



SUBDIVISION APPLICATION

COMMERCIAL OR BUSINESS PURPOSE

3.3 – PLANNING

FOR OFFICE USE ONLY	
APPLICATION NO.	
ROLL NO.	
FEES PAID	
DATE OF RECEIPT	
ACCEPTED BY	

This form is to be completed in full by the registered land owner that is the subject of the application or by a person authorized to act on the registered owner's behalf. In making this application you are certifying the accuracy of the information contained in the pages of this form and all material submitted with your application. This form incorporates the details required in accordance with the Subdivision and Development Regulation.

1. NATURE OF APPLICATION					
<input type="checkbox"/> Subdivision – Commercial or Business <input type="checkbox"/> Condominium <input type="checkbox"/> Other (specify): _____					
2. APPLICANT/OWNER					
Applicant Name:				Email:	
Business/Organization Name (if applicable):					
Mailing Address:				Postal Code:	
Telephone (Primary):			Alternative:		Fax:
Landowner Name(s) per title (if not the Applicant):					
Mailing Address:				Postal Code:	
Telephone (Primary):			Email:		
3. LEGAL LAND DESCRIPTION					
All/part of:	¼	Section:	Township:	Range:	West of: Meridian
All parts of Lot(s)/Unit(s):			Block:	Registered Plan:	
Municipal Address (if applicable):					
4. AREA OF LAND/PROPOSED LOTS					
Total area of above parcel to be subdivided		Hectare(s):	Acre(s):		
Total number of parcels/lots proposed					
Size of parcels ultimately proposed		Hectare(s):	Acre(s):		
5. USE OF LAND					
Existing land use district (per Land Use Bylaw):					
Describe existing use(s) of land (i.e. residential, agricultural):					
Describe proposed use(s) of land:					
6. MUNICIPAL RESERVE STATUS (select as applicable)					
<input type="checkbox"/> Deferral <input type="checkbox"/> Deferral to Balance <input type="checkbox"/> If dedicating, provide area (in acres) of reserves and designation: _____ <input type="checkbox"/> Cash in lieu of land, value to be determined by appraisal (attach <i>Appraisal Agreement</i> or completed market appraisal) <input type="checkbox"/> Other (specify): _____					



7. EXISTING BUILDINGS ON LAND

Specify any buildings/structures (historical or otherwise) on the subject land(s) proposed to be demolished or relocated:

8. LOCATION OF LAND

- a) Subject site has direct access to a developed Municipal Road (accessible public roadway) ☐ YES ☐ NO
- b) Subject land(s) situated immediately adject to a municipal boundary? ☐ YES ☐ NO
If "yes", name adjoining municipality: _____
- c) Subject land(s) situated within 0.80 kilometres of the right-of-way of a highway? ☐ YES ☐ NO
If "yes", state highway number: _____
- d) Does the proposed parcel contain or bounded by a river, stream, lake or other body of water (canal or drainage ditch)? If "yes", state type/name: _____ ☐ YES ☐ NO
- e) Are there any oil or gas wells on or within 100 metres of the subject property(s)? ☐ YES ☐ NO
- f) Is the proposed parcel within 1.5 kilometres of a sour gas facility? ☐ YES ☐ NO
If "yes", is the sour gas facility ☐ active, ☐ abandoned, or ☐ currently being reclaimed?
- g) Is there an abandoned oil or gas well or pipeline on the property? ☐ YES ☐ NO
(Well Map Viewer: <https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>)

9. PHYSICAL CHARACTERISTICS OF LAND

- a) Describe the topography of the land (flat, rolling, steep, mixed): _____

- b) Describe type of vegetation and water bodies on land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.): _____

- c) Describe soil type on land (sandy, loam, clay, etc.): _____

10. WATER AND SEWER SERVICES

Specify the method of water and sewage disposal if the proposed development is to be served by systems other than a water distribution system and a wastewater collection system:

11. PART A – SUBDIVISION APPLICATION REQUIREMENTS

It should be noted that while every effort is made to ensure that applicants are provided with clear information regarding the requirements for applications, that over the course of the application assessment process, particularly following a full technical review and also following the receipt of submissions from agencies and landowners, additional technical information may be required. In addition to the requirement for further technical information, further justification regarding the merits of a development proposal may also be required.

