



City of Beaumont

Plan Cancellation Bylaw Application

Updated: 2026-09-17

INCLUDES:

Application Documents

- Plan Cancellation Checklist
- Plan Cancellation Application
- Owner's Authorization Form

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

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

☐ **Plan Cancellation Application Form (Attached)**

☐ **Supporting Documentation – (1) hardcopy and one digital copy**

☐ Owner's authorization form (must be filled out by all registered owners of lands encompassed by the application and all parties having a registered interest in the lands (i.e., mortgage holder, companies having rights-of-way and/or easements, caveat holders, etc.);

☐ Certified up-to-date (30 days or less) copy of all certificate of title(s) within the plan area (available from the Land Titles Office);

☐ Copy of the plan of subdivision (available from the Land Title Office);

☐ A real property report for existing dwellings or any buildings on the parcels;

☐ If the cancellation would encompass a road right-of-way, a copy of the road closure bylaw adopted by the City or letter of consent signed by the Minister of Transportation & Utilities;

☐ **Proposed site plan in GIS format (shapefile or geodatabase)**

☐ Files must be projected with a defined coordinate projection of NAD83, 3TM114W

☐ Shows location, dimensions and boundaries of the lot(s) to be subdivided;

☐ 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).

☐ **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 | 780-929-1350 or 780-929-3329

Plan Cancellation Application

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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 #:**

Plan Cancellation Bylaw

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: _____

Subdivision Name and Phase (if applicable): _____

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. Cancellation Justification

Reason(s) for cancellation: _____

4. 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 plan cancellation bylaw.

Signed: _____ Date: _____

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

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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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 plan cancellation bylaw affecting the above noted property.

REGISTERED OWNER(S)

ADDRESS

SIGNATURE

DATE

PLEASE NOTE:

The above signed Authorization pertains only to the above noted plan cancellation bylaw application to which it is attached.

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