

OLDMAN RIVER REGIONAL SERVICES COMMISSION

**Subdivision Application Package
RURAL MUNICIPALITY**

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Effective January 1, 2026

Subdivision Application Checklist

RURAL MUNICIPALITY

The following is required when submitting an application for subdivision; otherwise, the application shall be deemed **INCOMPLETE**.

APPLICATION FEE

Please make cheques payable to the Oldman River Regional Services Commission (ORRSC) or send an e-Transfer to subdivision@orrsc.com.

A. Application Fee	B. Per Lot Fee	C. Endorsement Fee
\$800 Plus \$400/Per Lot		\$250/Per Lot
PAYABLE WITH INITIAL APPLICATION		PAYABLE PRIOR TO ENDORSEMENT

ALL SUBDIVISION FEES ARE NON-REFUNDABLE

APPLICATION FORM

A completed application form signed by either the registered owner of the land or the person authorized to act on their behalf.

CURRENT COPY OF THE CERTIFICATE OF TITLE

A current copy of the Certificate(s) of Title of the lands that are the subject of the application. The title(s) must be dated no more than 30 days prior to the application submission. If you are proposing to consolidate land, please include title(s) to all of the lands involved.

A current copy of the Certificate(s) of Title may be obtained from any provincial registry office or on-line at www.spin.gov.ab.ca.

SKETCH OF THE PROPOSED SUBDIVISION

An accurate and legible sketch (drawn to scale) that shows the location, dimensions and boundaries of the proposed parcel in relation to the lands that are the subject of the subdivision and all the requirements identified in the enclosed Subdivision Sketch Checklist. The sketch shall include dimensions from all buildings and structures (including private septic systems) to existing and proposed property lines. Sketches without dimensions will not be accepted.

For applications in the **Lethbridge County, MD of Willow Creek No. 26, Vulcan County and the Municipality of Crowsnest Pass** where any buildings or structures are present on the land that is the subject of the subdivision, a sketch prepared by an Alberta Land Surveyor is required.



ALBERTA ENERGY REGULATOR (AER) ABANDONED WELL INFORMATION

In accordance with the Matters Related to Subdivision and Development Regulation:

- A map from the AER identifying the presence or absence of abandoned oil/gas wells on the parcel that is the subject of the application;*

AND

- EITHER a statement that there are no abandoned oil/gas wells on the parcel that is the subject of the application OR a list and map identifying the location of abandoned oil/gas wells (including the surface coordinates) on the parcel that is the subject of the application.*

*This information can be obtained from the **AER's Abandoned Well Viewer** (<https://maps.aer.ca/awm/index.html>) or by contacting the **AER Customer Contact Centre by telephone (1-855-297-8311) or by email (inquiries@aer.ca)**.

If an abandoned oil/gas well is found to be present on the parcel that is the subject of the application (subject parcel), the following will be required:

- For applications in the **Lethbridge County, Vulcan County, Cardston County and the Municipality of Crowsnest Pass** – a tentative plan of subdivision (for vacant parcels) or survey sketch (for parcels that contain buildings and improvements) prepared by an Alberta Land Surveyor that illustrates the actual well location on the subject parcel as identified in the field and the setback established in the AER Directive 079 in relation to existing or proposed building sites.
- For applications in the **County of Warner, MD of Taber, MD of Willow Creek, MD of Pincher Creek, County of Forty Mile and MD of Ranchland** – a drawing prepared by an Alberta Land Surveyor that illustrates the actual well location on the subject parcel as identified in the field and the setback established in the AER Directive 079 in relation to existing or proposed building sites.



OTHER

Applicants may be required to submit additional information such as a water report in accordance with the Water Act, professional soils tests and analysis demonstrating suitability of private sewage treatment systems, geotechnical reports and other professionally prepared reports, concept plans, and any other information necessary to determine whether the application meets the requirements of Section 654 of the Municipal Government Act.

