
Mackenzie County

Subdivision Application

Single Stage

Revised October 2021



Mackenzie County

MACKENZIE COUNTY

CHECK LIST OF REQUIREMENTS – Single Stage

- Consultation**

Prior to submitting a Subdivision Application Package to Mackenzie County, a consultation with Mackenzie County Administration is required. **This application will not be accepted without a consultation.**
- Tentative Plan or Site Plan**

A Tentative Plan by a qualified land surveyor is required for subdivision of land containing existing buildings or services or for previously subdivided lands. A consultation with Mackenzie County Administration should be completed before contacting a surveyor.
A Site Plan can be prepared by the landowner/applicant for the application for subdivision of a first parcel out of a quarter section or river lot. A sample Site Plan is provided on the next page.
- Registered Owner & Applicant Authorization**

The Applicant Authorization form is to be signed by the registered owner(s) giving authorization for the applicant to make an application for subdivision on the registered owner(s) behalf. The Right of Entry Authorization (included in this section) must be signed by the registered owner(s) authorizing Mackenzie County personnel to enter the lands to conduct a site inspection.
- Abandoned Wells**

Effective November 1, 2012 an applicant must identify the presence or absence of abandoned wells as per the Energy Resources Conservation Board. The presence or absence of Wells will be confirmed upon acceptance of the application for subdivision.
- Application**

The Application must be completed in full with all items stated above and with the appropriate fees in accordance with the Fee Schedule Bylaw included, prior to acceptance by administration.
- Land Title and Aerial Photos**

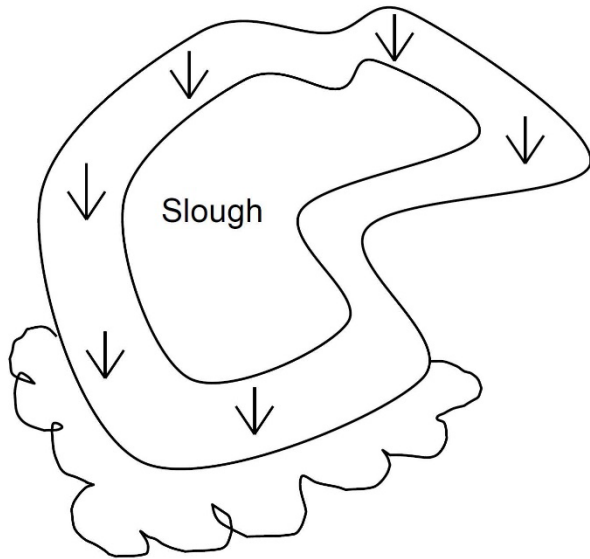
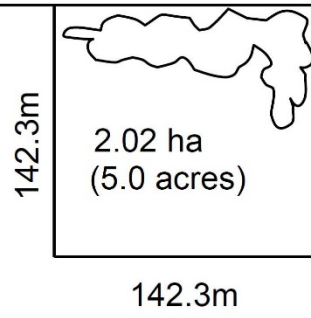
A current copy of the land title and aerial photo for the subject lands is required as part of the application process. Mackenzie County can obtain a copy of the land title and aerial for a fee stated in the Fee Schedule Bylaw.
- Municipal Reserve (Second Parcel Out or Multi-Lot Subdivisions)**

According to Section 667(1) of the Municipal Government Act, if money is required to be provided in place of Municipal Reserves, Mackenzie County's Assessor will calculate the Municipal Reserve. Mackenzie County Policy DEV005 also provides the applicable land value. Alternatively, the applicant may provide a market value appraisal of the lands to be subdivided. Please consult Mackenzie County Administration for more information.
- Geotechnical Reports**

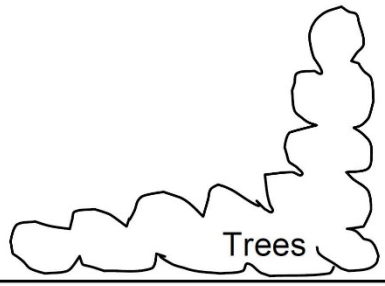
In some instances, Geotechnical Reports regarding near surface shallow water table tests, percolation tests for sewage disposal, potable water supply and steep slope evaluation (slopes greater than 15%) prepared in accordance with Alberta Environment Guidelines or Section 23 of the Water Act may be required. Three stamped and sealed originals are required if it is determined by Mackenzie County that any of these reports are required.

