



**Town of Redwater  
Subdivision/Condominium/Consolidation  
Application**

**Updated: 2024**

**INCLUDES:**

- Subdivision Application Checklist
- Subdivision Application
- Subdivision Computation Sheet
- Owners Authorization Form
- Right of Entry Authorization Form
- Abandoned Wells Confirmation

Planning & Development  
P.O. Box 397  
4924 47th St.  
Redwater, AB T0A 2W0  
**780-942-3519 ext. 330**  
[devofficer@redwater.ca](mailto:devofficer@redwater.ca)

**A NATURAL HOME**

## Application Checklist

All forms and supporting documents (listed below) **MUST** be submitted at time of application.

Subdivision Application Form (Attached)

Subdivision Computation Sheet (Attached)

Owner's Authorization Form (Attached)

Right Of-Entry Authorization Form (Attached)

Abandoned Wells Confirmation Form (Attached)

Certified up-to-date (30 days or less) Copy of Title and copies of any easements, caveats or other registered agreements that affect the use of the subject lands

A real property report for any lot with buildings that will remain

A Shadow Plan for all future phases of development that demonstrate how overall density minimum, and rear lane percentage is achieved (in AutoCAD, PDF and GIS format (shapefile or geodatabase)

A Proposed Plan of Subdivision (in AutoCAD, PDF and GIS format (shapefile or geodatabase)

Files must be projected with a defined coordinate projection of NAD83, 3TM114W

Shows location, dimensions and boundaries of the lot(s) to be subdivided

The proposed lot(s) to be registered in a land titles office;

The location, dimensions, and boundaries of each new lot to be created and any reserve land; Existing rights-of-way of each public utility, other rights-of-way and a lot grade/drainage plan;

The location, use, and dimensions of buildings on the parcel that is the subject of the application and specifying those buildings that are proposed to be demolished or moved;

The location and boundaries of the bed and shore of any river, stream, watercourse, lake, or other body of water that is contained within or bounds the proposed or existing lot(s);

The location of any existing or proposed wells, any private sewage disposal systems, and the distance from these to existing or proposed building and existing or proposed lot lines;

All accesses, existing and proposed, to all lot(s), existing and proposed; and The location of any tree stands or wetlands on the existing and proposed lot(s).

Additional information may be required by the Subdivision Authority

Fees (See current Fees and Charges Bylaw)

Questions regarding planning or completing application: [devofficer@redwater.ca](mailto:devofficer@redwater.ca) • 780-942-3519 ext. 330

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# Subdivision Application

OFFICE USE ONLY	
SDA Number: SUB-	
Subdivision Name:	
Roll #	
Fees	Receipt #:
Application Fees:	
Notification Fees:	
Endorsement Fees:	
Total Fees:	

1. Property Information
All/part of the _____ ¼ Sec. _____, Twp. _____, Rge _____, West of the 4 <sup>th</sup> Meridian OR Being all/part of Lot: _____ Block _____ Plan _____ OR Municipal Address: _____ C.O.T. No(s): _____ Area of the above parcels of land to be subdivided _____ Hectares ( _____ Acres)

2. Applicant and Property Owner Information
Applicant/Consultant Name: _____
Mailing Address: _____
Municipality: _____ Province: _____ Postal Code: _____
Phone: _____ Cell Phone: _____
Email (required): _____
Is the Applicant also the Registered Owner? <input type="checkbox"/> Yes (Do not fill out below) <input type="checkbox"/> No (Fill out below – written authorization from registered owner required)
Owner Name: _____
Mailing Address: _____ Municipality: _____ Province: _____
Postal Code: _____ Phone: _____ Cell Phone: _____
Email (required): _____

3. Location of Land to be Subdivided
a. Is the land situated immediately adjacent to the municipal boundary? <span style="float: right;">Y    N</span> If "yes", the adjoining municipality is: _____
b. Is the land situated within 1.6 kilometers (1 mile) of the right of way of a highway? <span style="float: right;">Y    N</span> If "yes", the Highway is No.: _____
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? <span style="float: right;">Y    N</span> If "yes", state its name. _____
d. Is the proposed parcel within 1.5 kilometers (0.9 miles) of a sour gas facility? <span style="float: right;">Y    N</span>
e. Does the proposed parcel contain an abandoned well? <span style="float: right;">Y    N</span> If "yes", please attach a map showing the actual well bore location of the abandoned well with a description of the minimum setback requirements set out in ERCB Directive 079.

