

# PONOKA COUNTY APPLICATION FOR SUBDIVISION APPROVAL

File \_\_\_\_\_  
Date Received \_\_\_\_\_

## REGISTERED OWNER / AGENT INFORMATION

Applicant/Agent \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Email address: \_\_\_\_\_

Registered Owner of Property \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Email address: \_\_\_\_\_

## LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED

Legal Description of Property: \_\_\_\_\_

(If applicable) Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ Blue Sign \_\_\_\_\_

Area of current title: \_\_\_\_\_ acre/ha<sup>(circle one)</sup> Area of lot(s) to be created: \_\_\_\_\_ acre/ha<sup>(circle one)</sup>

## LOCATION AND PRESENT USE

If the land is immediately adjacent to a municipal boundary, give name of the other municipality \_\_\_\_\_

If the land is within a mile (1.6 km or 2 quarter sections) of a Highway or Secondary Hwy, give its number \_\_\_\_\_

If the proposed parcel is within 1.6 km (one mile) of a sour gas facility, give its location \_\_\_\_\_

If the proposed parcel contains or is bounded by a river, stream, lake or other water body, or by a drainage ditch or canal, give its name \_\_\_\_\_

Present land classification (zoning or district) \_\_\_\_\_

## PROPOSED SUBDIVISION

Describe the proposed subdivision \_\_\_\_\_

\_\_\_\_\_ Number of lots to be created \_\_\_\_\_

Describe any existing buildings on the proposed parcel(s) \_\_\_\_\_

List all utility services available (water, sewer, gas, power, etc) \_\_\_\_\_

Describe the soil, slope and vegetation \_\_\_\_\_

Describe the present sewage disposal system and indicate its location on a sketch \_\_\_\_\_

## OWNER'S APPLICATION AND CONSENT

1. I am the registered owner of the property as noted.
2. I am applying for approval to subdivide the property as noted.
3. The information 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.
4. I consent to staff/agents of the County and referral agencies to enter the above noted lands to conduct a site inspection.

5. I acknowledge the Decision Time Limit of **60 days**: Under S. 6(b) of the ALBERTA REGULATION 43/2002, SUBDIVISION AND DEVELOPMENT REGULATION
6. The information on this form may be released under S.653 of the Municipal Government Act or successor legislation.
7. (*Optional*) I nominate the person noted below to act as my agent in processing the application.
8. The personal information provided is being collected under the authority of the Municipal Government Act RSA 2000 chapter M-26 and will be used for the purposes under that Act. The personal information may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OWNER'S AGENT (if applicable)**

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ P/C: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner's Agent:

