



SUBDIVISION APPLICATION

Municipal District of Greenview No. 16

4806 – 36 Avenue, Box 1079, Valleyview, AB T0H

3N0 www.mdgreenview.ab.ca

planning@mdgreenview.ab.ca - 780-524-7639

Applicant Information

Name: _____

Email: _____

Address: _____

Town: _____

Postal Code: _____

Primary Phone: _____

Other Phone: _____

Registered Owner (if different than applicant)

Name: _____

Email: _____

Address: _____

Town: _____

Postal Code: _____

Primary Phone: _____

Other Phone: _____

Land Information

Legal Location of Property to be Subdivided

LSD/QTR: _____ SEC: _____ TWP: _____ RGE: _____ M: _____

Land Use District: _____

Area to be Subdivided

Hectares: _____

Acres: _____

(Alternate Legal Location)

Registered Plan _____

Block _____

Lot _____

Existing Buildings on the Land to be Subdivided

Total Number of Lots to be Created: _____ Size of Lots: _____

Rural Address (if applicable): _____

Certificate of Title No.(s): _____

Existing Use of Land: _____ Proposed Use of Land: _____

Note: You are responsible for contacting a land surveyor registered with the Alberta Land Surveyors Association

Land Information

Is the land situated within a mile of another municipal boundary? ☐ Yes ☐ No

- If yes, the adjoining municipality is: _____

Is the land within 1600m of the right-of-way of a Highway?

- If yes, the Highway is: _____

Is the proposed parcel located within 1.5km of a sour gas facility? ☐ Yes ☐ No

Are you aware of any high water table issues? ☐ Yes (explain) _____ ☐ No

Describe the nature of the land's topography (flat, rolling, steep, mixed): _____

Describe the nature of vegetation and water on the land: _____ Describe

the kind of soil on the land (sandy, loam, clay, etc.): _____

Does the land contain any body of water, including wetlands?

☐ Yes (state what it is and its name, if any) _____ ☐ No

1st Parcel

Type of Water Supply

☐ Dugout ☐ Well ☐ Cistern & Hauling ☐ Municipal Servicing ☐ Other (specify) _____

2nd Parcel

☐ Dugout ☐ Well ☐ Cistern & Hauling ☐ Municipal Servicing ☐ Other (specify) _____

3rd Parcel

☐ Dugout ☐ Well ☐ Cistern & Hauling ☐ Municipal Servicing ☐ Other (specify) _____

4th Parcel

☐ Dugout ☐ Well ☐ Cistern & Hauling ☐ Municipal Servicing ☐ Other (specify) _____

Remnant Lands

☐ Dugout ☐ Well ☐ Cistern & Hauling ☐ Municipal Servicing ☐ Other (specify) _____

Type of Sewage System

1st Parcel

☐ Open Discharge/Pump-out ☐ Septic/Holding Tank ☐ Evaporation Mount/Tile Field

☐ Sewage Lagoon ☐ Municipal Servicing ☐ Other (specify) _____

2nd Parcel

☐ Open Discharge/Pump-out ☐ Septic/Holding Tank ☐ Evaporation Mount/Tile Field

☐ Sewage Lagoon ☐ Municipal Servicing ☐ Other (specify) _____

3rd Parcel

☐ Open Discharge/Pump-out ☐ Septic/Holding Tank ☐ Evaporation Mount/Tile Field

☐ Sewage Lagoon ☐ Municipal Servicing ☐ Other (specify) _____

4th Parcel

☐ Open Discharge/Pump-out ☐ Septic/Holding Tank ☐ Evaporation Mount/Tile Field

☐ Sewage Lagoon ☐ Municipal Servicing ☐ Other (specify) _____

Remnant Lands

☐ Open Discharge/Pump-out ☐ Septic/Holding Tank ☐ Evaporation Mount/Tile Field

☐ Sewage Lagoon ☐ Municipal Servicing ☐ Other (specify) _____

Is the land subject of the application, the subject of a license, permit, approval, or other authorization granted by any other provincial agencies regulatory body? (AEUB, AER, AUC, ERCB, NRCB)

