



# City of Beaumont

## New Subdivision Application Package

Updated: 2021-06-16

INCLUDES:

Application Documents

- New Subdivision Application Checklist
- Subdivision Application
- Subdivision Computation Sheet
- Owner's Authorization Form
- Right-of-Entry Authorization Form
- Abandoned Wells Confirmation

City of Beaumont  
Planning & Development  
5600-49 Street  
Beaumont, AB T4X 1A1  
Phone: 780-929-8782  
Email: [planning@beaumont.ab.ca](mailto:planning@beaumont.ab.ca)

All forms and supporting documents (listed below) **MUST** be submitted at time of application.

- Subdivision Application Form (Attached)
- Subdivision Computation Sheet (Attached)
- Owner's Authorization Form (Attached)
- Right-of-Entry Authorization Form (Attached)
- Abandoned Wells Confirmation Form (Attached)
- Certified up-to-date (30 days or less) Copy of Title and copies of any easements, caveats or other registered agreements that affect the use of the subject lands
- A real property report for any lot with buildings that will remain
- A Shadow Plan for all future phases of development that demonstrate how overall density minimum, and rear lane percentage is achieved (in AutoCAD, PDF and GIS format (shapefile or geodatabase))
- A Proposed Plan of Subdivision (in AutoCAD, PDF and GIS format (shapefile or geodatabase))
  - Files must be projected with a defined coordinate projection of NAD83, 3TM 114W
  - Shows location, dimensions and boundaries of the lot(s) to be subdivided;
  - The proposed lot(s) to be registered in a land titles office;
  - The location, dimensions, and boundaries of each new lot to be created and any reserve land;
  - Existing rights-of-way of each public utility or other rights-of-way;
  - The location, use, and dimensions of buildings on the parcel that is the subject of the application and specifying those buildings that are proposed to be demolished or moved;
  - The 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 or existing lot(s);
  - The location of any existing or proposed wells, any private sewage disposal systems, and the distance from these to existing or proposed building and existing or proposed lot lines;
  - All accesses, existing and proposed, to all lot(s), existing and proposed; and
  - The location of any tree stands or wetlands on the existing and proposed lot(s).
- Additional information may be required by the Subdivision Authority (refer to Land Use Bylaw 5.9.2)
- Fees (See current Planning, Development & Building Permit Fee Schedule)  
MUST BE PAID AT TIME OF APPLICATION (cash/debit/cheque payable to City of Beaumont)

Questions regarding planning or completing application: [planning@beaumont.ab.ca](mailto:planning@beaumont.ab.ca) | 780-929-8782

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DATE RECEIVED  
OFFICE USE ONLY

DATE PAID  
OFFICE USE ONLY

**OFFICE USE ONLY**

SDA Number: \_\_\_\_\_

Land Use District(s): \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

**Fees      Receipt #:**

Subdivision Application: \_\_\_\_\_

Notification Fee: \_\_\_\_\_

**Total Fees:** \_\_\_\_\_

**1. Property Information**

All/part of the \_\_\_\_\_ ¼ Sec. \_\_\_\_\_, Twp. \_\_\_\_\_, Rge \_\_\_\_\_, West of the 4<sup>th</sup> Meridian

OR Being all/part of Lot: \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

OR Municipal Address: \_\_\_\_\_

C.O.T. No(s): \_\_\_\_\_

Area of the above parcels of land to be subdivided \_\_\_\_\_ Hectares ( \_\_\_\_\_ Acres)

**2. Applicant and Property Owner Information**

Applicant/Consultant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Municipality: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email (required): \_\_\_\_\_

Is the Applicant also the Registered Owner?  Yes (Do not fill out below)  No (Fill out below - written authorization from registered owner required)

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Municipality: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email (required): \_\_\_\_\_

**3. Location of Land to be Subdivided**

a. Is the land situated immediately adjacent to the municipal boundary? No Yes  
 If "yes", the adjoining municipality is: \_\_\_\_\_

b. Is the land situated within 1.6 kilometers (1 mile) of the right of way of a highway? No Yes  
 If "yes", the Highway is No.: \_\_\_\_\_

c. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal? No Yes  
 If "yes", state its name. \_\_\_\_\_

d. Is the proposed parcel within 1.5 kilometers (0.9 miles) of a sour gas facility? No Yes

e. Does the proposed parcel contain an abandoned well? No Yes  
 If "yes", please attach a map showing the actual well bore location of the abandoned well with a description of the minimum setback requirements as set out in ERCB Directive 079.

