



JANUARY 2011
SUBDIVISION APPLICATION CHECKLIST
 (Tentative Plans, Bareland Condominiums, Boundary Adjustments)
TOWN OF CHESTERMERE
 105 Marina Road, Chestermere, Alberta T1X 1V7

A PRE-APPLICATION MEETING IS REQUIRED PRIOR TO AN APPLICANT MAKING A SUBMISSION.

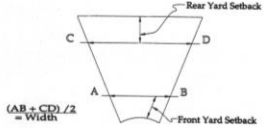
All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. **Applicants are required to fill in the section, “To be Completed by Applicant” and sign the application form confirming that all of the required information has been provided. In addition, the application must identify and provide justification for items that do not comply with Council approved policies, bylaw standards, or technical guidelines.**

To expedite the evaluation, all materials submitted must be clear, legible and precise. **Plans must be prepared to professional drafting standards.** In accordance with Section 4 of the *Subdivision and Development Regulation* (Alberta Regulation 43/2002), the Town will review the application for completeness in relation to this subdivision checklist. Once a review of the application has been completed, the Town will issue notification of application status. If the application is deemed incomplete, a list of outstanding items will be outlined. These items must be submitted to the Town in order to receive complete application status.

All plans are to be in sets and folded to a size not exceeding 8 ½" X 14". Large plans can be accordion-pleated, provided they can be attached to the file at the top left-hand corner.

Thank you for your co-operation.

For office use only	To be Completed by Applicant	N/A	Required Items
			1. Signed and dated copy of this subdivision application checklist and attached Subdivision Data Sheet
			2. Copy of Certificate(s) of Title(s) , validated within 30 days of the submission of the application.
			3. Copies of all instruments , which are registered against the parcels being subdivided.
			4. A Letter of Authorization from the registered owner of the land, their agent, or other persons having legal or equitable interest in the site.
			5. The current Subdivision Application Fee payable to the Town of Chestermere.
			6. A Digital File of the Survey Plan (AutoCAD .dwg files only).
			7. One (1) copy of the completed “Application for Subdivision Form”.

			8. One (1) copy of the proposed subdivision plan. If plan of survey is to be used, please provide an 8 ½ x 11 reduction of the plan. All dimensions must be in metric units and correct to two (2) decimal places. Fifteen (15) copies and one (1) pdf. file of the proposed subdivision plan will be required for submission once application is deemed complete. The plan must show the following:
			➤ Title Box (preferably in right bottom corner).
			➤ Complete subdivision address.
			➤ Name and address of subdivider.
			➤ Name, address and seal of professional advisor(s).
			➤ Date of plan (all revision dates above title box).
			➤ Scale.
			➤ North arrow.
			➤ Legend if applicable (preferably left bottom corner).
			➤ A Key Plan showing the lands to be subdivided as described in the Certificate(s) of Title.
			➤ The location, dimensions and boundaries of the land an applicant wishes to subdivide.
			➤ The location, dimensions, boundaries and zoning of each new lot to be created and any reserve land.
			•
			➤ The location, numbers, names and other designations of: <ul style="list-style-type: none"> • highways • secondary roads • existing public roads
			➤ Lot statistics that illustrate Lot, Block, zoning designation, individual lot areas, and total area of lands to be subdivided (a table format of this information is acceptable).
			➤ Abutting properties within 0.8km of the proposed subdivision (Including those across streets and water bodies, etc.) with legal description and land use designation.
			➤ An illustration of a perpendicular line between the side property lines at a point equal to the required front and rear yard setback of the applicable zoning district. All lines shall be dimensioned.
			
			➤
			➤ Easements and rights-of-way (including those that are relevant on adjacent parcels).
			➤ The proposed roads (with dimensions and width) identified as named streets and avenues (all names shall be approved by Town Council).
			9. One (1) copy of an existing Site Conditions Survey (Consult with Planner to determine if this is required). The plan must show the following:
			➤ Contour information at an interval of 1.5m and contour data is to be related to a geodetic datum where possible.