☐ Yes (Which Agency) _____ ☐ No

Is the land subject of the application, the subject of a license, permit, approval, or other authorization granted by the Minister or granted under any Act the Minister is responsible for under Section 16 of the Government Organization Act? (AEPA, ALSA, APLA, Alberta Surveys Act, Alberta Water Act)

☐ Yes (Which Minister) _____ ☐ No

ALL applications require a printout map featuring the location of all abandoned oil and gas well sites as well as the setback distances in relation to existing or proposed building sites. The Development Authority cannot approve a development application if the lot(s) do(es) not comply with the setback directed by ERCB Directive 079.

This can be obtained from **Alberta Energy Regulator** (AER, previously known as ERCB) via website, phone, email, fax, or mail. If you require assistance or do not have access to the internet, please contact AER at **1.855.297.8311**.

Abandoned well-site information **must be provided by the applicant.**

Is there an abandoned well or pipeline on the property?

☐ Yes (Licensee name: _____) ☐ No (*printout must still be provided*)

☐ Complete and Signed **Application for Subdivision**

☐ Copy of **Certificate of Title** or other proof of ownership authorization

☐ **Alberta Energy Regulator (AER)** information regarding Abandoned Wellbores, identifying or confirming the absence of wells and pipelines

☐ **Non-refundable application fee** as established by the Schedule of Fees

☐ **Tentative Plan** highlighting all of the requirements for subdivision listed on page 4 of this application.

This Application is only considered complete once noted information has been provided to our office. This checklist must be completed by the applicant prior to submission.

Note: The Development Authority shall advise you within 20 days of receipt if the application has been deemed complete. If the application is incomplete you will be notified in writing of the outstanding documents and/or information and provided with a timeline in which to submit the required information.

FOR ADMINISTRATIVE USE ONLY

☐ Permitted ☐ Discretionary ☐ Prohibited

Application Received: _____

Roll No.: _____

Application No.: _____

Fees: _____

Date Paid: _____

Receipt No.: _____

Deemed Complete: _____

Land Use District: _____

Proposed Use: _____

Comments: _____

Steps Required for a Subdivision

Step 1: Greenview receives the application and tentative plan of subdivision

Step 2: A development officer conducts a site inspection and letters are sent to referral agencies (Alberta Transportation, ATCO Electric, oil and gas companies, interested parties on title, etc.) and adjacent landowners. Referral agencies and adjacent landowners are given 30 days to respond with comments or concerns.

Step 3: Greenview's Municipal Planning Commission (MPC) reviews the application. A decision is issued, and if no appeal is filed by the applicant or referral agencies, the decision is considered final. Conditions of subdivision approval must be fulfilled prior to endorsement of the survey plan.

Step 4: These conditions will, in part, address the following:

Taxes must be current.

Applicable fees for access to the proposed lot and/or balance of the quarter to be constructed and/or upgraded by Greenview must be paid.

The sewage system must meet or be upgraded to Alberta Private Sewage Systems standards.

Road widening may be required to accommodate future road upgrade. If road widening is required, an agreement must be signed by all parties. Greenview is responsible for registering the road plan at no cost to the applicant.

Step 5: The applicant consults an Alberta land surveyor, who submits a subdivision plan to Greenview to endorse. Endorsement fees per title created must be paid. If the subdivision requires a developer's agreement, all conditions of the agreement must be met prior to endorsement.

Step 6: The endorsed subdivision plan is returned to the surveyor, who registers the plan with Alberta Land Titles. The plan must be registered within 12 months of endorsement. A time extension may be granted at the sole discretion of Greenview upon receipt of a time extension request and a fee.

Note: It may take several months to complete a subdivision due to the factors outlined above

SUBDIVISION INFORMATION

DEFINITION

Subdivision means the division of a parcel of land to obtain separate title(s) to part(s) of the parcel. Subdivision of land into parcels (or lots) is an integral part of the land development process, and is subject to both provincial regulations and municipal bylaws and policies. In order to subdivide a parcel, the assigned land use district must permit the parcel sizes and densities proposed. If the current land use designation does not allow the proposed subdivision, a land use amendment must be completed prior to (or along with) the subdivision application.