Applicants are encouraged to contact the Oldman River Regional Services Commission to schedule a pre-application consultation with a planner prior to submitting a subdivision application.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

APPLICATION FOR SUBDIVISION RURAL MUNICIPALITY

FOR OFFICE USE ONLY	
Zoning (as classified under the Land Use Bylaw):	
Fee Submitted:	File No:
APPLICATION SUBMISSION	
Date of Receipt:	Received By:
Date Deemed Complete:	Accepted By:

1. CONTACT INFORMATION

Name of Registered Owner of Land to be Subdivided: _____

Mailing Address: _____ City/Town: _____

Postal Code: _____ Telephone: _____ Cell: _____

Email: _____ Preferred Method of Correspondence: Email Mail

Name of Agent (Person Authorized to act on behalf of Registered Owner): _____

Mailing Address: _____ City/Town: _____

Postal Code: _____ Telephone: _____ Cell: _____

Email: _____ Preferred Method of Correspondence: Email Mail

Name of Surveyor: _____

Mailing Address: _____ City/Town: _____

Postal Code: _____ Telephone: _____ Cell: _____

Email: _____ Preferred Method of Correspondence: Email Mail

2. LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED

- a. All/part of the _____ $\frac{1}{4}$ Section _____ Township _____ Range _____ West of _____ Meridian (e.g. SE $\frac{1}{4}$ 36-1-36-W4M)
- b. Being all/part of: Lot/Unit _____ Block _____ Plan _____
- c. Total area of existing parcel of land (to be subdivided) is: _____ hectares _____ acres
- d. Total number of lots to be created: _____ Size of Lot(s): _____
- e. Rural Address (if applicable): _____
- f. Certificate of Title No.(s): _____

3. LOCATION OF LAND TO BE SUBDIVIDED

- a. The land is located in the municipality of _____
- b. Is the land situated immediately adjacent to the municipal boundary? Yes No
If "yes", the adjoining municipality is _____
- c. Is the land situated within 1.6 kilometres (1 mile) of the right-of-way of a highway? Yes No
If "yes" the highway is No. _____
- d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water, or by a canal or drainage ditch? Yes No
If "yes", state its name _____
- e. Is the proposed parcel within 1.5 kilometres (0.93 miles) of a sour gas facility? Unknown Yes No

3. LOCATION OF LAND TO BE SUBDIVIDED (Continued)

f. Is the land subject of the application, the subject of a licence, permit, approval, or other authorization granted by any of the provincial agencies or regulatory bodies listed below?

Yes No

Provincial agencies and regulatory bodies:

- Alberta Energy and Utilities Board (AEUB)
- Alberta Energy Regulator (AER)
- Alberta Utilities Commission (AUC)
- Energy Resources Conservation Board (ERCB)
- Natural Resources Conservation Board (NRCB)

If 'yes', please describe: _____

g. Is the land subject of the application, the subject of a licence, permit, approval, or other authorization granted by the Minister or granted under any Act the Minister is responsible for under section 16 of the Government Organization Act*?

Yes No

*The Minister is responsible for the following Acts:

- Alberta Environmental Protection Act
- Alberta Land Stewardship Act
- Alberta Public Lands Act
- Alberta Surveys Act
- Alberta Water Act

If 'yes', please describe: _____

4. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe:

a. Existing use of the land _____

b. Proposed use of the land _____

5. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) _____

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

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

d. Is this a vacant parcel (*void of any buildings or structures*)? Yes No

If "no", describe all buildings and any structures on the land. Indicate whether any are to be demolished or moved.

e. Is there a Confined Feeding Operation on the land or within 1.6 kilometres (1 mile) of the land being subdivided? Yes No

f. Are there any active oil or gas wells or pipelines on the land? Yes No

g. Are there any abandoned oil or gas wells or pipelines on the land? Yes No

6. WATER SERVICES

a. Describe existing source of potable water:

Onsite Well Offsite Well Cistern Water Source for Cistern: _____

Other _____

b. Describe proposed source of potable water

Onsite Well Offsite Well Cistern Water Source for Cistern: _____

Other _____

7. SEWER SERVICES

a. Describe existing sewage disposal:

Sub-surface treatment field Treatment Mound Open Discharge Lagoon Holding Tank

Other _____ Year Installed _____

b. Describe proposed sewage disposal:

Sub-surface treatment field Treatment Mound Open Discharge Lagoon Holding Tank

Other _____ Year Installed _____

8. REGISTERED OWNER OR PERSON ACTING ON THEIR BEHALF

I _____ hereby certify that

I am the registered owner I am authorized to act on behalf of the register 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.