The application shall include the following:

- ☐ **APPLICATION FORM:** All parts completed and signed.
- ☐ **APPLICATION FEE:** Refer to Planning and Development Fee Schedule within the [Master Rates Bylaw](#).
- ☐ **CURRENT LAND TITLES CERTIFICATE COPY - dated within 30 days of application**
- ☐ **COPY OF ALL NON-FINANCIAL INSTRUMENTS/CAVEATS REGISTERED ON TITLE**
- ☐ **LETTER OF AUTHORIZATION:** Signed by the registered landowner(s) authorizing person acting on behalf (if not the Applicant). If registered owner on title is a company, authorization to be provided on a company letterhead or as an affidavit (signed by a Commissioner for Oaths).
- ☐ **COVER LETTER:** Including but not limited to: description of the proposed plan of subdivision, parcels involved, existing and proposed use or uses, the proposed potable and wastewater servicing systems, and access strategy on site for the land that is the subject of the application.
- ☐ **PROPOSED PLAN:** Show the proposed subdivision layout, identifying the general location of existing buildings/uses, any proposed future buildings and uses, any existing and proposed access points, potable and wastewater infrastructure, and their respective locations in relation to proposed boundary lines.
- ☐ **APPRAISAL AGREEMENT** (if applicable): Completed and signed.
- ☐ **TIME EXTENSION AGREEMENT:** Completed and signed.
- ☐ **ALBERTA ENERGY REGULATOR (AER) INFORMATION:** Information provided by the AER as set out in Alberta Energy Regulator Directive 079, Surface Development in Proximity to Abandoned Wellbores, identifying the location or confirming the absence of any abandoned wells within the proposed subdivision. If an abandoned well is identified in the information a map showing the actual wellbore location of the abandoned well, and a description of the minimum setback requirements in respect of an abandoned well in relation to existing or proposed building sites as set out in Alberta Energy Regulator Directive 079, Surface Development in Proximity to Abandoned Wellbores. Not required for a boundary realignment.

11. PART B – SERVICING REQUIREMENTS: COMMERCIAL OR BUSINESS PURPOSE

Wastewater

- ☐ Where the County determines that the subject land is in proximity to a piped wastewater system, the Applicant shall provide evidence that the system has sufficient capacity to accommodate the proposed development in accordance with Alberta Environment Sustainable Resource Development (AESRD) requirements; **OR**
- ☐ Where the County determines that a regional or decentralized wastewater system is required, the Applicant shall provide a Wastewater Treatment & Disposal Plan which details facility construction, management, operation and ownership including demonstrating that the necessary applications have been made to AESRD and providing a copy of that application to the County.

Conditions of subdivision may include, but not limited to:

- A requirement to connect to a piped wastewater system capable of servicing the site in accordance with AESRD standards.
- A requirement to develop or make upgrades to a wastewater treatment and disposal system capable of accommodating the development in accordance with AESRD and Rocky View County standards and requirements. This may be under a Development Agreement.
- A requirement to register instruments detailing wastewater systems limitations and Lot Owners' Association obligations.
- Payment of relevant levies.

11. PART B – SERVICING REQUIREMENTS: COMMERCIAL OR BUSINESS PURPOSE (continued)

Water Supply

- ☐ Where the County determines that the subject land is in proximity to a piped water supply system, the Applicant shall provide evidence that the system has sufficient capacity to accommodate the proposed development in accordance with Alberta Environment Sustainable Resource Development (AESRD) requirements; **OR**
- ☐ Where the County determines that a regional or decentralized water supply system is required, the Applicant shall provide a Water Supply Plan which details facility construction, management, operation and ownership including demonstrating that the necessary applications have been made to AESRD and providing a copy of that application to the County.

Conditions of subdivision may include, but not limited to:

- A requirement to connect to a piped water supply system capable of servicing the site in accordance with Alberta Environment standards.
- A requirement to develop or make upgrades to a water treatment and supply system capable of accommodating the development in accordance with Alberta Environment and Rocky View County standards and requirements. This may be under a Development Agreement.
- A requirement to register instruments detailing water systems limitations and Lot Owners' Association Obligations.
- Payment of relevant levies.
- Provision of confirmation from the private water supply provider that connection rights have been secured.

Wastewater and Water Supply

- ☐ Where the County has determined that a piped system is not available for connection and a regional or decentralized system is either not proposed or not required, the Applicant shall provide details of their proposed water supply and wastewater treatment and disposal methods. The installation of water wells, on-site treatment and disposal of wastewater are not supported under County policy for Commercial or Business uses. Cisterns and pump out holding tanks are typically accepted and installed at Development Permit stage.

Conditions of subdivision may include, but not limited to:

- A requirement to register instruments detailing wastewater and water systems limitations and Lot Owners' Association obligations.

Stormwater Management

- ☐ A Stormwater Management Report with recommendations regarding any required works to manage stormwater shall be provided.
- ☐ A Subcatchment Master Drainage Plan (SCMDP) in accordance with the County Servicing Standards, if required.

