



# REDESIGNATION and/or SUBDIVISION APPLICATION

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada T0M 0W0  
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754  
[www.mountainviewcounty.com](http://www.mountainviewcounty.com)

File Number \_\_\_\_\_

## SUBMISSION REQUIREMENTS

A Redesignation (rezoning) and Subdivision application will only be processed when it is completed in its entirety. This checklist **should be completed by the applicant**. All boxes should be checked, and the required information attached to the application. **The Planning and Development Department will accept the application when all of the following requirements are addressed.** All boxes should either be a ✓ or N/A (not applicable).

- ☐ Completed Application form signed by all titled landowners
- ☐ Certificate of Title – current within 30 days.
- ☐ Abandoned Well Information from Alberta Energy Regulator (AER)  
<https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>
- ☐ Application Fees (please review [Fee Schedule](#) or <https://www.mountainviewcounty.com/p/bylaws>)
- \* Upon review, additional supportive information may be requested by the Planning and Development Department in support of your application (e.g. Traffic Impact Assessment, Proof of Water, Geotechnical Report, etc.).

**Please note MVC is now going paperless with their application forms. Once the original application is scanned into our system, the original will be destroyed. As a result, if an application is withdrawn, an electronic copy (only) will be returned to you along with the appropriate refund under our [Fee Schedule](#).**

## CONTACT DETAILS

NAME OF APPLICANT(S) \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

LANDOWNER(S) (if applicant is not the landowner): \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

PROPERTY DETAILS

1. LEGAL DESCRIPTION of the land to be redesignated (rezoned) and/or subdivided:

All/part of the \_\_\_\_\_<sup>1</sup>/<sub>4</sub> Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Range \_\_\_\_\_ West of \_\_\_\_\_ Meridian

Being all/parts of Lot \_\_\_\_\_ Block: \_\_\_\_\_ Plan \_\_\_\_\_

Rural Address (if applicable): \_\_\_\_\_

a. Area to be Redesignated/Subdivided: \_\_\_\_\_ acres (±) / \_\_\_\_\_ hectares (±)

b. Rezoned from Land Use District: ☐ Agricultural ☐ Country Residential

☐ Residential Farmstead

☐ Other \_\_\_\_\_

c. To Land Use District: ☐ Agricultural 2 ☐ Country Residential ☐ Residential Farmstead

☐ Recreational ☐ Industrial ☐ Direct Control

☐ Other \_\_\_\_\_

Number of new parcel(s) proposed: \_\_\_\_\_

Size of new parcel(s) proposed: \_\_\_\_\_ acres / \_\_\_\_\_ hectares

2. LOCATION of the land to be redesignated (rezoned) and/or subdivided:

a. Is the land situated immediately adjacent to the municipal boundary? ☐ Yes ☐ No

If yes, the adjoining municipality is: \_\_\_\_\_

b. Is the land situated within 1.6 kilometers of the right-of-way of a highway? ☐ Yes ☐ No

If yes, the highway number is: \_\_\_\_\_

c. Is there a river, stream, lake, or other body of water or by a drainage ditch or canal, or containing a coulee or ravine within 800 meters of the proposed parcel? OR does the proposed parcel or surrounding lands contain or is it bounded by a river, stream, lake, or other body of water or by a drainage ditch or canal, or containing a coulee or ravine? ☐ Yes ☐ No

If yes, state its name: \_\_\_\_\_

d. Is the proposed parcel within 1 mile (1.6 km) of a sour gas facility? ☐ Yes ☐ No ☐ Unknown

If yes, state the facility: \_\_\_\_\_

e. Is the proposed parcel within 1 mile (1.6 km) of a Confined Feeding Operation (CFO) or Intensive Livestock Operation? ☐ Yes ☐ No ☐ Unknown

3. REASON FOR REDESIGNATION/SUBDIVISION (please give reasons for your application and how the reasons support the Municipal Development Plan. If additional space is required, please submit on a separate piece of paper):

---

---

---

**4. PHYSICAL CHARACTERISTICS of the land to be subdivided:**

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

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

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

**5. EXISTING BUILDINGS & BUSINESSES ON THE LAND TO BE SUBDIVIDED:**

Describe any buildings, structures &/or businesses on the land. Any changes proposed (adding, demolishing or removal)?