			<ul style="list-style-type: none"> ➤ Natural features such as: <ul style="list-style-type: none"> • water bodies (including sloughs) • rivers, creeks and intermittent water courses • wooded area ➤ muskeg or swamp
			<ul style="list-style-type: none"> ➤ Man made features such as: <ul style="list-style-type: none"> • water bodies • major drainage ditches • gravel workings • agricultural land (under cultivation) • non-standard landscaping features (neighbourhood identification signs, waterfalls, decorative fence features)
			<ul style="list-style-type: none"> ➤ The location, uses, and dimensions of buildings on the land that are the subject of the application and specifying those buildings that are proposed to be demolished or removed.
			<ul style="list-style-type: none"> ➤ The approximate location and boundaries of the bed and shore of any river, stream, watercourse, lake or other body of water that is contained within, or bounds, the proposed parcel of land. Rivers and streams shall employ the high water mark for delineation.
			Bareland Condominiums
			<ul style="list-style-type: none"> ➤ All requirements as identified in Sections 8 and 9 of the Condominium Property Act. .
			10. If the land that is the subject of an application is located in a potential flood plain and flood plain mapping is available, a map showing the 1:100 flood plain.
			11. If any portion of the parcel of land affected by the proposed subdivision is situated within 0.8 kilometres of a sour gas facility, a map showing the location of the sour gas facility.
			11. Copies of the cover and signature sheets of any applicable geotechnical reports, environmental assessments, historical archeological assessments and stormwater management reports.
			12. Stormwater Plan that details actions to be taken by the applicant to comply with the stormwater agreement between the Town of Chestermere and the Western Irrigation District. Capacity of natural or constructed drainage facilities must be calculated in relation to the stormwater requirements of the proposed tentative plan.
			13. Does the tentative plan CONFORM to a previously approved outline plan, area structure plan or the Municipal Development Plan? If not, please provide a written explanation of the aspect(s) of the plan that does not conform. Said explanation shall include significant deviations in municipal reserve and environmental reserve dedications and a proposal regarding the applicant's plan to address these deviations.

The Development Authority may require additional material considered necessary to properly evaluate the proposed subdivision (as stated in Section 4 of the *Subdivision and Development Regulation* of Alberta Regulation 43/2002). Normally, an application will be deemed complete if the material outlined above is provided.

Note: In addition to a development permit, a building permit is also required for a new commercial development.

Please identify and provide justification for items that do not comply with Council approved policies, plan, bylaw standards, or technical guidelines. Attach a separate sheet if necessary.

Applicant's Signature
(Confirming that all required information has been provided and is correct)

Date

Screened by

Date

For Further Information:
Town of Chestermere
Planning & Development Department
105 Marina Road, Chestermere, Alberta T1X 1V7

9:00 am to 4:00 pm Monday – Friday

Phone (403) 207-7075 or visit our website - www.chestermere.ca

Checklists are updated periodically. Please ensure you have the most recent edition

SUBDIVISION DATA SHEET

Applicant:		Address of Applicant:				
Owner:		Address of Owner:				
Developer:		Address of Developer:				
Name of Community/Area:					Phase/Stage:	
Legal Description:			Municipal Address (if applicable):			
Relevant Area Structure Plan & Outline Plan:					Hectares	Acres
Existing Land Use Districts:			Gross Area of Plan			
			Less: Environmental Reserve			
			Gross Developable Area			
		NET AREA				
		Hectares	Acres	Number of Lots		
Low Density Residential	R-1M					
	R-1S					
	R-1					
	Other					
Higher Density Residential	DC-R2					
	DC-R3			Projected # of Units:		
Other Land Uses	Commercial					
	Industrial					
	Other					
					% of Gross Developable Area	
Roads	Credit					
	Non-credit					
	Pub. Util.Lot					
Reserves	Non-Credit					
	Deferred Reserve					
Density	Approved Outline Plan Area			ha.	ac.	
	Density of Outline Plan Area			hpa.	upa.	
	Density of Tentative Plan Area			hpa.	upa.	