



City of Beaumont

New Subdivision Application Package

Updated: 2026-09-17

INCLUDES:

Application Documents

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

E & OE

City of Beaumont
Planning & Development
5600-49 Street
Beaumont, AB T4X 1A1
Phone: 780-929-8782
Email: 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 | 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 4th 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: _____

The personal information collected is authorized under Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. It will be used to process your application and for administrative purposes directly related to the program or service for which you are applying. It may be entered into an automated system to generate content or make decisions, recommendations, or predictions. If you have questions about the collection or use of your personal information, please contact the Access and Privacy Officer at 780-929-8782.



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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						
Total						

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

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

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 a subdivision affecting the above noted property.

REGISTERED OWNER(S)

ADDRESS

SIGNATURE

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

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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 Development Permit.

Subject Parcel:

Lot: _____ Block: _____ Plan: _____

Municipal Address: _____

Signature

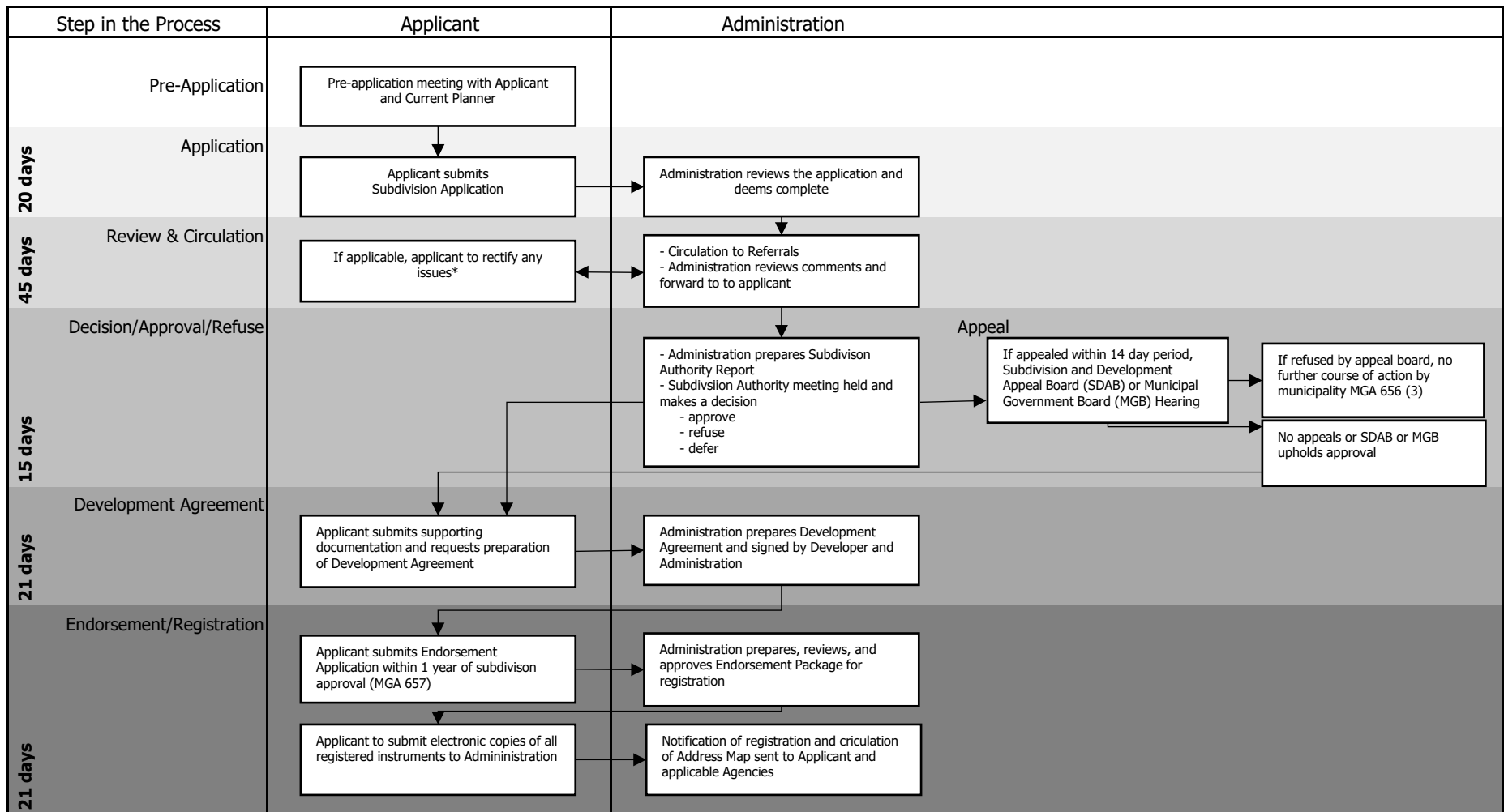
Printed Name

Date

SEE REVERSE FOR INFORMATION



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.