



Box 360
Rycroft Alberta T0H 3A0
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Village of Rycroft

4703 – 51st Street
Telephone: 780-765-3652
Fax: 780-765-2002

SUBDIVISION APPLICATION & INFORMATION PACKAGE

1. Complete * Sign the “Application for Subdivision” form (attached).
2. Submit Application Fee. Basic \$100.00 plus \$100.00 for each parcel created including the balance of the property. For example: a first parcel subdivision would cost \$300.00 – the basic \$100.00 plus \$100.00 for the first subdivision and \$100.00 for the remainder of the property. **NOTE:** These fees are non-refundable. Make cheque or money order payable to: “Village of Rycroft”.
3. Supply and up-to-date Copy of Certificate of Title. The copy must be obtained not more than two months prior to the subdivision application date.
4. Complete Form B – Proposed Subdivision Sketch (or provide separate page) and Chart – indicating distances of existing sewer from residence, water source(s), and all boundaries. **Note: Must** include size and location of area to be subdivided, sewage disposal, buildings, trees, well/water courses, existing and proposed approaches.
5. Complete Form C – Disclaimer and Right-of-Entry Form.

STEPS REQUIRED TO REGISTER A SUBDIVISION

STEP 1: **Owner:** completes the subdivision application, provides copy of the title (not more than 2 months old) for the property, prepares a sketch of the proposed subdivision and submits the Subdivision Application fee to the Village.

STEP 2: **VILLAGE:** The Development Officer sends letters to the referral agencies (i.e. Sustainable Resources, Transportation, Environment, Telus, ATCO, etc.) as well as adjacent land owners.

STEP 3: **VILLAGE:** The subdivision application is submitted to the Subdivision Authority for consideration. A decision is issued and if no appeal is filed by the applicant or referral agencies (within 14 days), an approval is considered complete.

STEP 4: **OWNER:** ensures the conditions of the subdivision approval will be fulfilled. These conditions will, in part, address the following:

- ♣ Taxes are paid.
- ♣ Access to the subdivision and the balance of the parcel to be constructed to the standards of the Public Works Foreman at the Owner/Developer’s Expense.
- ♣ In most situations, a Subdivision will also require a Development Agreement.

STEP 5: **OWNER:** Contacts surveyor to prepare the survey plan.

STEP 6: **OWNER/SURVEYOR:** Submits documents to the Village for endorsement. Fee required of \$55.00 per title (total of \$110.00 for a first parcel subdivision). All conditions of the subdivision must be met prior to endorsement.

(Must Register Linen Within 12 Months of Endorsement Date otherwise a Time Extension is required.)

Endorsed Document Returned to Surveyor who registers documents with Land Titles Office, Edmonton.

NOTE: It takes approximately 3 months to complete a subdivision due to the factors outlined above, but it may take longer depending on the conditions at the subdivision approval.

**FOR ADDITIONAL INFORMATION PLEASE CONTACT:
THE VILLAGE OF RYCROFT AT (780) 765-3652**



SUBDIVISIONS: WHAT YOU NEED TO KNOW

A subdivision of land is the legal means of dividing an existing parcel of land into two or more smaller parcels. Land titles Office issues a new Certificate of title for both the new parcel(s) and the balance of the original parcel. Subdivisions may be divided into several categories each of which is regulated under our Land Use Bylaw.

LISTING OF SURVEYORS

Beirsto Lehnrs Ketchum Engineering	#101, 10940 – 92 Grande Prairie, AB T8V 6B5	Tel: 780-532-4919
Focus Surveyors Ltd.	10127 – 120 Ave. Grande Prairie, AB T8V 8H8	Tel: 780-539-3222
HIW Surveys Ltd.	10550 – 117 Ave. Grande Prairie, AB T8V 7N7	Tel: 780-532-2343/1-888-532-2343
McElhanney Land Surveys Ltd.	9928 – 111 Ave. Grande Prairie, AB T8V 4C3	Tel: 780-532-0633
Pals Surveys & Associates Ltd.	4105 – 41 st Ave, Whitecourt, AB T7S 1P5	780-778-5559
Midwest Surveys	10401 – 77 th Street, Peace River, AB T8S 1R2	780-624-1800/1-888-298-1414

(Disclaimer: This list is provided for information only, other surveyors may be able to complete the required work and the Village of Rycroft is not recommending any of the surveyors or making comments in relation to the quality of work completed by those surveyors that are on the list or those that are not.)



APPLICATION FOR SUBDIVISION

VILLAGE OF RYCROFT, 4703 – 51ST, Street, Box 360, Rycroft, Alberta. T0H 3A0

AREA FOR OFFICIAL USE ONLY:

FORM A as completed	File No.
Fees Submitted	Receipt No.

THIS FORM MUST BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED LANDOWNER(S) OR BY AN AUTHORIZED AGENT ACTING ON HIS/HER (THEIR) BEHALF.

1) **Name of Registered Owner(s)** land to be subdivided: _____
Address and Phone No: _____

2) **Name of Agent(s)** (person authorized to act on behalf of registered owner) if any: _____
Address and Phone No.: _____

3) **Legal Description and area of land to be subdivided**
Part of the _____
Area of the above parcel of land to be subdivided _____ acres.

