



10511 – 103 Street
 High Level, AB
 T0H 1Z0
Ph: 780-926-2201
Fax: 780-926-2899
 development@highlevel.ca

Subdivision

Application form

OFFICIAL USE ONLY				
File Number	Date Received	Deemed Complete Date	Non-Refundable Fee	Receipt Number
			\$	

Applicant Information

Applicant Name	Registered Land Owner Name
Applicant Mailing Address	Registered Land Owner Mailing Address
Address: City/Town: Province: Postal Code:	Address: City/Town: Province: Postal Code:
Applicant Phone	Registered Land Owner Phone Number
Applicant Email	Registered Land Owner Email Address

Legal Description and Area of Land to be subdivided

a) All/part of the							
Plan		Block		Lot		C.O.T Number	
Rural Legal Address	Quarter <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE		Section	Township	Range	Meridian	
Area Held in Current Title(s)	Hectares			Acres			
b) Being all/parts of							
Plan		Block		Lot		C.O.T Number	
Area Held in Current Title(s)	Hectares			Acres			
Area Held in Current Title(s)	Hectares			Acres			



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Location of land to be subdivided

Is the land adjacent to a neighbouring municipality?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Municipality	
Is the land within 1.6 km of the right-of-way of a highway?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Highway Number	
Is the land within 1.5 kilometers of a sour gas facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Does the land contain an active, reclaimed or abandoned oil or gas well?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the land within 0.8 km of a river, stream, watercourse, lake or other permanent body of water, a canal or drainage ditch?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Name			

Existing and proposed use of land to be subdivided

Existing land use	Proposed land use
Current land use designation	Proposed land use designation

Physical Characteristics of the land

Nature of the topography of the land (flat, rolling, steep, mixed etc.)
Nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.) Show location on tentative plan
Type of soil (sandy, loam, clay, etc.)

Buildings on the land

Describe any existing or proposed buildings on the land to be subdivided (historical or otherwise)	
Will any of these structures be demolished?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which structures?	



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Land to be subdivided

Total number of parcels being created (including remnant)			
Size of parcel(s) being created (or range)	Hectares		Acres
Proposed use of remainder of remnant parcel			
Purpose/reason for the proposed subdivision			

Land uses in the vicinity of the land to be subdivided

Within 450 m of the working area of an operating landfill	<input type="checkbox"/> Yes <input type="checkbox"/> No
Within 2000m of a confined feeding operation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Within 450m of the disposal area of a non-operating hazardous waste management facility	<input type="checkbox"/> Yes <input type="checkbox"/> No
Within 300 m from the working area of an operating wastewater treatment plant	<input type="checkbox"/> Yes <input type="checkbox"/> No
Within 300m of the working area of an operating waste storage site	<input type="checkbox"/> Yes <input type="checkbox"/> No
Within 300 m of the disposal area of an operating or non-operating landfill	<input type="checkbox"/> Yes <input type="checkbox"/> No

Indicate the proposed methods for potable water and sewage disposal

Water	Sewer	
<input type="checkbox"/> Well <input type="checkbox"/> Cistern and Hauling <input type="checkbox"/> Municipal piped service <input type="checkbox"/> Other _____	<input type="checkbox"/> Open Discharge <input type="checkbox"/> Treatment Mound <input type="checkbox"/> Lagoon <input type="checkbox"/> Other _____	<input type="checkbox"/> Disposal Field <input type="checkbox"/> Holding Tank <input type="checkbox"/> Municipal Piped Service

Indicate existing methods for potable water and sewage disposal for existing structures (if any)

Water	Sewer	
<input type="checkbox"/> Well <input type="checkbox"/> Cistern and Hauling <input type="checkbox"/> Municipal piped service <input type="checkbox"/> Other _____	<input type="checkbox"/> Open Discharge <input type="checkbox"/> Treatment Mound <input type="checkbox"/> Lagoon <input type="checkbox"/> Other _____	<input type="checkbox"/> Disposal Field <input type="checkbox"/> Holding Tank <input type="checkbox"/> Municipal Piped Service



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Landowner Authorization of Applicant

I/We _____ being the registered owner(s) of the land legally described under Section 3, do hereby authorize _____ (the applicant) to make application for subdivision affecting the above noted property legally described in Section 3 and act on my behalf.

Signature(s)	Date

Landowner Right of Entry Authorization

I/we _____ being the registered owner(s), hereby give my/our consent to allow Council or a person appointed by it the right to enter the above noted property legally described in Section 3.

Signature(s)	Date

Complete Application

I/we _____ being the registered owner or applicant, hereby certify that the above information given on this form is complete and to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Signature(s)	Date

Be advised that:

- Pursuant to the Town's Offsite Development Levy Bylaw, payments of levies for any new lot may be required. Please see the bylaw or fee schedule for applicable levy. The levy is the rate being charged when the development agreement is entered into or endorsement is requested, not the rate when the subdivision application is made.
- Additional information may be required by the Subdivision Authority to determine whether the application meets the requirements of Section 654 of the Municipal Government Act.
- Reserves may be required for park, school or environmental protection in accordance with Town policy by way of land dedication, cash in lieu payment, deferred reserve caveat or easement.
- Pursuant to Town policy and standards, road widening, road dedication or new relocated, removal or improved access provision may also be a condition of subdivision approval.
- A development agreement may be required which would deal with such items as the payment of off-site levies or required site improvements.
- A subdivision approval may require that the land involved in the subdivision be rezoned to an appropriate Zoning District. The applicant is responsible for all costs and requirements of the rezoning process.