PRELIMINARY DISCUSSIONS WITH THE MUNICIPALITY

Landowners (or their representatives) considering a subdivision are encouraged to contact planning and development staff prior to making an application. The purpose of this initial consultation is to provide the applicant with specific information on application process requirements and provide opportunity for the applicant to receive preliminary feedback from Greenview including review of the proposed plan.

A pre-application meeting is required for any of the following types of developments:

- Multi-lot subdivisions
- Multi-family residential
- Commercial / Industrial
- Recreation

The applicant is responsible for contacting the Planning and Development department for the scheduling and coordination of the pre-application meeting.

REVIEW OF SUBDIVISION APPLICATION

Greenview's planning and development department reviews every application to evaluate site suitability and conformity with local and provincial planning legislation.

Site suitability issues:

- Adjacent land use compatibility
- Adequate water supply and sewer systems
- Legal and physical access via road approach
- Proximity to existing wellsites and pipelines
- Existing or proposed utility services
- Environmental considerations
- Potential flooding or erosion issues

Legislation compliance with:

- Municipal Government Act (MGA)
- Alberta Subdivision & Development Regulations
- Related provincial land use policies
- Greenview's Land Use Bylaw (LUB)
- Greenview's Municipal Development Plan (MDP)
- Greenview's Development Guidelines & Municipal Servicing Standards
- Existing area structure plans (ASPs) if applicable

The applicant may be required to submit the following additional studies based on the complexity of the proposed subdivision:

- Area structure plan (ASP)
- Heritage site assessment
- Sanitary sewer analysis
- Surveyed grading plan
- Traffic Impact Assessment (TIA)
- Wetland assessment
- Hydrological report
- Geotechnical report
- Stormwater Management Plan (SWMP)
- Environmental and/or biophysical assessments

CIRCULATION

The application will be circulated to Greenview departments and other affected agencies for comments and recommendations. Greenview utilizes these comments to evaluate the application and establish conditions of approval. The applicant is responsible for addressing any concerns or issues that the agencies identify. Planning and development staff is available to review the responses with the applicant.

DECISION

Greenview's subdivision approval authority is Municipal Planning Commission (MPC). Decisions on subdivision applications are made at a monthly meeting. Applicants and/or their representatives may attend these public meetings and make a presentation if desired. Municipal Planning Commission then makes a decision to conditionally approve, refuse or table the application. A written notice of the decision will be issued to the applicant.

APPEAL

If your application is not approved or you disagree with a condition, you may appeal to the Secretary of the Subdivision and Development Appeal Board at the Greenview office within 14 days of receipt of the written decision. Only you, the municipality, school boards or the provincial government can appeal a subdivision. Adjacent landowners are notified of subdivision applications and are invited to comment but cannot appeal decisions.

ENDORSEMENT

The surveyor submits the survey plan to Greenview. An endorsement fee is also paid at this time. Greenview endorses the document only if all conditions of subdivision approval have been met. You have one year from the date of decision to have the survey plan endorsed by Greenview. If you cannot meet this timeline, please contact the planning and development staff for an extension. An extension may be granted at the sole discretion of Greenview.

REGISTRATION

Once Greenview has endorsed the survey plan, it is returned to the surveyor, who registers the plan with Alberta Land Titles. The endorsed documents must be registered at Alberta Land Titles within one year of the endorsement date. Once the plan is registered, a Certificate of Title is issued for each newly created parcel. The transfer of titled lots cannot occur until the plan is registered.