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<b>4. Existing and Proposed Use of Land to be Subdivided</b>	
a.	Existing use of Land: _____
b.	Proposed use of Land: _____
<b>5. Physical Characteristics of Land to be Subdivided</b>	
a.	Describe the nature of topography of the land ( <i>flat, rolling, steep, mixed</i> ):
b.	Describe the nature of vegetation and water on the land ( <i>brush, cleared, shrubs, tree stands, woodlots, sloughs, creeks, etc.</i> ):
<b>6. Existing Buildings on the Land to be Subdivided</b>	
a.	Describe any buildings and any structures on the land and whether they are to be demolished or moved:
<b>7. Water and Sewer Services</b>	
a.	If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal or indicate N/A: _____
<b>8. Applicant Authorization</b>	
I, _____ hereby certify that	
I am the registered owner,	
I am the agent authorized to act on behalf of the registered owner	
And that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision approval.	

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# Subdivision Computation Sheet

<b>OFFICE USE ONLY</b>						
SDA Number:			Neighbourhood Structure Plan			
Area Structure Plan			Legal Description			
Subdivision Name & Phase			Municipal Address			
Land Use	Number of Hectares	% of Total Hectares	Number of Units	Density (net residential)	% of Total Units	Projected Population
Single Family						
Semi-Attached						
Multi-Attached						
Apartment						
Commercial						
Mixed Use						
Bare Land Condo						
Total						
Public Dedication	Total # of Hectares	% of Total Hectares	Public Dedication	Total # of Hectares	% of Total Hectares	
Circulation			Municipal Reserve Dedication			
Streets			Linkages			
Arterial			Parks			
Collector			School Sites			
Local						
Lanes			Total Dedication			
Walkways			Balance			
Emergency Access						
Total Dedication			BALANCE DEFERRED TO: Cash in Lieu			
Public Utility Lots			Environmental Reserve Dedication			
Total Dedication			Total Dedication			

NOTES:

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## Owner's Authorization Form

Property Description				
Property Address: _____			Lot: _____ Block: _____ Plan: _____	
Pt. _____	QS: _____	Twp: _____	Rge: _____	Mer: _____

Property Owners name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

I, \_\_\_\_\_ being registered owner(s) of  
 NAME OF REGISTERED OWNER(S)

\_\_\_\_\_ do hereby authorize \_\_\_\_\_  
 LEGAL DESCRIPTION OF PROPERTY INDIVIDUAL OR FIRM  
 SEEKING APPLICATION

to make application for subdivision affecting the above noted property.

Signature of Owner:  
 \_\_\_\_\_

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

**PLEASE NOTE:**

The above signed Authorization pertains only to the above noted subdivision application to which it is attached.

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**Municipal Government Act, 2000 (Section 653)  
Right-of-Entry Authorization form Authorization Form**

I consent for the Development Authority of the Town of Redwater the Right-of-Entry for the purpose of a land site inspection relative to a proposed Subdivision application.      Y                      N

Property Description				
Property Address: _____		Lot: _____ Block: _____ Plan: _____		
Pt. _____	QS: _____	Twp: _____	Rge: _____	Mer: _____

Property Owners name: _____		Phone: _____	
Address: _____		City/Town: _____	
Province _____	Postal Code: _____		
Email: _____			

Section 653 (2) of the Municipal Government Act stipulates that:

*"If a subdivision application includes a signed consent of the applicant to the municipality or its delegate carrying out an inspection, at a reasonable time, of the land that is the subject of the application a notice of inspection is not required to be given under Section 542(1)."*

**PLEASE NOTE:**

In accordance with this Section and the subdivision application requirements of the Town, it is necessary that this form be completed and returned with your application submission.

Signature of Owner: \_\_\_\_\_

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

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## Declaration-Absence of Abandoned Wells on Parcel

I have reviewed information from the Energy Resource and Conservation Board ("ERCB") and can advise that the information shows the absence of any abandoned wells on the parcel that is the subject of the attached application for Subdivision Application.

Property Description				
Property Address: _____			Lot: _____ Block: _____ Plan: _____	
Pt.	QS:	Twp:	Rge:	Mer:

Property Owners name: _____		Phone: _____	
Address: _____		City/Town: _____	
Province _____	Postal Code: _____		
Email: _____			

Signature of Owner:

Date:

