RURAL

Subdivision Application Package

ORRSC

OLDMAN RIVER REGIONAL SERVICES COMMISSION

PLANNING & GIS FOR STRONG COMMUNITIES

Effective Date August 21, 2026

SUBDIVISION APPLICATION CHECKLIST

RURAL MUNICIPALITY

The following is required when submitting an application for subdivision; otherwise, the application shall be deemed **INCOMPLETE**.

☐ **APPLICATION FEE**

Please make cheques payable to the Oldman River Regional Services Commission (ORRSC) or send an e-Transfer to subdivision@orrsc.com.

Application Fee $800	Per Lot Fee $400	Endorsement Fee $250
$800 Plus $400/Per Lot		$250/Per Lot
PAYABLE WITH INITIAL APPLICATION		**PAYABLE PRIOR TO ENDORSEMENT**

ALL SUBDIVISION FEES ARE NON-REFUNDABLE

☐ **APPLICATION FORM**

A completed application form signed by either the registered owner of the land or the person authorized to act on their behalf.

☐ **CURRENT COPY OF THE CERTIFICATE OF TITLE**

A current copy of the Certificate(s) of Title of the lands that are the subject of the application. The title(s) must be dated no more than 30 days prior to the application submission. If you are proposing to consolidate land, please include title(s) to all of the lands involved.

A current copy of the Certificate(s) of Title may be obtained from any provincial registry office or on-line at www.spin.gov.ab.ca OR https://landregistry.alberta.ca/.

☐ **SKETCH OF THE PROPOSED SUBDIVISION**

An accurate and legible sketch (drawn to scale) that shows the location, dimensions and boundaries of the proposed parcel in relation to the lands that are the subject of the subdivision and all the requirements identified in the enclosed Subdivision Sketch Checklist. The sketch shall include dimensions from all buildings and structures (including private septic systems) to existing and proposed property lines. Sketches without dimensions will not be accepted.

For applications in the **MD of Willow Creek No. 26, Vulcan County and the Municipality of Crowsnest Pass** where any buildings or structures are present on the land that is the subject of the subdivision, the sketch prepared by an Alberta Land Surveyor is required.

(403)-329-1344
1-844-279-8760

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Lethbridge, AB T1H 5E8

subdivision@orrsc.com
www.orrsc.com

☐ **ALBERTA ENERGY REGULATOR (AER) ABANDONED WELL INFORMATION**

In accordance with the Matters Related to Subdivision and Development Regulation:

☐ A map from the AER identifying the presence or absence of abandoned oil/gas wells on the parcel that is the subject of the application;*

AND

☐ EITHER a statement that there are no abandoned oil/gas wells on the parcel that is the subject of the application OR a list and map identifying the location of abandoned oil/gas wells (including the surface coordinates) on the parcel that is the subject of the application.*

*This information can be obtained from the **AER's Abandoned Well Viewer (https://maps.aer.ca/awm/index.html)** or by contacting the **AER Customer Contact Centre by telephone (1-855-297-8311) or by email (inquiries@aer.ca)**.

- If an abandoned oil/gas well is found to be present on the parcel that is the subject of the application (subject parcel), the following may be required:

  ☐ A tentative plan of subdivision (for vacant parcels) or survey sketch (for parcels that contain buildings and improvements) prepared by an Alberta Land Surveyor that illustrates the actual well location on the subject parcel as identified in the field and the setback established in the AER Directive 079 in relation to existing or proposed building sites.

☐ **OTHER**

Applicants may be required to submit additional information such as a water report in accordance with the Water Act, professional soils tests and analysis demonstrating suitability of private sewage treatment systems, geotechnical reports and other professionally prepared reports, concept plans, and any other information necessary to determine whether the application meets the requirements of Section 654 of the Municipal Government Act.

PRE-CONSULTATION MEETING

Prior to applying for subdivision, applicants are encouraged to contact the Oldman River Regional Services Commission to schedule a pre-application consultation meeting with a Planner.

