

Minimum Requirements for Subdivision Applications that conform to a Neighbourhood Area Structure Plan or an approved Outline Plan

All subdivision tentative plan application materials are to be submitted digitally with the exception of the signed application form, application fee and printed copies of the tentative plan of subdivision.

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| <input type="checkbox"/> | Completed Subdivision Application Form |
| <input type="checkbox"/> | Application Fees as prescribed in the Planning Fee Schedule |
| <input type="checkbox"/> | A Letter of Authorization from the registered owner of the property, if the Applicant is not the owner |
| <input type="checkbox"/> | Two (2) full size printed copies, a PDF version and a DWG version of the tentative plan of subdivision at a minimum scale of 1:2000 showing: |
| <input type="checkbox"/> | a. the location, dimensions, areas and boundaries of the total area of land being subdivided, and of the parcel(s) proposed to be subdivided and registered in the Land Titles Office; |
| <input type="checkbox"/> | b. the location, dimensions and designation of all boundaries or proposed public roadways, primary or secondary highways, rights-of-way, and easements on the land to be subdivided and within 150 m of the land to be subdivided; |
| <input type="checkbox"/> | c. the location, dimensions and area of the Municipal, Municipal and School, School, and Environmental Reserve parcels as may be required or proposed; |
| <input type="checkbox"/> | d. NEF (Noise Exposure Forecast) contours for those areas affected by airport noise from the Okotoks Air Ranch Airport; |
| <input type="checkbox"/> | e. the location of the floodway and flood fringe limits for those areas affected by the provincial Flood Hazard Mapping; |
| <input type="checkbox"/> | f. the location and boundaries of the bed and shore of any river, stream, watercourse, lake or other body of water that is contained within the bounds of the proposed parcel of land; |
| <input type="checkbox"/> | g. if the proposed lots are served by existing wells and private sewage disposal systems, the location of any existing wells, the location and type of any private sewage disposal systems and the distance from these to existing or proposed buildings and property lines; |
| <input type="checkbox"/> | h. a line marking the 1.5 km radius from a sour gas facility, where any of the lands affected by the tentative plan are within 1.5 km of a sour gas facility; and |
| <input type="checkbox"/> | i. the setbacks from the railway line, high pressure gas lines, waste water treatment facility, and active or inactive land fill sites, if applicable. |
| <input type="checkbox"/> | A PDF copy of the Tentative Plan for the assignment of municipal addressing (i.e. the tentative plan without dimensions, URWs, etc.). |
| <input type="checkbox"/> | A statistical summary of allocation of land proposed for subdivision (in PDF or CSV/XLS) including roads, reserves, various land uses and remnant parcels. |
| <input type="checkbox"/> | Copy of the Land Title Certificate(s), certified within 90 days of submission, and copies of any restrictive covenants, easements, caveats or other registered agreements that affect the use of the subject lands. |

- Information provided by the Alberta Energy Regulator (AER) as set out in AER Directive 079, Surface Development in Proximity to Abandoned Wellbores, identifying the location or confirming the absence of any abandoned wells within the proposed subdivision.

The following additional materials may be required in specific cases, such as where a tentative plan is not subject to a Neighbourhood Area Structure Plan or Outline Plan. Please consult with Community Growth and Investment before making application to verify any of the following requirements:

- The following **addition items included on the tentative plan of subdivision** or separate copy of the tentative plan:
 - a. the location of all power, gas, and telephone services as well as all existing buildings, structures and significant vegetation on the land to be subdivided;
 - b. the Topography at a maximum contour interval of 0.5 m of the land to be subdivided and sufficient topography of all lands within 150 m of the land to be subdivided in order to illustrate the continuity of or existence of topographic features and drainage patterns that may either influence or be influenced by the proposal;
 - c. a proposed use and proposed designation for each proposed parcel;
 - d. the location of all existing and proposed roadways giving main access to the subdivision for at least 300 m each way from the point of access in order to assess the safety and adequacy of the access location; and
 - e. the location of all access points to lots proposed for uses other than single detached housing.
- A plan showing the proposed pathway system, including all sidewalks within the subdivision area (**PDF**)
- Proposed final grading of the subdivision plan area
- Where the tentative plan is not consistent with an existing approved Outline Plan, details on the changes from the approved plan and the planning rationale for changes (**PDF**).
- Technical studies required for Outline Plan application may be required depending on the nature of the subject lands (**PDF**).
- An original **Real Property Report (RPR)**, prepared by an Alberta Land Surveyor, may be required by Planning Services if there is a structure located on the site that will not be demolished or removed.

For the AutoCAD (DWG) submissions, refer to Alberta Registries Policy and Procedures Manual for the Submission of Digital Plans of Survey for Registration for more information. The coordinate system of all digital submissions must be 3TM, NAD83, 114W. The Town uses AutoCAD LT 2014, ensure your digital submission is compatible with the Town's version of AutoCAD.