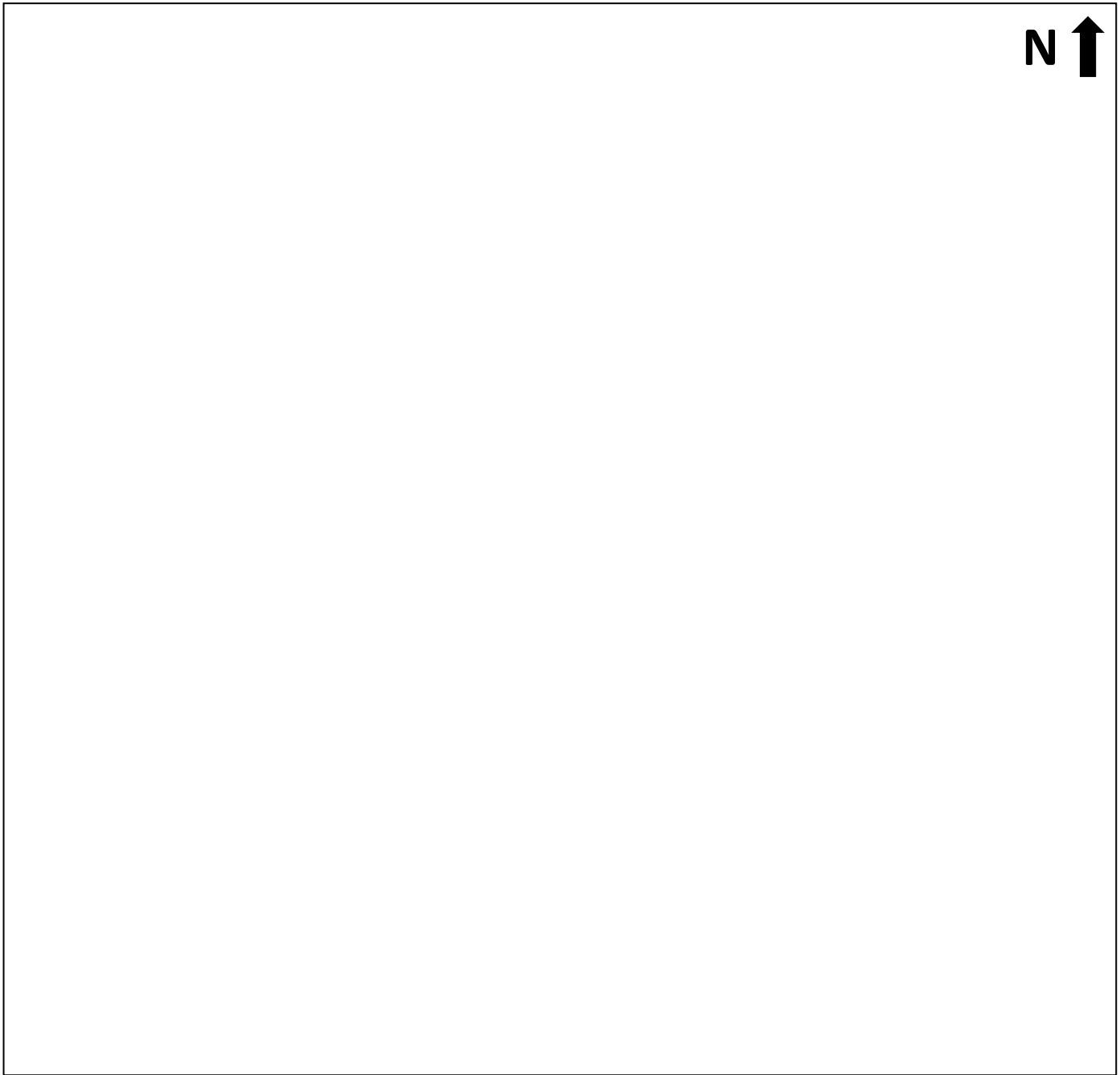
- The location, dimensions and boundaries of the proposed properties to be subdivided.
- The location and dimensions of any existing buildings or structures (e.g. houses, shops, barns, granaries, oil and gas facilities) and their distance from the nearest existing or proposed property lines. Indicate which buildings, if any, are to be removed.
- The location of any existing water wells, dugouts or other water supplies.
- The location and type of any existing and/or proposed private sewage disposal systems and their distances from existing water supplies and residences. Include the distance to the nearest existing and/or proposed property line as per the Alberta Private Sewage Systems Standard of Practice 2015.
- The location of existing utility or other right-of-way and easements (and their ownership).
- The approximate location of any water bodies (lakes, sloughs, ponds), watercourses (rivers, creeks or drainage ditches) that are located either adjacent to or within the property.
- The location of any highways, secondary highways, municipal roads, lease roads or rail lines.
- The location of all treed areas and bush.
- The location of all existing approaches.
- Any significant topographical features that may have an impact on the proposed subdivision.
- Clearly indicate the Legal Land Description on the site plan.

