

**TOWN OF BLACK DIAMOND
SUBDIVISION APPLICATION**



File No: _____

Date of Receipt: _____

Fees: _____

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

1. NAME OF REGISTERED OWNER OF LAND TO BE SUBDIVIDED

Name(s): _____

Mailing Address: _____

Phone: _____ Email _____

2. PERSON AUTHORIZED TO ACT ON BEHALF OF REGISTERED OWNER (IF ANY)

Name(s): _____

Mailing Address: _____

Phone: _____ Email _____

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All/part of the _____ Sec _____ Twp _____ Range _____ West of _____

Being all/part of Lot(s) _____ Block _____ Reg. Plan No. _____

Civic Address _____

Total area of the above parcel of land _____ hectares (_____) acres

4. LOCATION OF LAND TO BE SUBDIVIDED

a. Street address of land (if applicable) _____

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

c. Is the land within 60 meters (200 ft) of Highway 7 or 22 Yes No

**TOWN OF BLACK DIAMOND
SUBDIVISION APPLICATION**



5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe:

- a. Existing use of land: _____
- b. Proposed use of the land: _____
- c. The existing designated (zoning) use of the land as described under the land use bylaw: _____
- d. Proposed land use designation(s) zoning _____

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

- 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.)

7. EXISTING BUILDINGS ON THE LAND PROPOSED TO BE SUBDIVIDED

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

8. LOT SIZES AND MUNICIPAL RESERVE ALLOCATION

- a. Number of lots being created: _____
- b. Size of lots being created: _____
- c. Disposition of Municipal Reserve: (i) Deferral () or (ii) Deferral to balance ()
or (iii) if dedicated, Area of Reserves and designation(s) () or
(iv) if cash-in lieu, appraised market value ()

**TOWN OF BLACK DIAMOND
SUBDIVISION APPLICATION**



9. OTHER RELEVANT INFORMATION OR SKETCH PLAN ATTACHED? Yes No

10. WATER AND SEWER SERVICES

Describe the manner in which the lots will be connected to the Town water distribution system and wastewater collection system.

11. CERTIFICATION

I, _____ hereby certify that:

(full name in block capitals)

I am the registered owner,

I am 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 approval.

Signed _____ Date _____

12. RIGHT OF ENTRY

I hereby authorize the Designated Officers of the Town of Black Diamond to enter the subject land for the purpose of conducting a site inspection in connection with this application for subdivision approval. This right is granted pursuant to Section 653 of the Municipal Government Act.

_____ Owner's/Agent's Signature

**TOWN OF BLACK DIAMOND
SUBDIVISION APPLICATION**



13. SUBDIVISION APPROVAL APPLICATION FEES

Fees are payable by cash, debit or cheque made payable to the **Town of Black Diamond**

THIS SECTION FOR OFFICIAL USE DECISION	
Date of Decision: _____	MPC Meeting Date: _____
<input type="checkbox"/> Approved with Conditions as contained within the Letter of Transmittal of Decision	
Valid: _____	Expires: _____
<input type="checkbox"/> Refused for the reasons contained within the Letter of Transmittal of Decision	
_____ Designated Officer	

TOWN OF BLACK DIAMOND SUBDIVISION APPLICATION REQUIREMENTS

Each application for subdivision must be accompanied by the following information:

- ▶ Five subdivision application forms, signed by you or your agent and 20 photocopies of the application;
- ▶ A copy of the current Certificate of Title for your land, required to prove ownership and to show encumbrances on the land. A copy of your title can be obtained through your local Alberta Registries Office;
- ▶ The application fee, in the form of a cheque payable to the municipality;
- ▶ 25 copies of a sketch or plan showing your proposed subdivision. The sketch or plan should show:
 - the location, boundaries, and dimensions of your land;
 - the land you wish to register with the Land Titles Office;
 - the location, boundaries and dimensions of each new parcel you want to create;
 - the location of roads, parks, rights of way, and drainage easements;
 - the location of all existing utility services (electric power, natural gas, or telephone);
 - the location and size of any existing buildings on the property, including those that will be removed or demolished, if any and,
 - the proposed location of access points to each new parcel.
- ▶ A Real Property Report if there are existing buildings.

Subdivision Fees are:

Application Fee: \$2000 for 1 additional lot
 \$200 for each additional lot
 \$1000 for boundary adjustment

Endorsement Fee: \$150 for instruments registering two (2) lots or less;
 \$50 per lot for three (3) or more lots

Fees are non-refundable once circulation has commenced, and if a site inspection or research has been undertaken, expenses will be deducted from the fee.

Municipal Reserve (MR), Environmental Reserve (ER) and Public Utility (PUL) lots are exempt.

Consultant, Solicitor and other professional fees required to prepare special documents will be invoiced at cost.