Signed: _____ Date: _____

9. RIGHT OF ENTRY

I, _____ do / do not (please check one) authorize representatives of the Oldman River Regional Service Commission or the municipality to enter my land for the purpose of conducting a site inspection and evaluation in connection with my application for subdivision. This right is granted pursuant to Section 653(2) of the Municipal Government Act.

Signature of Registered Owner(s)

Personal information collected on this form is collected in accordance with Section 653 of the Alberta Municipal Government Act. This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Access to Information Act and Protection of Privacy Act.

Subdivision Sketch Checklist

The following information is required on all sketches accompanying subdivision applications to ensure the proposal is accurately presented to the Subdivision Authority:

- North arrow and legend.
- Municipal address (if applicable) and legal description (quarter section and/or lot/block/plan).
- The accurate location, dimension, areas and boundaries of: the land that is the subject of the application, each new lot to be created, any reserve (municipal or environmental) land, existing rights-of-way of each public utility, and other rights-of-way, easements, railways, canals, or any other feature on or adjacent to the land proposed for subdivision.
- The location, use and dimensions of any buildings and structures (permanent and temporary) on the land that is the subject of the application dimensioned to the proposed property lines and specifying those buildings or structures that are proposed to be demolished or moved.
- The location of any existing or proposed water source (well, cistern, curb stop, etc.) and private sewage treatment systems (holding tank, septic tank/field, open discharge/treatment mound, etc.) on the property dimensioned to existing and proposed property lines.
- Adjacent municipal roads, provincial highways and any public pathway or trails adjacent to the site, dimensioned from the property lines.
- Existing and proposed access to each new lot and residual land.
- The approximate 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 parcel of land.
- The location of any natural and man-made features such as fences, sloughs, dugouts and/or other bodies of water, and wooded areas and/or shelter belts.

The following information may also be required:

- Existing and proposed site grades, contours and any special topographical features or site conditions (e.g. escarpments, break-of-slope, and unstable areas).
- A map showing the 1:100 year flood.
- Land use and land surface characteristics within 0.8 kilometres ($\frac{1}{2}$ mile) of the land that is the subject of the application.
- Location of sour gas facilities.
- Any other information required to determine whether the application meets the requirements of Section 654 of the Municipal Government Act.

If you are able to submit a digital copy of your sketch, it would be greatly appreciated. Digital sketches must be submitted in AutoCAD (.dwg) format.

What is ORRSC?

- The Oldman River Regional Services Commission (ORRSC) is a cooperative effort of 40 municipalities in southwestern Alberta that provides municipal planning services to its members.
- ORRSC is responsible for processing subdivision applications and providing recommendations. The final decision lies with the local municipal Subdivision Authority.

What is Subdivision?

- Subdivision is the division of land into 2 or more parcels, each to be given a separate title.
- Subdivision approval is also required for title separations, property line adjustments, bareland condominiums and the registration of long-term leases.



Who Makes the Rules?

The Province — through the Municipal Government Act, the Matters Related to Subdivision and Development Regulation, and any other Government department.

The Municipality — through the Land Use Bylaw and adopted statutory plans including Municipal Development Plans, Area Structure Plans, etc.