Tentative Plan

PLEASE SUBMIT THIS CHECKLIST TO YOUR SURVEYOR

*Greenview will **NOT** accept Subdivision Applications without a Tentative Plan that addresses the requirements below*

- North arrow;
- Legend;
- 1:5000 Scale; or 1:2000 scale for multi-lot subdivisions (4 or more lots);
- Clear identification of the subject lands, showing the entire existing parcel within the proposed subdivided parcel(s);
- Location, dimensions, area, and boundaries of all parcel(s);
- Location and legal land description of all existing and proposed lots;
- Location of all water wells, dugouts, and any other water supply facilities
- Description of type and location of any private sewage disposal system, point of service discharge, and distance to the source of potable water supply, water course(s), residence(s), and existing/proposed property lines; and provincial setback requirements associated with these systems to indicate if these setbacks will have an influence on the boundaries of the proposed parcel(s);
- Location of all utility and rights-of-way, easements, and identification of their ownership;
- Location of utility poles;
- Location of any highway, road, lease road, or rail line within or adjacent to the parcel(s) to be subdivided;
- Location of any steep (>10%) sloped areas, water bodies, watercourses, and drainage ditches within or adjacent to the land to be subdivided;
- Location of any treed areas or brush;
- Location of any gas and oil wells and pipelines. The applicable Alberta Energy Regulator (AER) setbacks from a gas or oil well and battery sites are to be included, as per AER Directive 056;
- Location of any existing, known or proposed sour gas facilities, sewage lagoon and solid waste disposal facilities within or adjacent to the land to be subdivided together with the applicable setbacks;
- Location of existing and proposed access to the proposed parcel(s) and the remainder of the titled area;
- Any other information relative to the site.

Declaration

I/we hereby declare that the information submitted is, to the best of my/our knowledge, factual and correct. I/we understand that by signing this declaration, I/we also give consent for an authorized person of the MUNICIPAL DISTRICT OF GREENVIEW NO. 16 to enter upon the land that is subject to a development permit application for the purposes of conducting a site inspection in order to evaluate the proposed development

Note: If the applicant is not the registered landowner, the signature of the landowner(s) is required.
ALL landowners must sign the application

Date: _____ **Applicant:** _____

Date: _____ **Registered Landowner(s):** _____

The personal information on this form is collected under the authority of s4(c), s12(1)(a)(b)(c) and s13(1)(a)(b)(c) of the Protection of Privacy Act (POPA). We collect only what is necessary to respond to your request and to share the information with internal departments that relate to your application. Your name and the nature of the application may be disclosed to the public upon request and at a Public Council meeting. If you have questions about the collection, use or disclosure of your personal information, please contact Greenview's ATI Coordinator at 780-524-6079 or atia@mdgreenview.ab.ca.

ALBERTA LAND SURVEYORS

Applicants are responsible for contacting a land surveyor registered with the Alberta Land Surveyors' Association.

Disclaimer: The following is a partial list of Alberta Land Surveyors around Greenview. It is subject to change without notice. Greenview provides this list as a tool for applicants and landowners considering subdivision. Please contact the firm directly for more information. For the most current and up-to-date information and additional Alberta Land Surveyors, please consult Alberta Land Surveyor's Association (www.alsa.ab.ca).

Company Name	Location and Website	Contact Information
Beairsto & Associates Engineering	Grande Prairie www.baseng.ca	780.532.4919 855.879.5973 office@baseng.ca
Borderline Surveys Ltd.	Clairmont www.borderlinesurveys.ca	780-538-1955 borderline5@gmail.com
Challenger Geomatics	Sherwood Park www.challengegeomatics.com	780.933.7145 pheil@challengegeomatics.com
Compass Geomatics	Grande Prairie www.compassgeomatics.ca	855.356.0111 compass@compassgeomatics.ca
GeoVerra Inc.	Grande Prairie www.goeverra.com	780.481.3399 ABinfo@goeverra.com
Global Raymac Surveys	Grande Prairie www.globalraymac.ca	780.532.2343 info@globalraymac.ca
Haggerty Surveys Ltd	Grande Prairie www.haggertysurveys.ca	780.933.7145
Helix Engineering and Surveys	Grande Prairie www.helixeng.ca	780.532.5731 info@helixeng.ca
McElhanney	Hinton www.mcelhanney.com	780.865.7200 info@mcelhanney.com
McElhanney	Grande Prairie www.mcelhanney.com	780.532.0633 info@mcelhanney.com
Midwest Surveys	Grande Prairie www.midwestsurveys.com	866.832.4802 gp@midwestsurveys.com
Millennium Geomatics Ltd.	Grande Prairie www.millgeo.com	855-575-9575
Velocity Group	Grande Prairie www.velocitygroup.ca	587.259.8888 wayne@velocitygroup.ca

