



Effective Date – January 1, 2011

## APPLICATION INFORMATION – Urban

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. Please ensure the Right of Entry consent on Page 2 of the form is signed.
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	<u>\$300</u>
	<b>Subtotal</b>	<b>\$800 – payable with initial application</b>
C.	Endorsement fee for 1 new lot	<u>\$150</u>
	<b>Subtotal</b>	<b>\$150 – payable prior to endorsement</b>

3. a) **Diagram** (drawn to scale) showing the location, dimensions and boundaries of all lots contained within the current Certificate of Title(s); as well as of the lot(s) proposed to be subdivided therefrom.
- b) 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 on the land that is the subject of the application, specifying those buildings or structures proposed to be demolished or moved.
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](http://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.