



## **BASIC INFORMATION REQUIRED FOR A SUBDIVISION APPLICATION**

1. Application for Subdivision Approval, "Form A" to be completed in full.
2. Application fee of \$100.00 plus \$100.00 for each additional lot. Please make cheque payable to the Town of High Prairie.
3. Fifteen (15) copies of a sketch plan of the proposed subdivision, which should show the following:
  - a. The boundaries of the land presently held in title.
  - b. The location of the proposed lot(s) within the titled land. If the proposal is located within a quarter section and not located in a corner, we will require the distance of the proposed lot to the nearest quarter section line.
  - c. The measurements of the proposed lot(s) and acreage involved.
  - d. Location of any buildings or development within the proposed lot and on the balance. (Real property report from a surveyor)
  - e. Location of water supply and sewage disposal facilities, if not serviced by town water and sewer.
  - f. Any outstanding features or constraints, such as: shelterbelts, fences, slough areas, treed areas, creeks, drainage ditches, hills, etc.
  - g. Existing approaches or laneways from a public roadway.

**PLEASE NOTE: The measurements and location of your proposed subdivision that you provide will not be rechecked or measured for accuracy. Please ensure that all existing development, services and improvements which you require are included within the proposed boundaries.**

4. A current photocopy of the Certificate of Title. The may be obtained from one of the Registry Services in the region.
5. Please complete the right of entry form. This would permit a member of our staff or an authorized person acting on our behalf, the right to enter upon the land in order to carry out a sign inspection. A site inspection is generally carried out to determine the existing use of the land, topographical constraints, surrounding land uses, etc.
6. Please complete the information sheet regarding water supply and sewage disposal. This is important in order that we may ensure that the proposed lot is of sufficient size in order to meet the existing regulations.
7. Any other information as required.

**APPLICATION FOR  
SUBDIVISION APPROVAL**

**FOR OFFICIAL USE ONLY**

**Mark whichever applies:**

\_\_\_ By plan of Subdivision

\_\_\_ By other instrument

\_\_\_\_\_  
DATE of receipt of  
Form A as completed

\_\_\_\_\_  
FILE NO.

\_\_\_\_\_  
Fees Submitted:

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

**1. Name of registered owner of land to be subdivided**

**Address and Phone No.**

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.....

**2. Authorized person acting on behalf of registered owner**

**Address and Phone No.**

.....

.....

**Name in Block Capitals**

**3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED**

All/part of the .....1/4 sec. ....tpw... .....range.....west of .....meridian

Being all/parts of Lot ..... Block ..... Reg. Plan No. ....

C. O. T. No. ....

Area of the above parcel to be subdivided .....hectares/ (acres)

Municipal address .....Number of lots created .....

**4. LOCATION OF LAND TO BE SUBDIVIDED**

a. The land is situated in the municipality of High Prairie.

b. Is the land situated immediately adjacent to the municipal boundary? Yes ..... No.....

If "yes", the adjoining municipality is Municipal District of Big Lakes.

c. Is the land situated within 0.8 kilometres (0.5 miles) of the center 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 kilometers of a sour gas facility? Yes..... No.....

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**5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED**

Describe:

- 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 By-law .....

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**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.) .....

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**7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED**

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

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**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 .....

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

I, .....hereby certify that

**Full name in block capitals**

- 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.

Address \_\_\_\_\_ Signed \_\_\_\_\_

Phone No. \_\_\_\_\_ Date \_\_\_\_\_

**Further Information May Be Provided By The Applicant On A Blank Piece of Paper.**



## RIGHT OF ENTRY FORM

As a site inspection of land that is the subject of a subdivision application may be required, we request that you complete the following authorization and submit it with your application for subdivision approval.

Section 653 (2) of the Municipal Government Act indicates that if consent is given by this form, a notice of inspection is not required to be given under Section 542 (1).

I, \_\_\_\_\_, do grant consent for an authorized person  
**Name in Block Letters**  
of the Town of High Prairie to enter upon the subject land for the purposes of a site inspection.

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(Legal Land Description)

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(Signature)

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(Date)