Alberta Safety Codes Authority Approved Accredited Agencies

After obtaining a *development permit* from Greenview, you may require other permits such as building, electrical, plumbing, gas and sewage permits from an agency such as those listed below.

Remember: A development permit from Greenview is **not** a building permit. Greenview does **NOT** issue building, electrical, plumbing, gas or sewage permits.

What type of work requires a permit?

The Safety Codes Act requires that all contractors and homeowners in Alberta obtain permits prior to commencing work on buildings covered by the Alberta Building Code or work governed by the Canadian Electrical Code, the Alberta Gas Code or the Alberta Plumbing Code.

Benefits of obtaining a permit:

Obtaining a permit confirms that installation will conform to the safety standards that have been adopted under the Safety Codes Act; and that inspection(s) will be provided by certified safety codes officers.

Further information is available at Alberta Safety Codes Authority (ASCA):
<https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/>

AGENCY NAME
SUPERIOR SAFETY CODES (Building, Electric, Plumbing, Gas, Sewage) 14613 – 134 Avenue Edmonton AB T5L 4S9 Phone: 1.866.999.4777 www.superiorsafetycodes.com E-mail: info@superiorsafetycodes.com
THE INSPECTIONS GROUP INC. (Building, Electrical, Gas, Plumbing, Sewage) 12010-111 Avenue Edmonton AB T5G 0E6 Phone: 1.866.554.5048 www.inspectionsgroup.com E-mail: questions@inspectionsgroup.com

Question: What are the separation distance requirements for sewage treatment systems regulated by the Private Sewage Disposal Systems Regulation?

Answer: The minimum separation distances from the current 2015 Standard of Practice (SOP) are as follows:

<i>Distance From/To</i>	<i>Property Line</i>	<i>Water Source or Water Well</i>	<i>Municipal Water Well</i>	<i>Water Course * Article 2.1.2.4</i>	<i>** Building</i>	<i>Building with Basement, Cellar or Crawl Space</i>	<i>Building without Basement, Cellar or Crawl Space</i>	<i>Building with permanent foundation without basement, cellar or crawl space</i>	<i>Building without permanent foundation</i>	<i>Septic Tanks and/or Packaged Sewage Treatment Plants</i>
Holding Tanks	1 m (3.25 ft)	10 m (33 ft)	-	10 m (33 ft)	1 m (3.25 ft)	-	-	-	-	-
Septic Tanks	1 m (3.25 ft)	10 m (33 ft)	-	10 m (33 ft)	1 m (3.25 ft)	-	-	-	-	-
Packaged Sewage Treatment Plants	Refer to 2015 SOP 5.2.2	-	-	-	-	-	-	-	-	-
Sand Filters	1 m (3.25 ft) from foot of berm	10 m (33 ft)	-	10 m (33 ft)	1 m (3.25 ft)	-	-	-	-	-
Gravel Filters	3 m (10 ft) from foot of berm	10 m (33 ft)	-	10 m (33 ft)	Refer to 2015 SOP 5.4.2.1.1(d) and 5.4.2.1.2	-	-	-	-	-
Effluent Tanks	1 m (3.25 ft)	10 m (33 ft)	-	10 m (33 ft)	1 m (3.25 ft)	-	-	-	-	-
Settling Tanks	Refer to 2015 SOP 6.2.2. (1),(2),(3), and (4)	10 m (33 ft)	-	10 m (33 ft)	1 m (3.25 ft)	-	-	-	-	-
Lift Stations Refer to 2015 SOP 6.3.2.1.2	1 m (3.25 ft)	10 m (33 ft)	-	10 m (33 ft)	1 m (3.25 ft)					
Treatment Fields	1.5 m (5 ft)	15 m (50 ft)	100 m (330 ft)	* 15 m (50 ft)	-	10 m (33 ft)	-	5 m (17 ft)	1 m (3.25 ft)	5 m (17 ft) Refer to 2015 SOP 8.2.2.1.1(h)
Treatment Mounds	3 m (10 ft)	15 m (50 ft)	100 m (330 ft)	* 15 m (50 ft)	-	10 m (33 ft)	10 m (33 ft)	-		3 m (10 ft) Refer to 2015 SOP 8.4.2.1(e)
Drip Dispersal and Irrigation	1.5 m (5 ft)	15 m (50 ft)	100 m (330 ft)	* 15 m (50 ft)	-	Refer to 2015 SOP 8.5.2.1(e)	-	Refer to 2015 SOP 8.5.2.1(g)	1 m (3.25 ft)	Refer to 2015 SOP 8.5.2.1(h)
LFH At-grade Treatment Systems	Refer to 2015 SOP 8.6.2.1.1(d) and 8.6.2.1.1(e)	15 m (50 ft)	100 m (330 ft)	* 15 m (50 ft)	10 m (33 ft)	-	-	-	-	Refer to 2015 SOP 8.6.2.1.1(f)
Open Discharge Systems	90 m (300 ft)	50 m (165 ft)	100 m (330 ft)	* 45 m (150 ft)	45 m (150 ft)	-	-	-	-	-
Lagoon serving a single family dwelling or duplex	30 m (100 ft)	100 m (330 ft)	100 m (330 ft)	90 m (300 ft)	45 m (150 ft)	-	-	-	-	-