SITE PLAN EXAMPLE



Legal Land Location _____

SUBDIVISION SITE PLAN



Right of Entry Authorization

Owners consent to the Right of Entry by an authorized person of Lamont County for the purpose of a property site inspection relative to a proposed subdivision application.

Section 542(1) of the Municipal Government Amendment Act stipulates that:

"If this or any other enactment of a by-law authorizes or required anything to be inspected, remedied, enforced or done by a municipality, a designated officer of the municipality may, after giving reasonable notice to the owner or occupier of land or the structure to be entered to carry out the inspection, remedy, enforcement or action,

(a) enter such property or structure at any reasonable time and carry out the inspection."

In accordance with this Section and the County's subdivision application requirements, it is necessary that this form be completed and returned with your application submission.

I/We,

grant consent for an authorized person of Lamont County to enter upon the property for a site inspection and evaluation regarding the proposed subdivision.

Indicate any safety issues or special concerns on your property (i.e. guard dog):

Dated this

day of

, 20

Signature of Registered Landowner

Signature of Registered Landowner

Registered owner(s) or person acting on his behalf

I, _____ hereby certify that

Full name(s) in block capitals.

I am the registered owner, or

I am the agent authorized to act on behalf of the registered owner
(If acting on behalf of the Landowner, include the signed authorization form)

And that the information given on this subdivision application package is full and complete and is, to the best of my knowledge, a true

statement of the facts relating to this application for subdivision approval.

Signature of Registered Landowner

Signature of Registered Landowner

The personal information provided will be used to process the application for subdivision and is collected under the authority of Section 653 of the Municipal Government Act, Section 5 of the Subdivision Development Regulation and Section 33 (c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. Personal information you provide may be recorded in the minutes for the Municipal Planning Commission. If you have any questions about the collection and use of this information, please contact the Lamont County FOIP Coordinator at 5303 50 Avenue, Lamont, Alberta, T0B 2R0 780-895-2233.



APPROACHES

When a property is subdivided, any existing and/or new approaches/culverts are required to be updated and/or built to Lamont County Municipal Servicing Standards.

As well, each subdivided parcel must have its own access. One common access to serve two properties is not allowed.

Sections of the requirements for your approaches/culverts from the Servicing Standards are below.

If you have any questions, please contact Public Works at 780 895-2547.

G.16 APPROACHES

G.16.1 Approaches shall be situated such that they do not access directly onto a roadway with an estimated AADT of greater than 4000.

G.16.2 Approaches shall have a minimum clearance of 1.5 meters from any surface feature such as hydrants, power poles, and curb cocks.

G.16.3 Approaches shall not be situated on a curb return.

G.16.4 For corner lots, the approaches should access the road with a lesser traffic volume wherever possible. Wherever possible, approaches should not be located within 100 m of an intersection.