Member Municipalities

City: Brooks

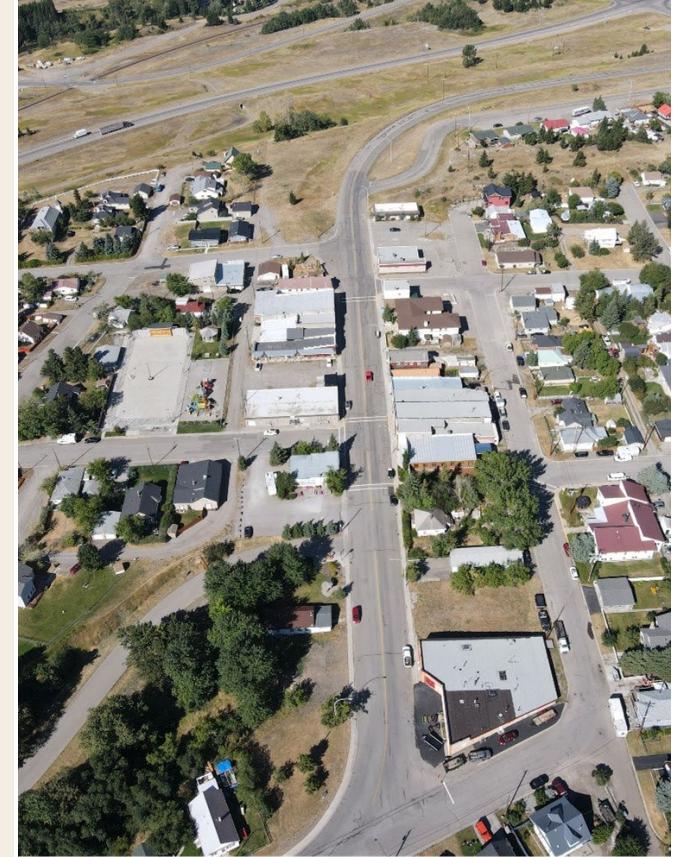
Rural: Cardston County
County of Forty Mile No. 8
Lethbridge County
Municipal District of Pincher Creek No. 9
Municipal District of Ranchland No. 66
Municipal District of Taber
Vulcan County
County of Warner No. 5
Municipal District of Willow Creek No. 26

Towns: Municipality of Crowsnest Pass

Bassano	Nanton
Cardston	Nobleford
Claresholm	Picture Butte
Coalhurst	Pincher Creek
Fort Macleod	Raymond
Magrath	Stavely
Milk River	Vauxhall
Vulcan	

Villages: Arrowwood

Arrowwood	Duchess
Barnwell	Glenwood
Barons	Hill Spring
Carmangay	Lomond
Champion	Milo
Coutts	Stirling
Cowley	Warner



**Before You
Subdivide**

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How do I start?

1. Preliminary Evaluation >>>

It is **essential** that the landowner contact a Planner at ORRSC to discuss their proposal prior to submitting an application. The Planner will discuss site suitability and conformity with local and provincial planning regulations. They can also assist you in determining whether additional processes and professional services will be required and what additional costs you may incur. *If you wish to meet with a planner, a scheduled appointment is recommended.*

2. Making an Application >>>

A complete application will include the following:

- An application form (available at your municipal office, ORRSC office, or www.rrsc.com)
- a detailed diagram of the proposal which must include lot line dimensions.
- the applicable fee. Please make cheques payable to ORRSC and submit your application to the ORRSC office. Fees may also be paid by eTransfer to subdivision@rrsc.com
- a certificate of title printed within the last 30 days. Available at any registry office or on-line at www.spin.gov.ab.ca
- a surveyor's sketch (*completed by an Alberta Land Surveyor, A.L.S.*) of existing structures when the application is in an urban municipality, Lethbridge County, Cardston County, Vulcan County, Municipal District of Willow Creek No. 26 or Municipality of Crowsnest Pass.
- a map from the AER (Alberta Energy Regulator) identifying the presence or absence of abandoned oil/gas wells. This information can be obtained from the AER Abandoned Well Viewer at www.aer.ca
- any other information as discussed with your planner.

For more detailed information regarding the above, please visit www.rrsc.com or contact our office.

