



*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

Subdivision Application Package  
URBAN MUNICIPALITY

**Oldman River Regional Services Commission**

3105 – 16<sup>th</sup> Avenue North

Lethbridge AB T1H 5E8

Phone: 403-329-1344 or 1-844-279-8760

Website: [www.orrsc.com](http://www.orrsc.com)

Email: [subdivision@orrsc.com](mailto:subdivision@orrsc.com)

Effective January 1, 2026

# Subdivision Application Checklist

## URBAN MUNICIPALITY

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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](mailto:subdivision@orrsc.com).

| A.<br>Application Fee            | B.<br>Per Lot Fee | C.<br>Endorsement Fee        |
|----------------------------------|-------------------|------------------------------|
| \$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](http://www.spin.gov.ab.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. Sketches without dimensions will not be accepted.

For applications where any buildings or structures are present on the land that is the subject of the subdivision, a sketch prepared by an Alberta Land Surveyor is required.



## **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](mailto: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 will 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, 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.

**Applicants are encouraged to contact the Oldman River Regional Services Commission to schedule a pre-application consultation with a planner prior to submitting a subdivision application.**



## APPLICATION FOR SUBDIVISION URBAN MUNICIPALITY

| FOR OFFICE USE ONLY                              |              |
|--|--------------|
| Zoning (as classified under the Land Use Bylaw): |              |
| Fee Submitted:                                   | File No:     |
| APPLICATION SUBMISSION                           |              |
| Date of Receipt:                                 | Received By: |
| Date Deemed Complete:                            | Accepted By: |

### 1. CONTACT INFORMATION

**Name of Registered Owner of Land** to be Subdivided: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred Method of Correspondence: Email ☐ Mail ☐

**Name of Agent** (*Person Authorized to act on behalf of Registered Owner*): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred Method of Correspondence: Email ☐ Mail ☐

**Name of Surveyor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred Method of Correspondence: Email ☐ Mail ☐

### 2. LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED

- All/part of the \_\_\_\_\_ ¼ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ West of \_\_\_\_\_ Meridian (*e.g. SE¼ 36-1-36-W4M*)
- Being all/part of: Lot/Unit \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_
- Total area of existing parcel of land (prior to subdivision) is: \_\_\_\_\_ hectares \_\_\_\_\_ acres
- Total number of lots to be created: \_\_\_\_\_ Size of Lot(s): \_\_\_\_\_
- Municipal/Civic Address (if applicable): \_\_\_\_\_
- Certificate of Title No.(s): \_\_\_\_\_

### 3. LOCATION OF LAND TO BE SUBDIVIDED

- The land is located in the municipality of \_\_\_\_\_
- Is the land situated immediately adjacent to the municipal boundary? Yes ☐ No ☐  
If "yes", the adjoining municipality is \_\_\_\_\_
- Is the land situated within 1.6 kilometres (1 mile) of the right-of-way of a highway? Yes ☐ No ☐  
If "yes" the highway is No. \_\_\_\_\_
- 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 \_\_\_\_\_
- Is the proposed parcel within 1.5 kilometres (0.93 miles) of a sour gas facility? Unknown ☐ Yes ☐ No ☐

### 3. LOCATION OF LAND TO BE SUBDIVIDED (Continued)

- f. Is the land subject of the application, the subject of 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)
- ☐ Alberta Energy Regulator (AER)
- ☐ Alberta Utilities Commission (AUC)
- ☐ Energy Resources Conservation Board (ERCB)
- ☐ Natural Resources Conservation Board (NRCB)

If 'yes', please describe: \_\_\_\_\_

- g. Is the land subject of the application, the subject of a licence, 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\*?

Yes ☐ No ☐

\*The Minister is responsible for the following Acts:

- ☐ Alberta Environmental Protection Act
- ☐ Alberta Land Stewardship Act
- ☐ Alberta Public Lands Act
- ☐ Alberta Surveys Act
- ☐ Alberta Water 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. Are there any active oil or gas wells or pipelines on the land? Yes ☐ No ☐

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

## 6. WATER SERVICES

- a. Existing source of water Municipal ☐ Other ☐  
If other, describe existing source of potable water \_\_\_\_\_
- b. Proposed source of water Municipal ☐ Other ☐  
If other, describe proposed source of potable water \_\_\_\_\_

## 7. SEWER SERVICES

- a. Existing sewage disposal Municipal ☐ Other ☐  
If other, describe existing sewage disposal \_\_\_\_\_
- b. Proposed sewage disposal Municipal ☐ Other ☐  
If other, describe proposed sewage disposal \_\_\_\_\_

## 8. 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 the register 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.

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

## 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)

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.

## Subdivision Sketch Checklist

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**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 kilometres (½ mile) of the land that is the subject of the application.
- ☐ Location of sour gas facilities.
- ☐ Any other information required to determine whether the application meets the requirements of Section 654 of the Municipal Government Act.

If you are able to submit a digital copy of your sketch, it would be greatly appreciated. Digital sketches must be submitted in AutoCAD (.dwg) format.