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

**Fee Schedule**

**Initial Subdivision Application Fees (due at the time of application):**

- Single lot: **\$600**
- Multi-lot: **\$1000 plus \$100 per new lot created**

**Lot Line (Boundary) Adjustment:** **\$200**

**Time extension of subdivision approval** **\$10**

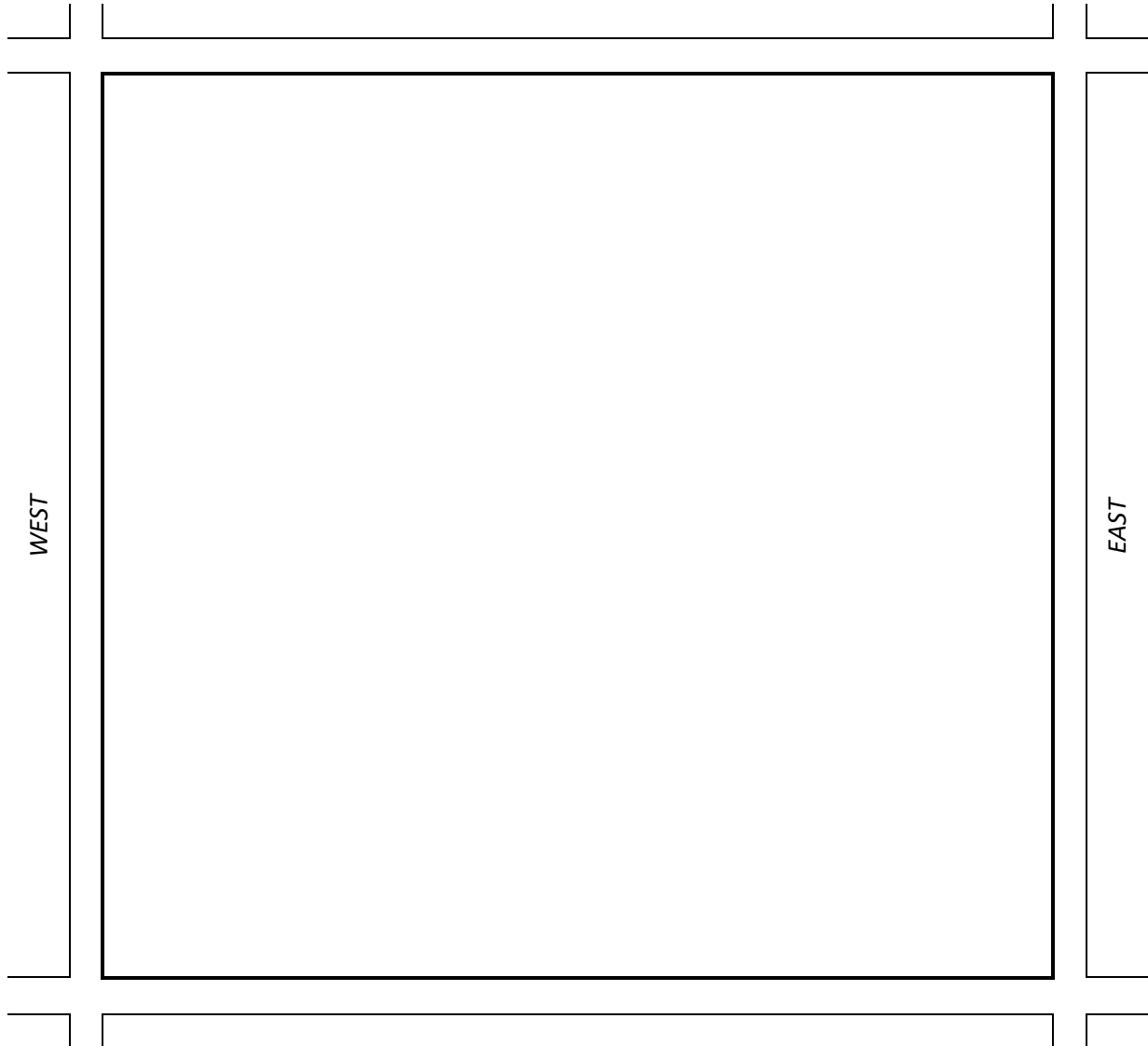
**Endorsement Fees (due at the time of plan endorsement):** **\$100.00 per new lot created**  
*(Lot line/boundary adjustments, Roads, reserve lots and public utility lots are excluded)*

**NOTE:** A DETAILED SKETCH OF THE PROPOSED LOT MUST BE SUBMITTED ALONG WITH THE APPROPRIATE FEES FOR THE APPLICATION. WITHOUT THE DRAWING AND THE APPROPRIATE FEES, THE APPLICATION CANNOT BE PROCESSED.

# Sketch of Proposed Subdivision

\_\_\_\_\_ ¼ Sec: \_\_\_\_\_ Twp \_\_\_\_\_ Range \_\_\_\_\_ W \_\_\_\_\_ 4

NORTH



*Please mark existing road allowances on sketch*

Attach this sketch to your subdivision application and return all to:

Ponoka County  
4205 Hwy #2A, Ponoka, AB T4J 1V9  
Email: [Subdivisions@PonokaCounty.com](mailto:Subdivisions@PonokaCounty.com)