3. Approval Process >>>

- After the application is deemed complete, the Planner will evaluate the application and prepare a preliminary report. The application is then circulated to legislated agencies, utilities, and adjacent property owners.
- After the 19 day referral period, the Planner will review the responses, evaluate the planning issues, and prepare a recommendation for the municipality's Subdivision Authority.
- The Planner presents the responses, recommendation, legislation, and any other relevant documentation or reports for the Subdivision Authority's consideration.
- The Subdivision Authority may approve or refuse the subdivision. The applicant and various referral agencies are notified of the decision in writing

Finalization Process >>>

See ORRSC Brochure

"Finalizing a Subdivision"



Additional Costs

You may incur additional costs from review agencies and/or professionals for services such as:

- Surveying
- Area Structure Plan Preparation
- Irrigation District Fees
- Municipal Reserve Payment
- Installation of Municipal Services
- Engineering Reports
- Legal Fees

How Long Will This Take?

- Upon receipt of a completed subdivision application, the Subdivision Authority has 60 days to make a decision.
- If the subdivision is approved, the applicant has one year to meet all their conditions & submit final documents and plans for endorsement by ORRSC.
- After endorsement, the subdivision must be registered with the Land Titles Office within one year.
- A subdivision may not be registered with the Land Titles Office until the appeal period (14 days from receipt of the decision notice) has elapsed. An appeal may be filed by the applicant, government departments, or a school board on a matter of municipal reserve. Note that an adjacent landowner cannot file an appeal.

The Last Three Steps

1. Survey Plan

Contact an Alberta Land Surveyor to prepare your plan of survey.

2. Fulfilling the Conditions

All the conditions that were placed on the approval must be met and written verification must be provided to your surveyor and/or ORRSC. (see Resolution attached to your approval letter)

3. Endorsement and Registration

Upon written confirmation that all conditions have been met, payment of the Final Fee, and receipt of the surveyor's package, ORRSC will prepare an "Endorsement" document.

The documents will be returned to your surveyor for registration with the Land Titles Office. Land Titles will then issue new titles for the newly created lot(s).



The last three steps will require coordination between yourself, your surveyor, ORRSC, and your municipality.

Member Municipalities

City: Brooks

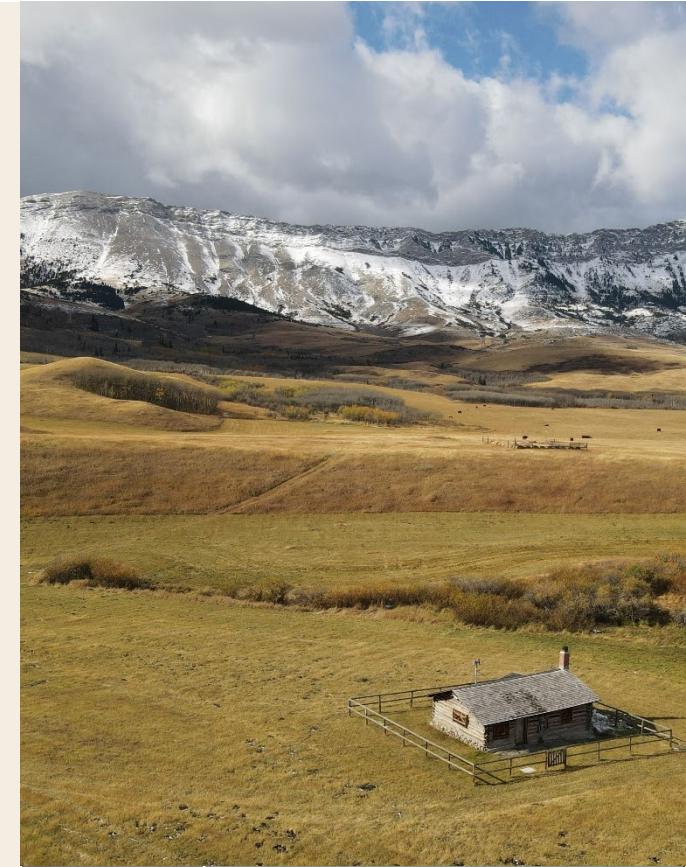
Rural: Cardston County
County of Forty Mile No. 8
Lethbridge County
Municipal District of Pincher Creek No. 9
Municipal District of Ranchland No. 66
Municipal District of Taber
Vulcan County
County of Warner No. 5
Municipal District of Willow Creek No. 26