MACKENZIE COUNTY
SAMPLE SUBDIVISION SITE PLAN - Single Stage

Quarter Section Line



Road Allowance (Undeveloped)



Twp Rd 1035 (Existing)

MACKENZIE COUNTY SUBDIVISION PROCESS – Single Stage

1. Consultation with Administration and submission of application. Additional information may be requested if required.
2. Application is circulated for comment for a minimum of two (2) weeks to:
 - a) Adjacent landowners;
 - b) Utility agencies such as ATCO, TELUS, Northern Lights Gas Co-op, etc;
 - c) Municipal Departments; and
 - d) Other provincial agencies as required.
3. Subdivision application and comments presented to the Municipal Planning Commission (MPC) for decision.
4. Decision sent to the applicant and landowner, government agencies as necessary, and surveyor (once retained by the applicant).
5. Developers Agreement prepared and signed by the applicant, landowner, and Mackenzie County.
6. Once the Developers Agreement has been signed and the conditions have been met, Mackenzie County will sign final documents and submit them to the applicant/landowners' surveyor, who will forward them to the Alberta Land Titles for registration.

TIMELINE

The timelines listed below are approximate only and include estimated time needed for the surveyor to complete their paperwork. Mackenzie County strives to provide precise quality performance while endeavoring to complete all subdivisions as efficiently as possible. Developers/applicants need to be aware that circumstances may arise which cause the process to require more time.

1. Vacant (first parcel out) – minimum 6 weeks to 6 months
2. Yard site or second parcel out – minimum 2 to 6 months

ENQUIRIES

For questions regarding the subdivision process or to start an application please contact the Planning and Development Department located at the La Crete sub-office:

Mackenzie County
Planning and Development Department
9205 100 Street, La Crete, AB T0H 2H0
(780) 928-3983
subdivisions@mackenziecounty.com

Mackenzie County

SUBDIVISION APPLICATION – Single Stage

Office Use Only:
 Receipt No: _____ Application Received Date: _____ File No: _____
 Consultation Completed: Date: _____ Administration: _____

Name of Applicant/Agent		
Mailing Address		
City/Town		
Postal Code	Phone	Cell
Email Address		

Name of Registered Owner (if different from applicant)		
Mailing Address		
City/Town		
Postal Code	Phone	Cell
Email Address		

Legal Land Description(s): _____ Certificate of Title (CofT): _____
 All or Part of: _____ (if required)

QTR./LS.	SEC.	TWP.	RANGE	M.	or/ and	PLAN	BLK	LOT

Current Parcel Size: _____ Proposed Lots: _____ Size(s): Lot 1: _____ Lot 2: _____

Does the current parcel contain a yard site? No Yes Civic Address: _____

Type of Application:
 Rural Single Lot Rural Double Lot Boundary adjustment Lot Consolidation
 Urban Single Lot Yard Site Separation Other: _____

Location of Land to be Subdivided:
 Is the land located within or adjacent to a hamlet boundary? No Yes, _____
 Is the land located adjacent to a municipal boundary? No Yes, _____
 Is the land located within 1.6 km (1 mile) of a provincial Highway? No Yes, _____
 Is the land located within 1.6 km (1 mile) of a sour gas facility? No Yes, _____
 Is the land bounded by or does it contain a water body? No Yes, Please describe: _____



Physical Characteristics of Land to be Subdivided:

Topography of land (flat, rolling, low, mixed): _____

Vegetation on land (brush, tree stands, cleared): _____

Soil type (sandy, loam, clay, etc.): _____

Existing and Proposed Use of the Land:

Existing use of the land (residential, commercial, agricultural): _____

Proposed use of the land (residential, commercial, agricultural): _____

Land use district within the Land Use Bylaw: _____

Does the lot size meet the requirements within the Land Use Zoning? no yes

Will the parcel require rezoning due to the size or proposed use? no yes

If yes, what is the proposed zoning district? _____

Describe any existing buildings or services: _____

Describe any buildings or services to be demolished or relocated: _____

Services:

Water		
Type of Service	Existing	Proposed
Dugout		
Well		
Cistern & Hauling		
Municipal Service		
Other (specify below)		

Sewer		
Type of Service	Existing	Proposed
Open Discharge		
Sub-Surface (Field)		
Above Ground Septic Tank		
Sewage Lagoon		
Outdoor Privy		
Municipal Service		
Other (specify below)		

Additional Requirements:

Is the application for a quarter section or river lot that has been previously subdivided? No Yes

If yes, is the proposed parcel greater than 10.00 acres (4.04 hectares) in size? No Yes

If yes, why? Please describe: _____

Has a tentative plan, prepared by a qualified surveyor been submitted? No Yes

Is the applicant aware of any off-site levy/municipal reserve fees? No Yes, initial: _____

Authorization by Registered Owner and Applicant:

Signing of this application, by the registered property owner and applicant or agent (e.g. Surveyor or executor), authorizes Mackenzie County to circulate the application to affected parties as necessary to comply with the requirements of the Municipal Government Act (MGA). Affected parties include, but are not limited to, adjacent landowners, utility companies, government agencies, and surveyors.

Signing of this application also grants permission to Mackenzie County personnel to conduct site inspections of the property. Site inspections include, but are not limited to, land elevation and access review, including taking photos of the property.

I/We, _____ herby certify that

- I/We are the registered landowner(s), **OR**
- I/We are the agent authorized on behalf of the registered landowner,

And verify that the information contained within this application is full and true to the best of my/our knowledge and it is a true statement of the facts pertaining to the application for subdivision.

_____	_____	_____
Applicant Name	Applicant Signature	Date
_____	_____	_____
Registered Owner Name	Registered Owner Signature	Date
_____	_____	_____
Registered Owner Name	Registered Owner Signature	Date

NOTE: Registered Owner(s) must sign even if an applicant/agent is acting on their behalf

The personal information on this form is collected in accordance with Section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of managing and administration of the subdivision application process. If you have any questions regarding the collection, use or disclosure of this information, please contact the FOIP Coordinator or (780) 927-3718.



Subdivision Application Site Plan:
(to be prepared by a qualified surveyor when required by administration)

Date of Site Plan: _____

Site Plan Checklist

- _____ Location of Proposed Subdivision and Distance from property/quarter lines
- _____ Length and Width of Proposed Subdivision
- _____ Location of Access/Driveway and Distance from Intersections
- _____ Ravines, Creeks, Lakes, Sloughs, or Other Water Bodies
- _____ Shelterbelts and/or Treed Areas
- _____ Location and Names of Roads and/or Road Allowances



Abandoned Well Confirmation:

QTR./LS.	SEC.	TWP.	RANGE	M.	or/ and	PLAN	BLK	LOT

This Document must be signed and submitted with the Subdivision Application. To confirm the absence or presence of wells on your property, please contact Energy Resources Customer Care Centre at 1(855)297-8311 or use the GeoDiscover Alberta map at geodiscover.alberta.ca/geoportal. The ERCB Directive is available online at www.ercb.ca/directives/Directives079.pdf.

SECTION 1: If abandoned wells are **absent within the site of the proposed subdivision:**

I, _____ have reviewed information provided by the ERCB as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the information shows the absence of any abandoned wells within the site of the proposed subdivision.

Applicant Name	Applicant Signature	Date
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SECTION 2: If an abandoned well(s) are **present within the site of the proposed subdivision:**

I, _____ have reviewed information provided by the ERCB as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise the licensee(s) responsible for all abandoned wells within the site of proposed subdivision has been contacted in order to have the *Abandoned Well Locating and Testing Protocol* completed in accordance with ERCB Directive 079. To prevent damage to the well, a temporary identification marker will be placed on the well(s) prior to construction, according to the confirmed well location(s) on site. The site of the proposed development contains the following abandoned well(s):

ERCB Well License #	Licensee Name	Licensed Surface Location	Contact Name	Phone Number

Applicant Name	Applicant Signature	Date
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Mackenzie County
REQUEST TO CONSTRUCT OR ALTER AN ACCESS
(Approaches/Driveways)
Policy PW039 Schedule “G”

Applicant Information:

Name: _____
Address: _____ Phone: _____
City: _____ Cell: _____
Province: _____ Postal Code: _____ Fax: _____
Legal Land Description(s): _____

Is the proposed access: A new access An alteration of an access

If an alteration, please specify:

Center of the Approach/Driveway will be _____ Meters from _____

i.e. SW Corner

Does the proposed access benefit more than one landowner? Yes No

If yes, please provide the following,

Name of the other landowners: _____

Does the proposed access connect to a road under the jurisdiction of the Province of Alberta? Yes No

If yes, please specify _____

Please see attached map.

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and, I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

Signature: _____ Date: _____

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