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APPLICATION FOR SUBDIVISION
RURAL MUNICIPALITY

FOR OFFICE USE ONLY	
Zoning (as classified under the Land Use Bylaw):	
Application Fee: Paid ☐	File No:
Date of Receipt:	Received By:
Date Deemed Complete:	Accepted By:

1. CONTACT INFORMATION

INCLUDE SCHEDULE A FOR ADDITIONAL LANDOWNERS

Name of Registered Owner of Land to be Subdivided: _____

Mailing Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Certificate of Title #: _____

Preferred Method of Correspondence: Email ☐ Mail ☐ Both ☐

Name of Agent *Person Authorized to act on behalf of Registered Owner(s)*: _____

Mailing Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Preferred Method of Correspondence: Email ☐ Mail ☐ Both ☐

Name of Surveyor: _____

Mailing Address: _____ City/Town: _____

Postal Code: _____ Telephone: _____ Cell: _____

Email: _____ Authorized to Act as Agent: Yes ☐ No ☐

Preferred Method of Correspondence: Email ☐ Mail ☐ Both ☐

2. LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED

a. All/part of the _____ ¼ Section _____ Township _____ Range _____ West of _____ Meridian

(e.g. SE¼ 36-1-36-W4M)

b. Being all/part of: Lot/Unit _____ Block _____ Plan _____

c. Total area of existing parcel of land (prior to subdivision) is: _____ hectares _____ acres

d. Total number of lots to be created: _____ Size of Lot(s): _____ hectares _____ acres

e. Municipal/Civic Address: _____

f. Certificate of Title No.(s) *: _____

* Include any Certificate of Titles that are proposed to be consolidated as part of the subdivision application.

3. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is located in the municipality of _____

b. Is the land situated immediately adjacent to a municipal boundary? Yes ☐ No ☐

If "yes", the adjoining municipality is _____

c. Is the land situated within 1.6 kilometers (1 mile) of the right-of-way of a highway? Yes ☐ No ☐

If "yes" the highway is No. _____

d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water, or by a canal or drainage ditch? Yes ☐ No ☐

If "yes", state its name _____

e. Is the proposed parcel within 1.5 kilometers (0.93 miles) of a sour gas facility? Unknown ☐ Yes ☐ No ☐

f. Is the land subject to a licence, permit, approval, or other authorization granted by any of the provincial agencies or regulatory bodies listed below? Yes ☐ No ☐

Provincial agencies and regulatory bodies:

- ☐ Alberta Energy and Utilities Board (AEUB)
- ☐ Energy Resources Conservation Board (ERCB)
- ☐ Natural Resources Conservation Board (NRCB)
- ☐ Alberta Energy Regulator (AER)
- ☐ Alberta Utilities Commission (AUC)

If 'yes', please describe: _____

g. Is the land subject to a licence, permit, approval, or other authorization granted by the Minister of Environment and Protected Areas or the Minister of Forestry and Parks or granted under any Act that the Ministers are responsible for? Yes ☐ No ☐

Key legislation that the Ministers are responsible for includes:

- ☐ Alberta Water Act
- ☐ Alberta Public Lands Act
- ☐ Alberta Environmental Protection and Enhancement Act
- ☐ Alberta Land Stewardship Act
- ☐ Alberta Surveys Act

If 'yes', please describe: _____

4. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe:

a. Existing use of the land _____

b. Proposed use of the land _____

5. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) _____

b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.)

_____

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

d. Is this a vacant parcel *(void of any buildings or structures)*? Yes ☐ No ☐

If "no", describe all buildings and any structures on the land. Indicate whether any are to be demolished or moved.

_____

e. Is there a Confined Feeding Operation on the land or within 1.6 kilometers (1 mile) of the land being subdivided? Yes ☐ No ☐

f. Are there any active oil or gas wells or pipelines on the land? Yes ☐ No ☐

g. Are there any abandoned oil or gas wells or pipelines on the land? Yes ☐ No ☐

6. WATER SERVICES

a. Describe the existing source of potable water:

Onsite Well ☐ Offsite Well ☐ Cistern ☐ Water Source for Cistern:_____

Other ☐ _____

b. Describe the proposed source of potable water:

Onsite Well ☐ Offsite Well ☐ Cistern ☐ Water Source for Cistern:_____

Other ☐ _____

7. SEWER SERVICES

a. Describe existing sewage disposal:

Sub-surface treatment field ☐ Treatment Mound ☐ Open Discharge ☐ Lagoon ☐ Holding Tank ☐

Other ☐ _____ Year Installed_____

b. Describe proposed sewage disposal:

Sub-surface treatment field ☐ Treatment Mound ☐ Open Discharge ☐ Lagoon ☐ Holding Tank ☐

Other ☐ _____ Year Installed_____

8. ACCESS

a. Existing access: Direct Access to Public Road ☐ Private Access Easement ☐ Other ☐

If other, describe access _____

b. Proposed access: Direct Access to Public Road – Existing ☐ Direct Access to Public Road – New ☐

Private Access Easement – Existing ☐ Private Access Easement – New ☐

Other ☐ If other, describe access _____

9. RIGHT OF ENTRY

I, _____ do ☐ / do not ☐ (please check one) authorize representatives of the Oldman River Regional Service Commission or the municipality to enter my land for the purpose of conducting a site inspection and evaluation in connection with my application for subdivision. This right is granted pursuant to Section 653(2) of the Municipal Government Act.

