



SUBDIVISION APPLICATION FORM

Community Growth & Investment ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ planning@okotoks.ca ■ Phone: 403.995.2760 ■ Fax: 403.938.7387

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND SUBJECT OF THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNER'S BEHALF

1. REGISTERED OWNER OF LAND TO BE SUBDIVIDED

Name: _____
Mailing Address: _____
Phone: _____ Fax: _____ Email: _____

2. PERSON AUTHORIZED TO ACT ON BEHALF OF REGISTERED OWNER (IF ANY)

Name: _____
Mailing Address: _____
Phone: _____ Fax: _____ Email: _____

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All/part of the _____ ¼ sec. _____ twp. _____ range _____ west of _____ meridian
Being all/part of Lot _____ Block _____ Reg. Plan No. _____ C.O.T. No. _____
Area of the above parcel of land to be subdivided _____ hectares _____ acres
Municipal Address(s) (if applicable) _____

4. LOCATION OF LAND TO BE SUBDIVIDED

- a. The land is situated in the municipality of the Town of Okotoks
- b. Is the land situated immediately adjacent to the municipal boundary? Yes ___ No ___
- c. Is the land situated within 1.6 kilometres of the centre line of a highway right of way? Yes ___ No ___ If "yes", the highway is No. _____
- d. Does the proposed parcel contain or is it adjacent to a river, stream, lake or other body of water or by a drainage ditch or canal? Yes ___ No ___ If "yes", state its name _____
- e. Is the proposed parcel within 1.5 kilometres of a sour gas facility? Yes ___ No ___

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

- a. Existing use of the land _____
- b. Proposed use of the land _____
- c. The designated use of the land as classified under the land use bylaw _____

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)

- a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) _____
- b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc., --- sloughs, creeks, etc.) _____
- c. Describe the kind of soil on the land (sandy, loam, clay, etc.) _____

7. EXISTING BUILDINGS ON THE LAND PROPOSED TO BE SUBDIVIDED

Describe any buildings and any structures on the land and whether they are to be demolished or moved

8. WATER AND SEWER SERVICES

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.

9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

I _____ hereby certify that
(Full name)

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

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

Signed _____ Date _____

10. RIGHT OF ENTRY

I _____
(Full name)

consent to the Town of Okotoks and their Agents entering the subject land for the purpose of conducting a site inspection at a reasonable time in connection with this application for subdivision approval.

Signed _____ Date _____

11. ACCEPTANCE OF REQUIREMENT TO PAY ADDITIONAL FEES

I _____
(Full name)

consent to paying for any additional fees that may be incurred by the Town of Okotoks as a result of the review of this application, including but not limited to: consultant fees, legal fees or other disbursements. Payment must be received within thirty (30) days of the Town of Okotoks providing a copy of any relevant invoice to the registered owner of the property. Should payment not be received within thirty (30) days, the registered owner agrees that the Town of Okotoks may apply the balance owing to the tax account for the property.

Signed _____ Date _____

The personal information on this application is collected under the authority of the Alberta Municipal Government Act, the Freedom of Information and Protection of Privacy Act (FOIP), and the Okotoks Land Use Bylaw 17-21. It will be used to communicate with the applicant during the application review & site inspection processes. As part of the review process, it will be circulated as needed to relevant Town Business Services, Provincial & Federal Agencies, Utility Companies and adjacent landowners. It may also be submitted to the Okotoks Municipal Planning Commission (MPC) and/or the Subdivision and Development Appeal Board (SDAB). Correspondence received may be included in public meeting agendas. The applicant's name and the nature of the permit will be publicly available, in accordance with the FOIP Act. Should you have any questions or concerns regarding the collection of this information, please contact the FOIP Coordinator at foip@okotoks.ca or 403-938-8944.

For Office Use Only		
File # _____	Fee _____	Receipt # _____