**4. Existing and Proposed Use of Land to be Subdivided**

a. Existing use of Land: \_\_\_\_\_

b. Proposed use of Land: \_\_\_\_\_

**5. Physical Characteristics of Land to be Subdivided**

a. Describe the nature of topography of the land (flat, rolling, steep, mixed): \_\_\_\_\_

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

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

**6. Existing Buildings on the Land to be Subdivided**

a. Describe any buildings and any structures on the land and whether they are to be demolished or moved: \_\_\_\_\_

**7. Water and Sewer Services**

a. If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal or indicate N/A: \_\_\_\_\_

**8. Applicant Authorization**

I, \_\_\_\_\_ hereby certify that

\_\_\_\_\_ I am the registered owner,  
 \_\_\_\_\_ I am the agent authorized to act on behalf of the registered 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.

Address: \_\_\_\_\_ Signed: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**FURTHER INFORMATION MAY BE PROVIDED BY THE APPLICANT ON THE RESERVE OF THIS FORM**



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### Subdivision Computation Sheet

Date Submitted: \_\_\_\_\_

Subdivision File #: \_\_\_\_\_

Area Structure Plan	
Neighbourhood Structure Plan	
Subdivision Name and Phase	
Legal Description or Municipal Address	

Land Use	Number of Hectares	% of Total Hectares	Number of Units	Density (net residential)	% of Total Units	Projected Population
Single Family						
Semi-Attached						
Multi-Attached						
Apartment						
Commercial						
Mixed Use						
<b>Total</b>						

Public Dedication	Total # of Hectares	% of Total Hectares
<b>A. Circulation</b>		
Streets		
Arterial		
Collector		
Local		
Lanes		
Walkways		
Emergency Access		
Total Dedication		
<b>B. Public Utility Lots</b>		
Total Dedication		

Public Dedication	Total # of Hectares	% of Total Hectares
<b>C. Municipal Reserve Dedication</b>		
Linkages		
Parks		
School Sites		
Total Dedication		
Balance		
<b>BALANCE DEFERRED TO:</b>		
Cash in Lieu		
<b>D. Environmental Reserve Dedication</b>		
Total Dedication		

5% Additional Reserve can be dedicated if Density is 30 dwelling units or more per hectare of developable land (MGA Section 668)

Distribution of %5 Excess

Uses	Hectare Required	Hectare Received	% of Total	Amount Required	Account Number	Transfer Date
Parks						
Schools						
Total Used						
Balance						
BALANCE DEFERRED TO:						

NOTES:

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### Owner's Authorization Form

I, \_\_\_\_\_ being registered owner(s) of  
NAME OF REGISTERED OWNER(S)

\_\_\_\_\_ do hereby authorize \_\_\_\_\_  
LEGAL DESCRIPTION OF PROPERTY INDIVIDUAL OR FIRM  
SEEKING APPLICATION

to make application for subdivision affecting the above noted property.

\_\_\_\_\_  
REGISTERED OWNER(S)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DATE

PLEASE NOTE:

The above signed Authorization pertains only to the above noted subdivision application to which it is attached.



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**Municipal Government Act, 2000 (Section 653)  
Right-of-Entry Authorization Form**

Owners' consent to the Right-of-Entry by an authorized person of the City of Beaumont for the purpose of a land site inspection relative to a proposed subdivision application.

Section 653 (2) of the Municipal Government Act stipulates that:

*"If a subdivision application includes a form on which the applicant for subdivision approval may or may not consent to the municipality or its delegate carrying out an inspection, at a reasonable time, of the land that is the subject of the application, and if the applicant signs a consent to the inspection, a notice of inspection is not required to be given under Section 542(1)."*

In accordance with this Section and the subdivision application requirements of the City, it is necessary that this form be completed and returned with your application submission.

I do \_\_\_\_\_ or do not \_\_\_\_\_ grant consent for an authorized person of the City of Beaumont to enter upon the subject land for a site inspection.

\_\_\_\_\_  
LEGAL LAND DESCRIPTION

\_\_\_\_\_  
NAME IN BLOCK CAPITALS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

**DECLARATION - ABSENCE OF ABANDONED WELLS ON PARCEL**

I, \_\_\_\_\_, have reviewed information from the Energy Resource and Conservation Board ("ERCB") and can advise that the information shows the absence of any abandoned wells on the parcel that is the subject of the attached application for Subdivision Application.