_____ _____ _____

Signature of Registered Owner(s)

10. REGISTERED OWNER OR PERSON ACTING ON THEIR BEHALF

INCLUDE SCHEDULE B FOR ADDITIONAL REGISTERED OWNERS OR PERSON(S) ACTING ON THEIR BEHALF

I _____ hereby certify that

☐ I am the registered owner ☐ I am authorized to act on behalf of **ALL** registered owners

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.

Signed: _____ Date: _____

Personal information collected on this form is collected in accordance with Section 653 of the Alberta Municipal Government Act. This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Access to Information Act and Protection of Privacy Act.

If you have any questions about the information being collected, contact the Oldman River Regional Services Commission Privacy Coordinator at 403-329-1344.

APPLICATION FOR SUBDIVISION - SCHEDULE A
CONTACT INFORMATION FOR ADDITIONAL REGISTERED OWNERS

INSTRUCTIONS:

Schedule A shall be attached to any subdivision application that includes multiple landowners. Please ensure that current contact information is provided for each landowner and indicate the Certificate of Title Number(s) that they are the registered owner of.

1. CONTACT INFORMATION

Name of Registered Owner of Land to be Subdivided: _____

Mailing Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Certificate of Title #: _____

Preferred Method of Correspondence: Email ☐ Mail ☐ Both ☐

Name of Registered Owner of Land to be Subdivided: _____

Mailing Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Certificate of Title #: _____

Preferred Method of Correspondence: Email ☐ Mail ☐ Both ☐

Name of Registered Owner of Land to be Subdivided: _____

Mailing Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Certificate of Title #: _____

Preferred Method of Correspondence: Email ☐ Mail ☐ Both ☐

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APPLICATION FOR SUBDIVISION - SCHEDULE B
SIGNATURES FOR ADDITIONAL REGISTERED OWNERS OR PERSON ACTING ON THEIR BEHALF

INSTRUCTIONS:

Schedule B shall be attached to any subdivision application that includes multiple landowners and/or agents.

10. REGISTERED OWNER OR PERSON ACTING ON THEIR BEHALF

I _____ hereby certify that

☐ I am the registered owner ☐ I am authorized to act on behalf of **ALL** registered owners

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.

Signed: _____ Date: _____

I _____ hereby certify that

☐ I am the registered owner ☐ I am authorized to act on behalf of **ALL** registered owners

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.

Signed: _____ Date: _____

I _____ hereby certify that

☐ I am the registered owner ☐ I am authorized to act on behalf of **ALL** registered owners

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.

Signed: _____ Date: _____

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SUBDIVISION SKETCH CHECKLIST

The following information is required on all sketches accompanying subdivision applications to ensure the proposal is accurately presented to the subdivision authority:

- ☐ North arrow and legend.
- ☐ Municipal address (if applicable) and legal description (quarter section and/or lot/block/plan).
- ☐ The accurate location, dimension, areas and boundaries of: the land that is the subject of the application, each new lot to be created, any reserve (municipal or environmental) land, existing rights-of-way of each public utility, and other rights-of-way, easements, railways, canals, or any other feature on or adjacent to the land proposed for subdivision.
- ☐ The location, use and dimensions of any buildings and structures (permanent and temporary) on the land that is the subject of the application dimensioned to the proposed property lines and specifying those buildings or structures that are proposed to be demolished or moved.
- ☐ The location of any existing or proposed water source (well, cistern, curb stop, etc.) and private sewage treatment systems (holding tank, septic tank/field, open discharge/treatment mound, etc.) on the property dimensioned to existing and proposed property lines.
- ☐ Adjacent municipal roads, provincial highways and any public pathway or trails adjacent to the site, dimensioned from the property lines.
- ☐ Existing and proposed access to each new lot and residual land.
- ☐ The approximate 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 parcel of land.
- ☐ The location of any natural and man-made features such as fences, sloughs, dugouts and/or other bodies of water, and wooded areas and/or shelter belts.

THE FOLLOWING INFORMATION MAY ALSO BE REQUIRED:

- ☐ Existing and proposed site grades, contours and any special topographical features or site conditions (e.g. escarpments, break-of-slope, and unstable areas).
- ☐ A map showing the 1:100 year flood.
- ☐ Land use and land surface characteristics within 0.8 kilometers (½ mile) of the land that is the subject of the application.
- ☐ Location of sour gas facilities.
- ☐ A digital copy of the sketch in AutoCAD (.dwg) format.
- ☐ Any other information required to determine whether the application meets the requirements of Section 654 of the Municipal Government Act.

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