



Effective Date – January 1, 2011

APPLICATION INFORMATION – Rural

The following information is required when submitting an application for subdivision in a Rural area to the Oldman River Regional Services Commission (this information is required as set out in sections of the Subdivision and Development Regulation):

1. **Application Form** – to be completed and signed where indicated, by the registered owner and/or person acting on behalf of the registered owner, making sure to include the existing and proposed use of the parcel to be created. Please ensure that the Right-of-Entry consent on page 2 is signed by the registered owner.
2. **Subdivision Fees** are as follows: * **FEES ARE NON-REFUNDABLE**

A. Application Fee	B. Per Lot Fee	C. Per Lot Endorsement Fee
\$500	\$300	\$150
PAYABLE WITH INITIAL APPLICATION		PAYABLE PRIOR TO ENDORSEMENT

Example: When subdividing a farmstead from a quarter section or creating two lots from an existing title:

A.	Application fee	\$500
B.	Per lot fee for 1 new lot	\$300
	Subtotal	\$800 – payable with initial application
C.	Endorsement fee for 1 new lot	\$150
	Subtotal	\$150 – payable prior to endorsement

3. **Diagram** (drawn to scale) showing the location, dimensions and boundaries of the parcel being proposed, also indicate the parcels relation to the quarter section line. ***Diagrams without dimensions will be returned to the applicant.***

Where any buildings or structures are present, provide an *Alberta Land Surveyor's (A.L.S.)* sketch showing the location and dimensions of all buildings, shelterbelts, dugouts, septic tank fields, fences and/or corrals on the parcel that is the subject of the application, specifying those buildings or structures proposed to be demolished or moved.

Note: Except in the County of Lethbridge, Crowsnest Pass, and Vulcan County, the Oldman River Regional Services Commission may initially accept a substitute diagram not prepared by an A.L.S., such a sketch will be required as a condition of final approval of the proposed subdivision.

4. **Submit a copy of a recent Certificate of Title** (within the last 30 days). This copy may be obtained for a fee from a License and Registry Service office or on-line at www.spin.gov.ab.ca

Upon receipt of the above-mentioned information, we will be in a position to process your application. If you have any questions regarding the above, please do not hesitate to contact this office.