Personal information on this form is collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be solely used for the stated purpose. If you have any questions about the collection, use, or disclosure of this information, please contact the Municipal Clerk at 780-821-4008.



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Check the box for items that have been submitted for a complete application

The following information is required to be submitted for a complete application.	
<input type="checkbox"/>	Application Fee - The application fee shall be included in accordance with the fee schedule in effect at the time of application.
<input type="checkbox"/>	Application form - The name(s), address(es), and telephone number(s) of the registered owner(s) and the authorized person acting on behalf of the registered owner(s). If a person is acting on behalf of the registered owner(s), the owner(s) shall sign the authorization in Section 11. If the said land is under an agreement for sale as indicated by caveat on the back on the Certificate of Title, please submit a copy of the signed agreement. The individual noted on the caveat must sign the application.
<input type="checkbox"/>	Current Copy of Certificate of Title A copy of the certificate of title of the lands being subdivided dated not more than 30 days prior to application submission can be obtained from any license and registry office. If there are any caveats or easements registered on the title pertaining to the Town of High Level (i.e.: deferred reserve caveats or utility easements) please submit copies of these documents along with the application.
<input type="checkbox"/>	<p>Tentative Plan of Subdivision one (1) digital CAD and one (1) digital PDF by e-mail or storage device, prepared by an Alberta Land Surveyor showing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The location, dimensions and boundaries <ul style="list-style-type: none"> • The land to be subdivided; • Each new lot to be created including the remnant parcel; • Reserve lot(s), if any; • Right-of-way of each public utility and any other right-of-way. <input type="checkbox"/> Natural features such as: <ul style="list-style-type: none"> • Water bodies, wetlands, sloughs, muskeg, swamp and/or other bodies of water, • Rivers, creeks, ravines, drainage courses; • Top of bank; • Forest or treed areas. <input type="checkbox"/> Man-made features such as: <ul style="list-style-type: none"> • Drainage ditches; • Aggregate extraction/borrow areas; • Existing and proposed access locations. <input type="checkbox"/> The location, numbers, names and other designations of: <ul style="list-style-type: none"> • Highways • Public roadways <input type="checkbox"/> location, dimensions and setbacks to existing and proposed property lines of buildings on the land that is the subject of the application and specifying those buildings that are proposed to be demolished or removed, if any. As well as any proposed improvements. <input type="checkbox"/> The location of any existing or proposed wells and the location of any existing or proposed private sewage disposal systems with the distance from these to the existing or proposed buildings and property lines. <p>NOTE: If an application is for a split into two equal parcels for a previously un-subdivided quarter section, an undeveloped first parcel out of the quarter section, or a severed parcel and there are no improvements on the proposed or remnant lots within the vicinity of the proposed lot lines, the tentative plan is not required to be prepared by an Alberta Land Surveyor, but the tentative plan shall still indicate the information required above.</p>
Please discuss with a Town of High Level Planner as to whether the following information is required to be submitted as part of a complete application.	
<input type="checkbox"/>	Geotechnical Report four (4) paper copies and one (1) digital PDF by e-mail or storage device - A report that assesses of subsurface characteristics of the subject lands may be required. This report may identify areas of high water table, soil suitability for private sewage disposal, and slope stability information where the lands may be susceptible to slumping or subsidence.



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<input type="checkbox"/>	<p>Hydrogeological Report four (4) paper copies and one (1) digital PDF by e-mail or storage device - Pursuant to Section 23(3)(a) of the Water Act; this report is required where the sixth(6) or subsequent parcel is being proposed on a quarter section and where water service is proposed via water well or surface diversion. This report shall be prepared by a qualified geotechnical engineering firm and signed by a qualified Geotechnical Engineer.</p>
<input type="checkbox"/>	<p>1:100 Year floodplain Analysis four (4) digital CAD and one (1) digital PDF by e-mail or storage device - if the land that is the subject of an application is located in a potential floodplain, a map showing the 1:100 flood and accompanying report will be required and shall be prepared by a qualified professional.</p>
<input type="checkbox"/>	<p>Traffic Impact Assessment four (4) paper copies and one (1) digital PDF by e-mail or storage device - This report may be required to analyses the traffic generated by the proposed subdivision and development, new access locations and/or increased use of an existing access.</p>
<input type="checkbox"/>	<p>Noise Attenuation Study four (4) paper copies and one (1) digital PDF by e-mail or storage device - This study is required when information is needed to determine noise levels due to traffic volumes on adjacent roadways that may impact the proposed subdivision.</p>
<input type="checkbox"/>	<p>Biophysical Assessment four (4) paper copies and one (1) digital PDF by e-mail or storage device - This report is required to assess the biological and physical elements of an ecosystem, including geology, topography, hydrology and soils and shall be prepared by a qualified professional.</p>
<input type="checkbox"/>	<p>Storm Water Management Plan four (4) paper copies and one (1) digital PDF by e-mail or storage device - Information may be required to identify how storm water will be managed post development including proposed drainage improvements and easements. This report shall be prepared by a qualified engineering firm and signed by a qualified Engineer.</p>
<input type="checkbox"/>	<p>Design Brief four (4) paper copies and one (1) digital PDF by e-mail or storage device - Information may be required to identify the water network analysis and concept and the sanitary sewer network analysis and concept. This report shall be prepared by a qualified engineering firm and signed by a qualified Engineer.</p>
<input type="checkbox"/>	<p>Street Names one (1) digital CAD and one (1) digital PDF by e-mail or storage device - Drawing showing the list of preferred street names (if applicable) pursuant to the Town's street naming policy.</p>