

## **SUBDIVISION APPLICATION REQUIREMENTS**

County of Forty Mile, Town of Bow Island, Village of Foremost,

The following information is required for an application for subdivision approval:

1. One (1) copy of the completed and signed application form.
2. An application fee of \$400.00 plus \$100.00 per lot proposed to be created, excluding any public utility or reserve lots.
3. One (1) copy of the current Duplicate Certificate of Title for the land proposed for subdivision which may be obtained by contacting a Registry Service Agency. The location of the nearest agency can be obtained by calling 1-800-465-5009.
4. In the case of a subdivision proposal with not more than 2 lots, and no public roadways or reserve lots, a sketch plan consisting of the following is required:
  - a) the location, dimensions and boundaries of the land to be subdivided;
  - b) the location, dimensions and boundaries of each new lot to be created;
  - c) the location, dimensions of buildings on the land that is the subject of the application and specifying those buildings that are proposed to be demolished or moved, if any and
  - d) the use proposed for the land that is the subject of the application.
5. In the case of a subdivision application involving more than two lots, a proposed plan of subdivision drawn by a Land Surveyor to a scale of not less than 1:2000, consisting of the following is required:
  - a) the location, dimensions and boundaries of the land to be subdivided
  - b) the land which the applicant wishes to register in the Land Titles Office;
  - c) The location, dimensions and boundaries of
    - i) each new lot to be created;
    - ii) the reserve land, if any,
    - iii) all rights-of-way and easements;
  - d) the location and dimensions of buildings on the land that is the subject of the application and specifying those buildings that are proposed to be demolished or moved, if any;
  - e) the location of any existing or proposed railway lines or spur tracks;
  - f) the use or uses proposed for the land that is the subject of the application.
6. If the application is approved, there will be an additional \$100.00 fee for endorsement of registration document.
7. For further information, please contact your local municipal office, or Brian Whitson, Planner, at (403) 526-0901.