



# Application to Subdivide Land

## 1. Location of Land to be Subdivided:

\_\_\_\_\_ Municipality (City, Town, Village, RM)

\_\_\_\_\_ 1/4 Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Rge. \_\_\_\_\_ Mer. \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Plan/Parcel No. \_\_\_\_\_

## 2. The Proposed Subdivision involves:

- Plan of Proposed Subdivision
- Parcel Tie Removal  
(describe and include parcel pictures)
- Other Subdividing Instrument (lease, easement)

## 3. Legal and Physical Access to the Subdivision is via:

- Paved
- Gravel
- Unimproved

- Grid Road
- Highway
- Resource Road
- Northern Crown Land
- Main Farm Access
- Urban Street
- Road Allowance
- Trail

## 4. Physical Nature of the Land to be Subdivided:

a) What is the physical nature of the proposed lot(s) or parcel(s)?

- Wooded/Treed
- Cultivated
- Pasture
- Hilly
- Level/Flat
- Low/Swampy
- Lake, River, or Creek

Adjacent to a Lake, River, or Creek

Describe the physical nature in more detail:

b) Drainage:

How will the proposed lot(s) or parcel(s) be drained?

- Natural
- Ditches
- Curb and Gutter
- Storm Sewer

Do you propose to discharge surface water into a highway ditch or waterway?  Yes  No

Show drainage courses on the Plan of Proposed Subdivision.

## 5. Land Use:

a) What is the land presently used for?

- Agriculture
- Residential
- Seasonal Recreation (Cottage)
- Commercial
- Industrial
- Other

Describe the present land use in more detail:

b) What is the **intended** use of the proposed lot(s) or parcel(s)?

- Agriculture
- Residential
- Seasonal Recreation (Cottage)
- Commercial
- Industrial
- Other

Describe the intended use in more detail:

c) Are there any buildings on the land being subdivided?  Yes  No

Indicate the location, distance from the property boundary and use of all buildings and utility lines on the Plan of Proposed Subdivision/ Parcel Picture.

**6. Services:**

a) Water Supply is:     Existing                       Proposed                       Not Required

Communal System     Cistern                               Lake / Waterbody

Municipal Well         Private Well                       Other

Describe / specify proposed water source: \_\_\_\_\_

b) Sewage Disposal is:  Existing                       Proposed                       Not Required

Municipal                       Private-On-site (please specify below)

Mound                               Chamber                               Holding Tank

Jet Type                               Absorption Field                       Other

Describe / specify proposed sewage disposal system: \_\_\_\_\_

*Please show all set back distances from the property boundary, house, well and water course(s) on the plan of proposed subdivision.*

**7. Utility Services:**

Electrical Power is:     Existing                       Proposed                       Not Required                       Not Available

Telephone service is:  Existing                       Proposed                       Not Required                       Not Available

Natural Gas is:         Existing                       Proposed                       Not Required                       Not Available

**8. Surrounding Land Uses:**

If the proposed subdivision is in a Rural Municipality, are any of the following within 5 km; or  
 If in an Urban Municipality, are any of the following within 500 m? Check all that apply.

	If checked, please state distance
<input type="checkbox"/> Airport _____	
<input type="checkbox"/> Intensive Livestock Operation _____	
<input type="checkbox"/> Sewage Treatment Facility or Sewage Lagoon _____	
<input type="checkbox"/> Landfill for disposal of garbage or refuse _____	
<input type="checkbox"/> High Voltage Power Transmission Line _____	
<input type="checkbox"/> High Pressure Gas Transmission Line, Oil Line (specify) _____	
<input type="checkbox"/> Industrial Commercial Operation (specify) _____	
<input type="checkbox"/> National, Provincial, or Regional Park _____	
<input type="checkbox"/> Residential Lot(s) _____	
<input type="checkbox"/> Water Body or Course _____	
<input type="checkbox"/> Cemetery _____	
<input type="checkbox"/> School Bus Route _____	
<input type="checkbox"/> Urban Municipality _____	
<input type="checkbox"/> Water Treatment Plant or Reservoir _____	
<input type="checkbox"/> Other (specify) _____	
_____	

9. **Additional Comments:**

10. **Other Requirements:**

1. Applications must include a copy of the title to the land being subdivided and the Basic Fees. Also include any relevant permits or approvals obtained from other agencies or a municipality.
2. Basic Fees are \$100 per proposed lot (non-refundable) plus \$150 for a issuance of a Certificate of Approval. The fees are exempt from GST & PST. Make a cheque or money order payable to the Minister of Finance.
3. Applicants may be asked for additional fees and information if found to be needed during the review of an application.
4. Until the review of an application is done and a decision is issued, no binding contracts for the land should be made and no construction or site preparation work should be started.
5. Personal information given on this form is collected pursuant to The Freedom of Information and Protection of Privacy Act and will be shared with other agencies involved in reviewing subdivision applications. If you do not want your personal information to be shared, contact the Community Planning Branch to discuss your concerns before submitting a completed form.

11. **Applicant(s):** *(persons making the application and to whom correspondence should be addressed)*

a) Name of registered owner of land to be subdivided:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town/Village: \_\_\_\_\_

Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Tel.: \_\_\_\_\_

b) Land Surveyor / Planner / Lawyer /Agent (specify):

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town/Village: \_\_\_\_\_

Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Tel.: \_\_\_\_\_

c) Declaration by registered owner:

I, \_\_\_\_\_ hereby certify that I

*(Full name in block capitals)*

am the registered owner of the land proposed for subdivision.

am authorized, in writing, to act as the registered owner per Sections 2(b.2) and 5(3) of *The Subdivision Regulations*, I hereby swear that all statements contained with this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the *Canada Evidence Act*.

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

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/Town/Village: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Tel.: \_\_\_\_\_

**Replies are to be sent to (please specify):**     a     b     c