



Basic Information Required for a Subdivision Application

1. **Application Form "1"** to be completed in full.
2. **Application Fee** as per the attached Schedule of Fees. Please make cheque payable to the **Town of Sexsmith**.
3. **A Tentative Plan** of the proposed subdivision prepared by a qualified land surveyor, which must show the following:
 - i. The boundaries of the land presently held in title.
 - ii. The location of the proposed lot 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.
 - iii. The measurements of the proposed lot and acreage involved.
 - iv. Location of any buildings or development within the proposed lot and on the balance.
 - v. Location of water supply and sewage disposal facilities and distances to water supply, buildings, existing and proposed property lines, or any water courses.
 - vi. Any outstanding features or constraints, such as: shelterbelts, fences, slough areas, treed areas, creeks, drainage ditches, hills, etc.
 - vii. Existing approaches or laneways from a public roadway.
 - viii. Proposed subdivision on aerial background.

PLEASE NOTE: Ensure that all the above required information is shown on your tentative plan. If this information is not shown, your application will be returned and will result in a delay of processing your application.

A List of Survey Firms is provided for your information; however it does not represent an endorsement by the Agency for any particular firm. The applicant is not limited to the survey firms listed.

4. **A current photocopy of the Certificate of Title.** This may be obtained from one of the Registry Services in the region. If you do not supply a copy of the title, the Agency will obtain one for you at a charge of \$20.00 per title.
 5. **Right of Entry form.** Complete and sign the attached Right of Entry Form. This permits 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 site inspection. A site inspection is generally carried out to determine the existing use of the land, topographical constraints, surrounding land uses, etc.
 6. **Water Supply and Sewage Disposal information form.** Complete the attached information sheet respecting water supply and type of sewage disposal either existing or proposed. This is important in order that we may ensure the proposed lot is of sufficient size to meet the existing regulations.
 7. **Abandoned Oil/gas Wells:** Identify the location or confirm the absence of any abandoned oil/gas wells within the boundaries of the land which is the subject of the application for subdivision. This requirement is in accordance with the AER Directive 079 Surface Development in Proximity to Abandoned Wells/boreholes. You may request the assistance of your surveyor to obtain this information or follow the process on the attached information sheet.
-