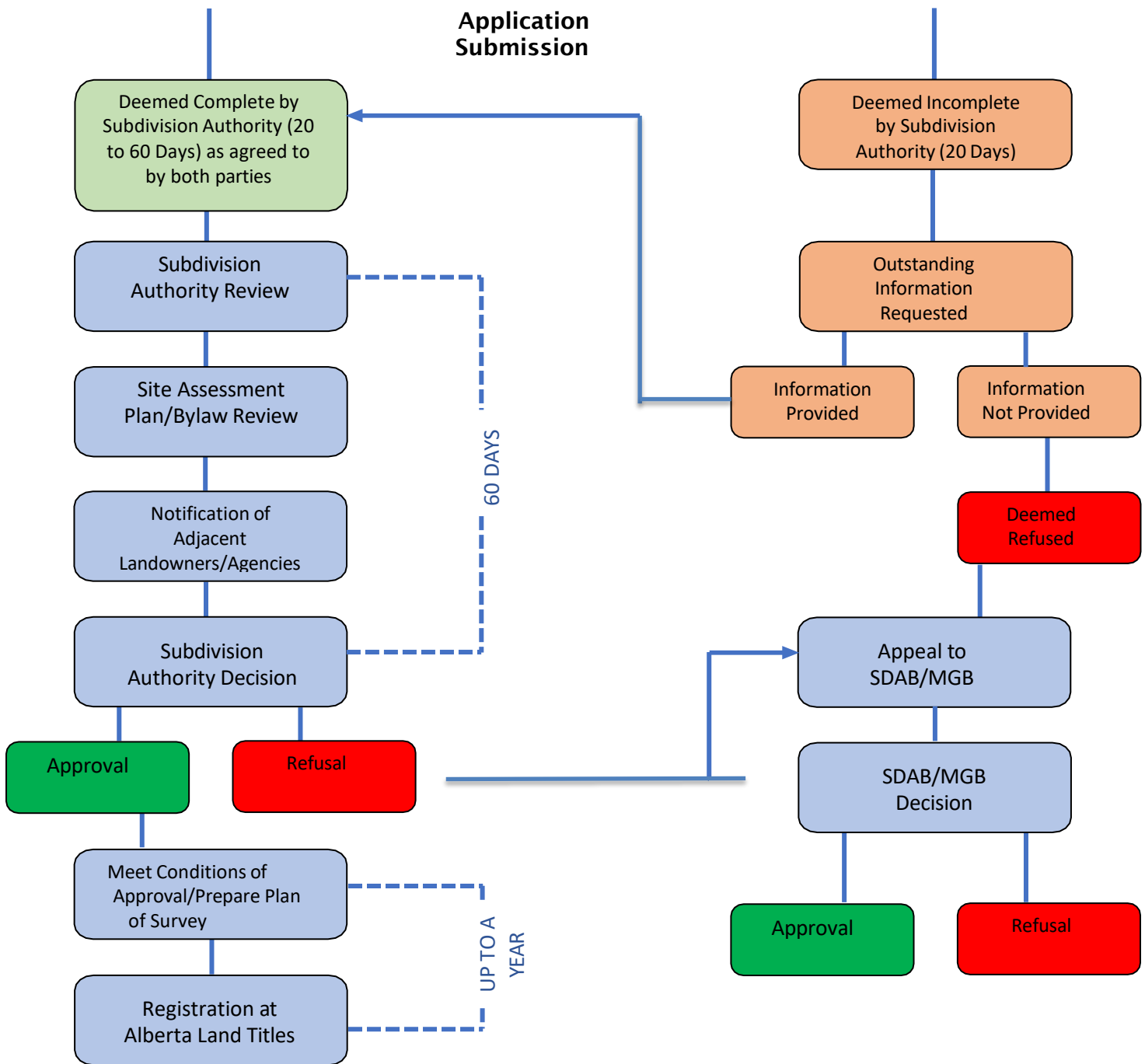
\_\_\_\_\_

\_\_\_\_\_

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# Subdivision Approval Process



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4924 - 47 Street | Box 397 • Redwater, AB T0A 2W0  
Phone: 780-942-3519 • Fax: 780-942-4321  
[www.redwater.ca](http://www.redwater.ca)

## Schedule A - Credit Card Authorization Form

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

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

Credit Card Type: \_\_\_\_\_ Visa \_\_\_\_\_ Mastercard

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Card Identification Number: \_\_\_\_\_

(Last 3 digits located on the back of the credit card; CID will be redacted after transaction has been approved)

Amount to Charge: \$ \_\_\_\_\_ (CAD)

I authorize the Town of Redwater to charge the agreed amount listed above to my credit card provided herein. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

Cardholder Signature: \_\_\_\_\_

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

**Once signed return the completed form to:**

Town of Redwater  
4924 – 47 Street | Box 397  
Redwater, Alberta T0A 2W0  
Fax: 780-942-4321 Email: [redwater@redwater.ca](mailto:redwater@redwater.ca)

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