

# Application to Subdivide Land

**1. Location of Land to be Subdivided:**

\_\_\_\_\_

Municipality (City, Town, Village, RM)

\_\_\_\_\_ 1/4 Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Rge. \_\_\_\_\_ Mer. \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Plan/Parcel No. \_\_\_\_\_

**2. The Proposed Subdivision involves:**

Plan of Proposed Subdivision

Parcel Tie Removal  
(describe and include parcel pictures)

Other Subdividing Instrument (lease, easement)

**3. Legal and Physical Access to the Subdivision is via:**

Grid Road       Highway       Resource Road       Northern Crown Land

Main Farm Access       Urban Street       Road Allowance       Trail

Paved       Gravel       Unimproved

**4. Physical Nature of the Land to be Subdivided:**

a) What is the physical nature of the proposed lot(s) or parcel(s)?

Wooded/Treed     Cultivated     Pasture     Hilly     Level/Flat     Low/Swampy     Adjacent to a Lake, River, or Creek

Describe the physical nature in more detail: \_\_\_\_\_

b) Drainage:  
How will the proposed lot(s) or parcel(s) be drained?

Natural     Ditches     Curb and Gutter     Storm Sewer

Do you propose to discharge surface water into a highway ditch or waterway?     Yes     No

*Show drainage courses on the Plan of Proposed Subdivision.*

**5. Land Use:**

a) What is the land presently used for?

Agriculture     Residential     Seasonal Recreation (Cottage)     Commercial     Industrial     Other

Describe the present land use in more detail: \_\_\_\_\_

b) What is the **intended** use of the proposed lot(s) or parcel(s)?

Agriculture     Residential     Seasonal Recreation (Cottage)     Commercial     Industrial     Other

Describe the intended use in more detail: \_\_\_\_\_

c) Are there any buildings on the land being subdivided?     Yes     No

*Indicate the location, distance from the property boundary and use of all buildings and utility lines on the Plan of Proposed Subdivision/ Parcel Picture.*

**6. Services:**

- a) Water Supply is:     Existing                       Proposed                       Not Required
- Communal System     Cistern                       Lake / Waterbody
- Municipal Well         Private Well                 Other

Describe / specify proposed water source: \_\_\_\_\_

- b) Sewage Disposal is:  Existing                       Proposed                       Not Required
- Municipal                       Private-On-site (please specify below)
- Mound                       Chamber                       Holding Tank
- Jet Type                       Absorption Field             Other

Describe / specify proposed sewage disposal system: \_\_\_\_\_

*Please show all set back distances from the property boundary, house, well and water course(s) on the plan of proposed subdivision.*

**7. Utility Services:**

- Electrical Power is:     Existing                       Proposed                       Not Required                       Not Available
- Telephone service is:  Existing                       Proposed                       Not Required                       Not Available
- Natural Gas is:         Existing                       Proposed                       Not Required                       Not Available

**8. Surrounding Land Uses:**

If the proposed subdivision is in a Rural Municipality, are any of the following within 5 km; or  
 If in an Urban Municipality, are any of the following within 500 m? Check all that apply.

If checked, please state distance

<input type="checkbox"/> Airport _____	
<input type="checkbox"/> Intensive Livestock Operation _____	
<input type="checkbox"/> Sewage Treatment Facility or Sewage Lagoon _____	
<input type="checkbox"/> Landfill for disposal of garbage or refuge _____	
<input type="checkbox"/> High Voltage Power Transmission Line _____	
<input type="checkbox"/> High Pressure Gas Transmission Line, Oil Line (specify) _____	
<input type="checkbox"/> Industrial Commercial Operation (specify) _____	
<input type="checkbox"/> National, Provincial or Regional Park _____	
<input type="checkbox"/> Residential Lot(s) _____	
<input type="checkbox"/> Water Body or Course _____	
<input type="checkbox"/> Cemetary _____	
<input type="checkbox"/> School Bus Route _____	
<input type="checkbox"/> Urban Municipality _____	
<input type="checkbox"/> Water Treatment Plant or Reservoir _____	
<input type="checkbox"/> Oil or Gas Well or Facility (within 500 m) _____	
<input type="checkbox"/> Other (specify) _____	

**9. Additional Comments:**

**10. Other Requirements:**

1. Applications must include a copy of the title to the land being subdivided and the Basic Fees. Also include any relevant permits or approvals obtained from other agencies or a municipality.
2. Basic Fees are \$175 per proposed lot (non-refundable) plus \$150 for a issuance of a Certificate of Approval. The fees are exempt from GST & PST. Make a cheque or money order payable to the Minister of Finance.
3. Applicants may be asked for additional fees and information if found to be needed during the review of an application.
4. Until the review of an application is done and a decision is issued, no binding contracts for the land should be made and no construction or site preparation work should be started.
5. Personal information given on this form is collected pursuant to The Freedom of Information and Protection of Privacy Act and will be shared with other agencies involved in reviewing subdivision applications. If you do not want your personal information to be shared, contact the Community Planning Branch to discuss your concerns before submitting a completed form.

**11. Applicant(s):** *(persons making application and to whom correspondence should be addressed)*

a) Name of registered owner of land to be subdivided:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town/Village: \_\_\_\_\_

Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Tel.: \_\_\_\_\_

b) Land Surveyor / Planner / Lawyer /Agent (specify):

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town/Village: \_\_\_\_\_

Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Tel.: \_\_\_\_\_

c) Declaration by registered owner:

I, \_\_\_\_\_ hereby certify that I  
*(Full name in block capitals)*

am the registered owner of the land proposed for subdivision.

am authorized, in writing, to act as the registered owner per Sections 2(d) and 5(3) of *The Subdivision Regulations, 2014*, I hearby swear that all statements contained with this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/Town/Village: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Tel: \_\_\_\_\_

**Replies are to be sent to (please specify):**  a  b  c