- 4) **Location of Land to be Subdivided**
- a) **Is the land situated immediately adjacent to the municipal boundary?** Yes ____ No ____
If yes, the adjoining municipality is _____
 - b) **Is the land situated within 0.8 kilometers (0.5 miles) of the right-of-way of the Highway?**
Yes ____ No ____ If yes, the highway is _____
 - c) **Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal?** Yes ____ No ____ If yes, state its name _____
 - d) **Is the proposed parcel within 1.5km (1 mile) of a sour gas facility?** Yes ____ No ____

- 5) **Existing and Proposed Use of Land to be Subdivided**
- a) Existing use of the Land _____
 - b) Proposed use of the Land _____
 - c) The designated use of the land as classified under the Land Use Bylaw _____

- 6) **Physical Characteristics of Land to be Subdivided (where appropriate)**
- a) Describe the nature of the topography of the land (flat, rolling, steep, mixed) _____
 - b) Describe the nature of the vegetation and the water on the land (bush, shrubs, tree stands, woodlots, etc, sloughs, creeks, etc) _____
 - c) Describe the kind of soil on the land _____

7) **Existing Buildings on the land to be subdivided**
Describe any buildings and any structures on the land: _____

The personal information on this form is being collected for the purpose of processing the Application for Subdivision Approval under the Authority of the Freedom of Information and Protection of Privacy Act (FOIP). If you have nay questions, please contact the Village of Rycroft FOIP Assistant at 780-765-3652.

8) **REGISTERED OWNER(S)**

I/We _____

(Full name in block capitals)

hereby certify that I/We

am/are the registered owner(s)/authorize the party named in No. 2 above to act on my behalf

(Circle one of the above)

And that the information given on this form is full and complete and, to the best of my/our knowledge, is a true statement of the facts relating to this application for subdivision approval.

Signature of Landowner(s)

Date

FORM "A"



PROPOSED SUBDIVISION SKETCH

LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED:

All/part of the _____ ¼ sec. _____ twp. _____ range _____ west of _____ meridian
 Being all/parts of lot _____ block _____ Reg. Plan No. _____ C.O.T. No. _____

COMPLETE ALL BLANKS IN THE CHART BELOW

	To Proposed East Boundary	To Proposed West Boundary	To Proposed North Boundary	To Proposed South Boundary	Water Source	Sewage System
Distance From Residence						
Distance From Water Source					N/A	
Distance From Sewage System						N/A
Distance From any other Water Course						

Indicate the following information on the quarter section below:

- a) The boundaries of the proposed parcel on the parcel, **including dimensions (feet or meters)**.
- b) The developed and undeveloped road allowance(s) and ***all* approaches** to the parcel.
- c) Locate ***all*** residence(s) and buildings on the proposed lot.
- d) Locate shelterbelts, creeks, rivers, drainage ditches, railways, etc.



FORM "I"

PROPOSED SUBDIVISION SKETCH

N

A large, empty rectangular box with a thin black border, intended for a subdivision sketch. The box is centered on the page and has a north arrow 'N' positioned above its top edge. The box is surrounded by a larger, slightly thicker border, also with a north arrow 'N' above it.

FORM - I

VILLAGE OF RYCROFT



DISCLAIMER

THE OWNER(S) HEREBY ACKNOWLEDGE(S) THAT THE SKETCH PROVIDED (FORM B) IS FOR PURPOSES OF PROCESSING A SUBDIVISION APPLICATION ONLY AND IS PREPARED FROM INFORMATION PROVIDED BY THE OWNER(S). ACCORDINGLY, THE VILLAGE OF RYCROFT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE SKETCH OR FOR ANY INFORMATION CONTAINED HEREIN.

Owner's Signature: _____ **Date:** _____

-----**DISCLAIMER**-----

RIGHT OF ENTRY

RIGHT OF ENTRY FOR AN AUTHORIZED PERSON OF VILLAGE OF RYCROFT FOR THE PURPOSES OF A SITE INSPECTION OF THE LAND AFFECTED BY A PROPOSED SUBDIVISION APPLICATION.

The Municipal Government Act, M-26.1, Section 653 states: "(2) If a subdivision application includes a form on which the applicant for subdivision approval may or may not consent to the municipality or its delegate carrying out an inspection, at a reasonable time, of the land that is the subject of the application and if the application signs a consent to the inspection, a notice of inspection is not required to be given under section 542(1)"

IN ACCORDANCE WITH SECTION 653 OF THE MUNICIPAL GOVERNMENT ACT, M-26-1, PLEASE COMPLETE THE FOLLOWING RIGHT OF ENTRY FORM AND SUBMIT WITH YOUR PROPOSED SUBDIVISION APPLICATION.

I agree to the above Disclaimer and I hereby give consent for an authorized person of **Village of Rycroft** to enter upon the land that is subject to a subdivision application for the purposes of making a site inspection in order to evaluate the proposed subdivision.

If you wish to be present at the time of site inspection, please check the following box

LEGAL DESCRIPTION OF LAND: _____

OWNER'S NAME (IN BLOCK CAPITALS): _____

OWNER'S SIGNATURE: _____

DATE: _____

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If you have any questions, please contact the Villager of Rycroft FOIP Assistant at 780-765-3652.

-----**RIGHT OF ENTRY**-----