

This requirements list should be used for simple subdivisions where there are no requirements for:

- The construction of public water, sanitary or stormwater mains, roads, or other infrastructure; and
- The dedication of Municipal and/or Environmental Reserve lands

Examples included (but not limited to) duplex subdivision, subdivision of building units and establishing common property.

Required Documents

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted through the online portal.**

- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed business (**Note:** *This is not required if the property owner is the applicant*).
- Application fee (**Note:** *you will be notified via email of outstanding fees with payment details*)
- Current copy of Certificate(s) of Title
- Copies of any restrictive covenants, utility rights-of-way, easements, or Town caveats registered on the Title(s)
- A Context Plan showing the lands to be subdivided in relation to the neighbourhood
- Tentative plan of subdivision (in metric units), prepared by an Alberta Land Surveyor, showing:
 - North arrow and scale
 - Legal description and municipal address
 - Property lines (existing and proposed)
 - Location, dimensions, boundaries and lot areas of each new lot to be created
 - Streets and lanes, labelled with names
 - Easements and right-of-ways
 - Location, use and dimensions of existing buildings (specify if buildings are proposed to remain or be removed)
 - Floodway, flood fringe, or steep creek hazard boundaries, if applicable
 - Location and boundaries of the bed and shore of any river, stream, watercourse, lake or other body of water that is contained within the bounds of the proposed parcel of land, if applicable

Required Documents (*cont'd*)

- Addressing plan (in alignment with the Civic Addressing Protocol*),
- Recent Site Photos

Additional Requirements

At the discretion of the Development Officer or Municipal Engineer, additional information, plans or reports may be required to adequately render a decision on an application. For a list of additional requirements that may apply to your application, visit the Town's webpage related to [Development Permits](#).

*Please visit the Town's website in order to review and download this policy