Subdivision Name: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Municipal Address: \_\_\_\_\_

Certificate of Title: \_\_\_\_\_

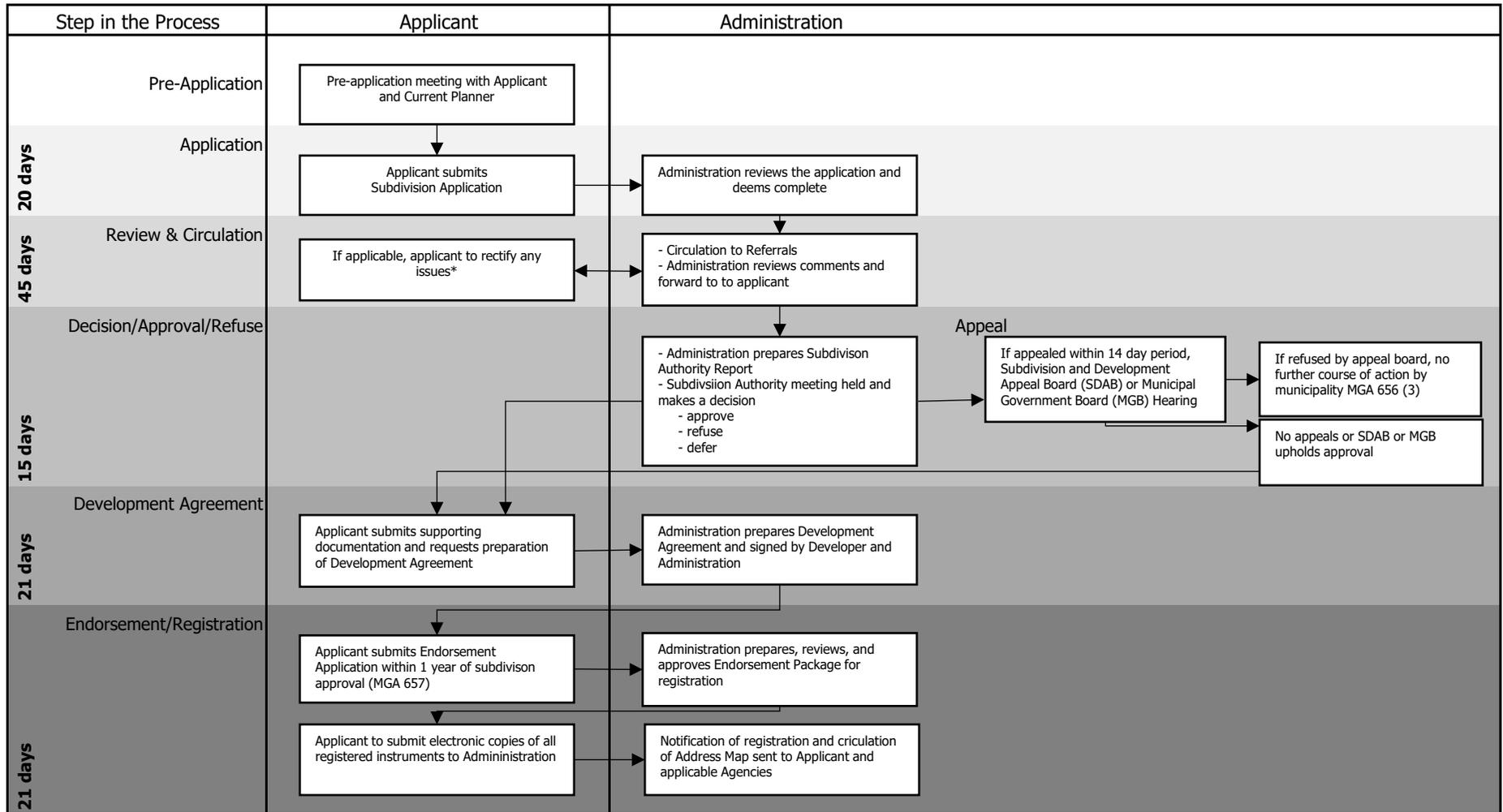
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



# SUBDIVISION APPLICATION PROCESS



Notes:

Updated: July 23, 2020

This diagram describes a General Subdivision Process

Process timeframe 4 + months (processing timeframe depends on Applicant submissions and possible revisions required)

\* Concerns addressed and application finalized. Public Meeting may be held. Additional reports/studies may be required. Repeat technical review may be necessary.