

# Application to Subdivide Land

## 1. Location of Land to be Subdivided:

\_\_\_\_\_

Municipality (City, Town, Village)

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

Lot(s) \_\_\_\_\_ Block(s)/Parcel(s) \_\_\_\_\_ Plan 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
- Main Farm Access
- Highway
- Urban Street
- Resource Road
- Road Allowance
- Paved
- Gravel
- Unimproved
- Northern Crown Land
- Trail

## 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

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 land 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:

- |  |                                       |   |
|--|---------------------------------------|---|
| <input type="checkbox"/> Existing        | <input type="checkbox"/> Proposed     | <input type="checkbox"/> Not Required     |
| <input type="checkbox"/> Communal System | <input type="checkbox"/> Cistern      | <input type="checkbox"/> Lake / Waterbody |
| <input type="checkbox"/> Municipal Well  | <input type="checkbox"/> Private Well | <input type="checkbox"/> Other            |

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

b) Sewage Disposal is:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Existing        | <input type="checkbox"/> Proposed           | <input type="checkbox"/> Not Required     |
| <input type="checkbox"/> Private-On-Site | <input type="checkbox"/> Mound              | <input type="checkbox"/> Chamber          |
| <input type="checkbox"/> Jet             | <input type="checkbox"/> Municipal/Communal | <input type="checkbox"/> Absorption Field |
|  | <input type="checkbox"/> Lagoon             | <input type="checkbox"/> Septic Tank      |
|  |   | <input type="checkbox"/> Holding Tank     |
|  |   | <input type="checkbox"/> 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:**

- Electric 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 Users:**

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. Use Section 9 (Additional Comments) to identify surrounding land use details.

	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 refuse	
<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"/> Cemetery	
<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 500m)	

**9. Additional Comments:**

**10. Other Requirements:**

1. Applications must include a current 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 \$300 per parcel (non-refundable) plus \$150 for 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)*

- |  |  |
|--|--|
| <p>a) Name of registered owner of land to be subdivided:</p> <p>Name: _____</p> <p>Address: _____</p> <p>City/Town/Village: _____</p> <p>Prov: _____ Postal Code: _____</p> <p>Email: _____ Tel: _____</p> | <p>b) Land Surveyor / Planner / Lawyer / Agent (specify):</p> <p>Name: _____ Company: _____</p> <p>Address: _____</p> <p>City/Town/Village: _____</p> <p>Prov: _____ Postal Code: _____</p> <p>Email: _____ Tel: _____</p> |
|--|--|

- c) Declaration by registered owner or authorized designate:

I, \_\_\_\_\_ hereby certify that I am the registered owner of the land proposed for subdivision or I am authorized, in writing, to act as the registered owner per Sections 2(d) and 5(3) of *The Subdivision Regulations, 2014*. By signing below, I certify that all information contained herein is true and correct. I understand that submittal of this application does not entitle the applicant to engage in the work applied for and there shall be no construction, site preparation work undertaken nor entering into any binding agreements for such work or selling the proposed property until such application is approved and the permit is issued. I also understand that all work must be permitted in compliance with all applicable provincial, federal, and local laws. I hereby 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 from above):**    a    b    c

Email: \_\_\_\_\_