<i>Distance From/To</i>	<i>Property Line</i>	<i>Water Source or Water Well</i>	<i>Municipal Water Well</i>	<i>Water Course * Article 2.1.2.4</i>	<i>** Building</i>	<i>Building with Basement, Cellar or Crawl Space</i>	<i>Building without Basement, Cellar or Crawl Space</i>	<i>Building with permanent foundation without basement, cellar or crawl space</i>	<i>Building without permanent foundation</i>	<i>Septic Tanks and/or Packaged Sewage Treatment Plants</i>
<i>Lagoon serving other than a single family dwelling or duplex</i>	30 m (100 ft) 90 m (300 ft) from a numbered primary or secondary road	100 m (330 ft)	-	90 m (300 ft)	90 m (300 ft)	-	-	-	-	-
<i>Privies-Earthen</i>	5 m (17 ft)	15 m (50 ft)	-	* 15 m (50 ft)	Refer to 2015 SOP 10.1.2.1	-	-	-	-	-
<i>Privies-Tank</i>	Refer to 2015 SOP 10.1.2.1	10 m (33 ft)	-	10 m (33 ft)	Refer to 2015 SOP 10.1.2.1	-	-	-	-	-

Please reference the Alberta Private Sewage Systems Standard of Practice 2015 for complete design, installation, and material requirements.

*** Article 2.1.2.4 Separation from Specific Surface Waters**

- 1) The soil-based treatment component of an on-site wastewater treatment system shall be located not less than 90 m (300 ft.) from the shore of a lake, river, stream, or creek.
- 2) Notwithstanding the requirements of Sentence (1), where a principal building or other development feature is situated between the soil-based treatment component and a lake, river, stream, or creek, such that a failure of the system causing effluent on the ground surface will be obvious and create an undesirable impact own the owner, the distance may be reduced to the minimum distance requirements set out in this Standard for the particular type of treatment system being used.

**** Building** means any structure used or intended for supporting or sheltering any use or occupancy that is subject to the Alberta Building Code requirements.

References:

- Private Sewage Disposal Systems Regulation AR 229/97 with amendments up to and including Alberta Regulation 196/2015.
- Alberta Private Sewage Systems Standard of Practice 2015



April 27, 2016
Field Technical Services
Telephone 1-866-421-6929
E-mail:safety.services@gov.ab.ca