Conditions of subdivision may include, but not limited to:

- A requirement to comply with the recommendations of a Stormwater Management Report prepared for the site including constructing stormwater management facilities under a Development Agreement.
- A requirement to make amendments to the Stormwater Management Report to address deficiencies in the plan or meet standards of practice including standards set by the County's servicing standards.
- Registration of easements to secure downstream conveyance and accept upstream disposal.
- Any other stormwater management requirements deemed necessary on the basis of the County's Servicing Standards.

Geotechnical

- ☐ An assessment of subsurface characteristics of the land (Geotechnical Report) that is to be subdivided including but not limited to, susceptibility to slumping or subsidence and depth to water table shall be provided. Further, any proposed subdivision which incorporates a proposal for road construction (not private access), shall incorporate a geotechnical assessment to establish the developability of relevant parts of the property for a road.

11. PART B – SERVICING REQUIREMENTS: COMMERCIAL OR BUSINESS PURPOSE (continued)***Traffic Impacts***

- ☐ A Traffic Impact Assessment (TIA) prepared by a suitable qualified engineer/consultant shall be provided.

Conditions of subdivision may include, but not limited to:

- A requirement to make improvements identified under the TIA under Development Agreement.
- Make the necessary road dedications including road widening dedications.
- A requirement to construct new roads under Development Agreement.
- Installation of approaches to service new lots.
- Registration of any necessary permanent or temporary instruments to provide for appropriate access and road service delivery management.
- Any other requirements deemed necessary on the basis of the County's Servicing Standards.

Biophysical Impact Assessment

- ☐ Where there is evidence of wetlands (or mapped wetlands regardless of status) on the parcel proposed for subdivision, a Biophysical Impact Assessment is required.

Conditions of subdivision may include, but not limited to:

- A requirement to comply with the recommendations of the Biophysical Impact Assessment.
- Dedication of any relevant Environmental Reserve or Environmental Reserve Easements.
- Compliance with any AESRD requirements for wetland dedication or compensation.

Slope Stability

- ☐ If there is evidence that the subject land has slopes equal to, or in excess of, 15% (with greater than 2m of vertical rise), the Applicant shall incorporate a site plan identifying future dwelling/building sites, PSTS and Water Well locations within a minimum developable area of 1 acre together with private access roads. Where there is evidence of slopes equal to, or in excess of, 15% (with greater than 2m of vertical rise) on the site and development (future building construction, filling or excavation or the construction of private access or roads) is to incorporate this portion of the lands, or development is to be in close proximity to these sloped areas, a Slope Stability Assessment prepared by a suitably qualified professional (P.Eng) shall be provided which shall incorporate recommendations for the management of these areas with respect to the proposed development.

OR

- ☐ If there is evidence that the subject land has slopes equal to, or in excess of, 30% (with greater than 3m of vertical rise), the Applicant shall incorporate a site plan identifying future dwelling/building sites, PSTS and Water Well locations within a minimum developable area of 1 acre together with private access roads. Where there is evidence of slopes equal to or in excess of 30% (with greater than 3m of vertical rise) on the site and development (future building construction, filling or excavation or the construction of private access or roads) is to incorporate this portion of the lands, or development is to be in close proximity to these sloped areas, a Slope Stability Analysis prepared by a suitably qualified professional (P.Eng) shall be provided which shall incorporate recommendations for the management of these areas with respect to the proposed development.

Conditions of subdivision may include, but not limited to:

- A requirement to comply with the recommendations of the Slope Stability Assessment/Analysis.

Environmental Site Assessment

- ☐ If the parcel is adjacent to rail lands or there is any evidence of site history which may have contributed to the contamination of the site, the Applicant shall provide an Environmental Site Assessment.

Conditions of subdivision may include, but not limited to:

- A requirement to comply with the recommendations of the Environmental Site Assessment including any site reclamation required.

Other

- ☐ Any other technical reports determined to be necessary in order to assess the suitability of land for subdivision including those items identified within the County Servicing Standards.

12. TERMS, CONDITIONS AND NOTES

The following terms, conditions and additional notes are not limiting on the Subdivision Authority or the County in the requirement of supporting information for an application or the imposition of conditions on a subdivision approval.