Towns: Municipality of Crowsnest Pass

Bassano	Nanton
Cardston	Nobleford
Claresholm	Picture Butte
Coalhurst	Pincher Creek
Fort Macleod	Raymond
Magrath	Stavely
Milk River	Vauxhall
Vulcan	

Villages: Arrowwood

Arrowwood	Duchess
Barnwell	Glenwood
Barons	Hill Spring
Carmangay	Lomond
Champion	Milo
Coutts	Stirling
Cowley	Warner



Finalizing a Subdivision

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I have my conditional subdivision approval.... What's next?

Upon receiving “Conditional Approval” of your subdivision, an appeal period is in place. Details of the timelines and appeal process are outlined on your approval letter.

If no appeals have been filed within the specified time period, you may proceed with finalization.



The Last Three Steps

1. Survey Plan >>>

Contact your surveyor so they may begin preparation of your survey plan. This will require fieldwork, monument placement, and document and plan preparation. To register your subdivision plan, the surveyor will require Consent Forms from all the titled landowners as well as anyone with a registered interest on the title.

It is important that you discuss with your surveyor and/or agent what they will assist you with and what responsibilities will fall upon you. Example: If easements are required, who will initiate these?



2. Fulfilling the Conditions >>>

Your subdivision has been approved subject to conditions. As the applicant, ***you are responsible*** to ensure that all the conditions of subdivision are met and that written verification is provided to our office. For your assistance, we have described some of the more common conditions of subdivision. ***You will find the conditions of your subdivision attached to the approval letter with the heading, “Resolution”.***

Municipal Reserve: You may be required to pay or provide Municipal Reserve for park/school purposes. This payment is made to the Municipality and ORRSC will require a letter verifying that the payment was made. ORRSC will be responsible for preparing any deferred reserve caveats or discharges if they are required.

Taxes: Submit a paid tax receipt or a letter from the Municipality indicating that taxes are paid for the current tax year.

Development Agreement: Contact the Municipality to determine whether you need to enter into a Development Agreement with them. A Development Agreement ensures that any infrastructure the Municipality requires (services, roads, approaches, etc.) are constructed in accordance with municipal standards. ORRSC requires either a copy of the signed Development Agreement or a letter from the Municipality indicating that no development agreement is required.

3. Endorsement and Registration >>>

In order for your surveyor to register your subdivision at Land Titles Office, they must receive an “Endorsement” from our office. ORRSC will provide the Endorsement document upon receipt of the following:

- written confirmation that all the conditions of your approval have been met
- payment of the Final Fee (\$250.00 for each new lot to be created)
- receipt of your surveyor's package, which includes the Plan of Survey, signed consents, etc.
- any other supporting information required by the Subdivision Authority

After Endorsement, we will return the documents to your surveyor who will register them with the Land Titles Office. Land Titles will then issue new titles for the newly created lot(s). Once you have received your new titles, you can consider the process complete.

Should you have any questions about the finalization process please contact the Oldman River Regional Services Commission

**ALL SUBDIVISION FEES ARE
NON-REFUNDABLE**

How Long Will This Take?

- This is dependent on a number of factors such as: the size and location of the subdivision, the number of outside agencies that are involved, additional reports required, or the scope of your development agreement.
- It is advisable to begin the finalization process as soon as the appeal period has expired.
- You have one year from the date of decision to have ORRSC endorse the final plan of survey.
- Extensions may be requested through ORRSC by submitting a written request and a \$375.00 fee. Subsequent requests for extension increase by \$100.00 increments