G.16.5 For industrial lots, the selection of the approach location may be delayed until parking lot configurations are determined. A caveat on title will be required to inform future owners of their responsibility to pay for the installation while adhering to design recommendations.

G.16.6 Residential approaches shall be 7.5 meters in width. Industrial approaches shall be 10.0 meters in width subject to review for specific vehicle movements anticipated with the development.

G.16.7 All approaches shall have the same structure as the adjoining roadway and be constructed up to the property line.

G.18 DRAINAGE AND CULVERTS

G.18.1 It is the Developers responsibility to construct a drainage system that will meet the flow requirements outlined in Section F for both rural and urban cross sections.

G.18.2 Ditches for rural roadways shall have backslopes no steeper than 2H:1V.

G.18.3 Ditch grades shall match the road grades wherever possible.

G.18.4 Ditch grades shall have a minimum grade of 0.5% wherever possible. Grades less than 0.5% shall be subject to review and approval by the Municipal Engineer.

G.18.5 Drainage channels shall be provided with ditch checks and/or other means of erosion control as necessary. All drainages shall be seeded. See Section H for seed mixture.

G.18.6 Ditches shall have a flat bottom, width as per applicable design standard.

G.18.7 Culvert sizing is the responsibility of the Developer's Engineer. Culverts and ditches shall be designed to accommodate a 1:25 year rainfall event. Ditches shall be allowed to back up during such an event to the height of the subgrade.

G.18.8 Culverts shall be new galvanized corrugated steel pipe with a minimum wall thickness of 1.6 mm or as required to meet the loading criteria.

G.18.9 Minimum pipe sizes for various uses are as follows:
Residential Approach Culvert 500 mm diameter
Industrial Approach Culvert 600 mm diameter
Roadway Centre line Culverts 600 mm diameter

G.18.10 All culverts shall have appropriate end treatments depending on application. Inverts shall be extended to the toe of the side slope.

G.18.11 The culvert grade shall not be less than the ditch grades at the inlet and outlet.

G.18.12 Culverts shall have a sufficient amount of cover to protect against damage from the expected traffic loading. Minimum cover shall be 300 mm or one-half the diameter of the culvert, whichever is greater as measured from the finished shoulder grade to the top of the culvert.



Subdivision Application

Date Rec'd Completed Application: _____

FILE NO. _____

APPLICATION FOR SUBDIVISION

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, Phone No., Email:

2. Name of agent (person authorized to act on behalf of owner), if any

Address, Phone No., Email:

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All / Part of the _____ ¼ sec. _____ twp. _____ range _____ west of _____ meridian.

Being all / parts of lot _____ block _____ Reg. Plan No. _____

Certificate of Title. No. _____

Area of the above parcel of land to be subdivided _____ hectares/acres

Municipal (Rural) 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 kilometers 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 its name _____

e. Is the proposed parcel within 1.5 kilometers 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, 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.

Mailing Address

_____ **Phone #** _____

_____ **(Signed)** _____

Postal Code _____ **Date** _____

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

Explain, in detail, the reason for subdivision:

Freedom of Information and Protection of Privacy (FOIP) Act

The personal information provided will be used to process the application for subdivision and is collected under the authority of Section 653 of the Municipal Government Act, Section 5 of the Subdivision Development Regulation and Section 33 (c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. Personal information you provide may be recorded in the minutes for the Municipal Planning Commission. If you have any questions about the collection and use of this information, please contact the Lamont County FOIP Coordinator at 5303 50 Avenue, Lamont, Alberta, T0B 2R0 780-895-2233.

If you have questions regarding water supply, consult Alberta Environment and Parks:

Website: <http://aep.alberta.ca/water/education-guidelines/default.aspx>

Toll Free in Alberta: 310-ESRD (3773) **Email:** ESRD.Info-Centre@gov.ab.ca

Fax: 780-427-4407