

City of Wetaskiwin Subdivision Application Package

Application Package Includes:

- Subdivision Requirements
- Fee Schedule
- Subdivision Application
- Pre-Authorized Credit Card Form

Applications can be:

1. Digitally submitted to permits@wetaskiwin.ca
2. Dropped off at 4705 50th Avenue, Wetaskiwin
3. Mailed to 4705 50 Avenue, Wetaskiwin, Box 6210, T9A 2E9 addressed to Development Services

For more information, call 780.361.4400 or e-mail permits@wetaskiwin.ca

Subdivision Requirements
Subdivision Application Form
Certificate of title (up to date - 90 days or less)
Copy of Title and copies of any easement, caveats or other registered agreements that affect the subject lands
A real property report for any lots with buildings that remain
Location map showing the proposed subdivision area in context to the City of Wetaskiwin.
A Shadow Plan for all future phases of development
Subdivision Plan that includes: (PDF and AutoCAD)
i. Locations, dimensions, and boundaries of the lot(s) to be subdivided
ii. Proposed lot(s) to be registered with Land Titles
iii. Location, dimensions, and boundaries of the proposed lot(s) and any reserve land
iv. Location, and boundaries of any natural feature contained within or bounds the proposed or existing lot(s)
v. Location of any existing or proposed wells, any private sewage disposal systems, and the distance from these to existing or proposed building or proposed lot lines
vi. Location of existing and proposed accesses to all existing and proposed lot(s)
Fees (Must be paid at time of application)

Fee Schedule: Subdivision	Fees
Subdivision Application (includes lot line adjustments)	\$500.0 plus \$125.0 per lot created
Time Extension (only one permitted)	\$500.0
Endorsement (due at time of endorsement) Note: Reserve lots and public utility lots are exempt from the endorsement fee.	\$150.0 per lot created
Condominium Unit Conversions Note. See Section 75 of the Condominium Property Act.	\$40.0 per unit

Application Date:

Sub File:

Roll Number:

SUBDIVISION APPLICATION

1. Legal Land Description of Land Affected by the Proposed Amendment:

Plan: _____ Block: _____ Lot: _____

Civic Address: _____

Roll Number: _____

2. Applicant(s) Information:

Owner: _____ Contractor: _____ Business License: _____

Name: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Phone: _____

Email: _____

3. Landowner(s) Information:

Same as applicant: _____

Name: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Phone: _____

Email: _____

Unless otherwise noted, the applicant will receive electronic notification.

4. Registered Owner or Agent Acting on the Registered Owner's Behalf

I, _____ hereby certify that

I am the registered owner,

I am the agent authorized to act on behalf of the registered owner

And that the information given on this form is complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision approval.

5. Authorization to Act on Behalf of the Registered Owner

I (We) _____ hereby authorize to act on my (our) behalf on matters pertaining to this application for subdivision.

Signature of Landowner

6. Location of Land to be Subdivided:

a. Is the land situated immediately adjacent to the municipal boundary? Yes No
If "yes", the adjoining municipality is: _____

b. Is the land situated within 1.6 km (1 mile) of the right of way of a highway? Yes No
If "yes", the Highway # is: _____

c. Does the proposed parcel contain or is bound by a river, stream, lake, or other body of water or by a drainage ditch or canal? If “yes”, state the name:	Yes	No
d. Is the proposed parcel within 1.5 km (0.9 miles) of a sour gas facility?	Yes	No
e. Does the proposed parcel contain an abandoned well? If “yes”, attach a map showing the actual well bore location of the abandoned well with a description of the minimum setback requirements set out in ERCB Directive 079.	Yes	No
7. Physical Characteristics of Land to be Subdivided:		
a. Describe the nature of topography of the land (flat, rolling, steep, mixed, etc.):		
b. Describe the natural vegetation and water on the land (brush, shrubs, trees, sloughs, creeks, etc.):		
c. Describe the soil type (sandy, loam, clay, etc.):		
8. Existing and Proposed Use of Land to be Subdivided:		
a. Existing Land Use Designation:		b. Proposed Land Use Designation:
9. Existing Building on the Land to be Subdivided:		
a. Describe any building and structures on the land and whether they are to be demolished or moved:		
10. Water and Sewer Services:		
a. 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 or indicate N/A:		
11. Additional Information Required:		
a. Total number of parcels being created (including any remaining land in title):		
b. Size of parcel being created:		
c. Proposed disposition of reserve: Land Dedication (location and area to be shown on sketch) Money in place of reserves (see note) Deferment (by Caveat) Not applicable (existing title less than two (2) acres, first parcel out of quarter section, reserves previously provided). Note: In the event that the Subdivision Authority decides that money is to be provided in place of reserves, the registered owner may be required to provide an appraisal of the land referred to in the subdivision application.		

12. Right of Entry

The characteristics of the land must be taken into account when subdivision applications are reviewed. A visual inspection of the area proposed for subdivision is necessary to determine these characteristics. As the owner, or person in possession of the land proposed for subdivision, please indicate below, whether an authorized person may enter upon your land to carry out a visual inspection.

I am in favor of an inspection of the property

I am opposed to an inspection of the property

The personal information collected on this form is being collected under the authority of Sections 33, 39 (1)(a)(b) and 40 (1) (a)(b)(c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP) , and Section 301.1 of the Municipal Government Act RSA 2000 (MGA). The information collected will be used to process your application(s). Your name, contact telephone number, and address may be used to carry out current and/or future construction, operating programs, services, or activities within the Municipality. If you have questions about the collection, use, or disclosure of the personal information provided, please contact the FOIP Coordinator at 780.361.4400.

City Use Only:

Date Received:	Date Deemed Complete:
Fees Received:	Receipt Number
Received By:	Entered into Munisight:
Notes:	

CREDIT CARD AUTHORIZATION FORM

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Fee Amount: _____ Invoice/Account Number: _____

Memo: _____

I authorize the City of Wetaskiwin to charge the credit card indicated on this Credit Card Authorization form. This Credit Card Authorization is for service listed in the Memo, for the Fee Amount indicated above, and is valid for one time use only.

The City of Wetaskiwin will not keep Credit Card Authorization forms on file. Credit Card Authorization forms are stored for secure shredding once payment has been processed.

I, _____, certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the Fee Amount indicated in this form.

Cardholder Signature: _____ Date: _____

VISA: MasterCard:

Credit Card Number: _____ Expiry: _____

Name on Card: _____ CVV: _____