1. **Boundary Realignment/Adjustment:** Additional technical studies for a boundary realignment application is not typically required unless the proposal significantly reduces the size of one of the parcels that is subject of the application, such that technical considerations need to be addressed. For example, a residential lot is reduced in size as a result of redesignation and boundary realignment that demands a higher-level of proof for servicing. The County reserves the right to request additional technical reports if it is considered that previous servicing (including wastewater, stormwater, traffic and water supply) arrangements are insufficient.
2. **All information provided with this application is available for public review and comment.**
3. The Subdivision Authority at the subdivision stage:
 - a) May include any condition necessary to satisfy a Land Use Bylaw provision or a County Plan, Area Structure Plan, Conceptual Scheme or Master Site Development Plan policy or County Servicing Standard.
 - b) By condition, require provision of a Construction Management Plan where on-site works are proposed.
 - c) May impose any condition to meet a requirement of the Municipal Government Act (MGA) or Subdivision and Development Regulation.
 - d) As a condition of approval, may include requirement to update technical reports submitted with the application.
 - e) Shall impose relevant requirements for the payment of levies associated with Bylaws for transportation, wastewater, water supply and stormwater:
 - i. Transportation Offsite Levy Bylaw;
 - ii. Water and Wastewater Offsite Levy Bylaw; and
 - iii. Such other Bylaws as may be in force or come into force and be applicable to development or activities on or services provided to the subject land from time to time.
 - f) Shall determine any oversizing requirements for services and infrastructure required to be constructed as part of the proposed subdivision. The County will determine Cost Recovery arrangements through preparation and execution of documents prior to endorsement of a plan or survey for registration.
 - g) Shall determine any outstanding municipal reserve dedications, cash-in- lieu payments or deferrals where applicable.
4. *Technical reports* are defined as report of any information regarding a matter identified in the MGA, Subdivision and Development Regulations, Statutory Plan, County Policy, Servicing Standards or Bylaw.
5. Additional technical reports may be required based upon the ongoing assessment of the application.
6. All costs of development are borne by the landowner or developer including, but not limited to, all on and off-site construction works, infrastructure development, securities, levies, contributions, reserve payments, additional fees associated the preparation and review of reports and technical assessments, endorsement fees imposed by the County, registration fees and such other costs as may be associated with the development of the land and the registration of any and all documents to create separate title for proposed parcels. Further, that it is the landowner's and developer's responsibility to identify and consider all costs of development.
7. The applicant and landowner acknowledge that not providing the information required in this form or failing to provide accurate information may prejudice the assessment of the application.
8. The applicant and landowner acknowledge that the County including individual staff members have not provided an advisory role with respect to the preparation and making of this application and that the decision to make the application is entirely that of the applicant and landowner.

13. APPLICANT/OWNER AUTHORIZATION

I, _____ (Full name in Block Capitals), **hereby certify** (initial below):

_____ That I am the registered owner **OR** _____ That I am authorized to act on the owner's behalf.

_____ That the information given on this form and the material provided with this application is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

_____ I have read, understood and accept the contents, statements and requirements contained and referenced in this document (**Page 1 to 7**), **SUBDIVISION APPLICATION 3.3 – Commercial or Business Purpose**.

_____ That I am aware of and have read and agree to the following:

- The personal information collected on this application is collected in accordance with s.33(c) the Alberta Freedom of Information and Protection of Privacy Act (FOIP).
- I have obtained written permission from the copyright holder for any information included with this application which is protected by copyright.
- I agree to indemnify, save and hold harmless the County, its elected officials, agents, and employees from and against all demands, claims, liability costs and expenses (including legal fees) in relation to copyright infringement as a result of the information submitted.
- The information collected will be used to communicate with the applicant during the application review and site inspection processes.
- As part of the review process, both personal information and copyrighted materials will be circulated as needed to relevant internal departments, provincial and federal governments, external partners, and adjacent landowners.
- Such information and materials may also be submitted to the Subdivision and Development Appeal Board and the Land and Property Rights Tribunal.
- Personal information and copyrighted materials may also be included in public meeting agendas, on the County's website, and on the Rocky View County Planning Development Map web application.
- The applicant's name and the nature of the application will be publicly available, in accordance with the FOIP Act.
- For questions on FOIP or copyright issues, please contact the Manager of Planning at 403-230-1401.

_____ **Right of Entry:** I authorize/acknowledge that Rocky View County may enter the above parcel(s) of land for purposes of investigation and enforcement related to this application in accordance with Section 542 of the Municipal Government Act.

Applicant Signature _____

Landowner Signature _____

Date _____

Date _____

FOR OFFICE USE ONLY

Existing District(s):

Proposed District(s):

Applicable IDP/ASP/CS/MSDP:

Included within file: ☐ Parcel Summary ☐ Site Aerial ☐ Land Use Map Aerial ☐ Site Plan

NOTES:

Staff Signature: _____