



SUBDIVISION APPLICATION

By Plan Of Subdivision By Other Instrument

This form is to be completed by the registered owner of the land, subject of the application or authorized person on their behalf.

1. APPLICANT INFORMATION (authorized person acting on behalf of registered owner)

Applicant Name (please print)	Applicant Company (if applicable) (w/h) (c)	Applicant Position (if applicable)
Mailing Address (include postal code)	Phone # (include area code)	Fax # (include area code)

2. REGISTERED OWNER(S) OF THE LAND TO BE SUBDIVIDED (if different than applicant)

Applicant Name (please print)	Applicant Company (if applicable) (w/h) (c)	Applicant Position (if applicable)
Mailing Address (include postal code)	Phone # (include area code)	Fax # (include area code)

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

Lot(s):	Block(s):	Plan(s):	Pt of (if no legal):
Area of land to be subdivided (hectares)		Number of parcels being created	

4. LOCATION OF LAND TO BE SUBDIVIDED

The land is situated in: **THE CITY OF COLD LAKE**

Yes No Is the Land situated immediately adjacent to the municipal boundary?

Yes No Is the land situated within 800 meters of a right-of-way of a highway?

If 'yes' the highway number is:

Yes No Is the land situated within 800 meters of a stream, watercourse, or drainage ditch?

If 'yes' state name:

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe existing use of land (e.g. underdeveloped, undeveloped, residential)	
Describe proposed use of land (e.g. underdeveloped, undeveloped, residential)	
Describe the designated use of the land as classified under the Land Use By-law	

6. PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED

Describe the nature of the topography of the land (flat, rolling, steep, mixed)	
Describe the water conditions, and nature of the vegetation on the land (bush, shrubs, trees, sloughs, creek)	

Describe the kind of soil on the land (sandy, loam, clay, etc)	
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7. EXISTING BUILDINGS ON THE LAND PROPOSED TO BE SUBDIVIDED

Describe any buildings (historical or otherwise) and any structure on the land and whether they are to be demolished or moved	
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8. REGISTERED OWNER OR PERSON ACTING ON THEIR BEHALF

I _____ hereby certify that I am the registered owner or person acting on their behalf, 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.

_____ Signature _____ Date

9. RIGHT OF ENTRY

I/we also grant permission to the person acting on behalf of the subdivision authority to enter on to the land described to carry out their required duties.

_____ Signature	_____ Signature
_____ Name (please print)	_____ Name (please print)
_____ Date	_____ Date

Subdivision Application Checklist

- 1. Application Form – Completed in Full
- 2. Receipt of Fees (Refer to fees schedule)
- 3. Tentative Plan (1 letter sized hard copy, and digital pdf)
- 4. Current Certificate of Title
- 5. Authorized Consent (if applicant different than registered owner)
- 6. Signature for Right of Entry
- 7. ERCB Site Check

Information on this form is collected for the sole use of the City of Cold Lake and is protected under the authority of the Freedom of Information and Protection of Privacy Act, Sec. 33 (c) which regulates the collection, use and disclosure of personal information.