**6. WATER AND SEWER SERVICES**

Does the proposed subdivision contain the following:

Sewage System    ☐ Yes        ☐ No        Type: \_\_\_\_\_

Water Supply        ☐ Yes        ☐ No        Type: \_\_\_\_\_

If sewage systems or water supply have been established, describe the manner of providing water and sewage disposal to the proposed subdivision. \_\_\_\_\_

Does the proposed remainder contain the following:

Sewage System    ☐ Yes        ☐ No        Type: \_\_\_\_\_

Distance to Proposed Subdivision: \_\_\_\_\_

Water Supply        ☐ Yes        ☐ No        Type: \_\_\_\_\_

**7. ABANDONED OIL/GAS WELLS:**

Are there any abandoned oil/gas wells on the property? ☐ Yes    ☐ No

Please attach information from the Alberta Energy Regulator (AER) on the location and name of licensee.

***I have contacted the AER to obtain this information and if required I have contacted the licensee or AER.***

**APPLICANT/AGENT AUTHORIZATION & RIGHT OF ENTRY AGREEMENT**

I/We, \_\_\_\_\_,  
Owner(s) Name(s) (please print) being the registered owner(s) of:

All/part of the \_\_\_\_\_<sup>1</sup>/<sub>4</sub> Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ West of \_\_\_\_\_ Meridian  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

do hereby authorize: \_\_\_\_\_ to act as Applicant/Agent on my/our behalf  
regarding the redesignation/subdivision application of the above-mentioned lands.

I hereby grant approval for Mountain View County staff to access the property for a Site Inspection: ☐ Yes ☐ No

\_\_\_\_\_  
Landowner(s) Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landowner(s) Signature(s)

\_\_\_\_\_  
Date

**Please complete the following if landowner is a registered company:**

I, \_\_\_\_\_, have authority to bind \_\_\_\_\_.  
Name of Authorized Officer/Partner/Individual                      Insert Name of Corporation

\_\_\_\_\_  
Signature of Authorized Officer, Partner or Individual

\_\_\_\_\_  
Title of Authorized Officer, Partner or Individual

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Witness (please print)

**AUTHORIZATION**

**REGISTERED OWNER(S) AND/OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF:**

I, \_\_\_\_\_ hereby certify that: ☐ I am the registered owner  
(Print full name/s) ☐ I am 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 redesignation approval.

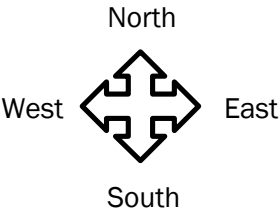
*The personal information on this form is being collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP) for the purpose of reviewing and evaluating an application for redesignation and/or subdivision. By providing the above personal information, the applicant consents to the information being made available to the public and Approving Authority in its entirety under Section 17(2) of the Alberta Freedom of Information and Protection of Privacy Act. Any inquiries relative to the collection or use of this information may be directed towards to: Mountain View County FOIP Coordinator 1408 – Twp Rd 320 Postal Bag 100 Didsbury AB T0M 0W0 Ph: 403-335-3311*

PROPOSED REDESIGNATION/SUBDIVISION SKETCH

- The Site Plan shall include the following:
- ☐ Approximate dimensions and location of proposed redesignation/subdivision area.
  - ☐ Buildings and structures on the property,
  - ☐ Proposed and existing roadways, driveways, and approaches.
  - ☐ Proposed and existing water wells and septic systems.
  - ☐ Natural site features (steep slopes, water bodies/streams, woodlots, and shelterbelts, etc.).

The below square may be used to represent a ¼ Section or an acreage

	Indicate name of ROAD if applicable	
R O A D		R O A D
	Indicate name of ROAD if applicable	

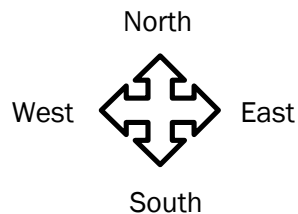


## SURROUNDING LAND USE MAP

1. Please sketch a land use map showing the proposed redesignation/subdivision site and the dwellings, buildings, roads and water on your property.
2. Please indicate the land uses within  $\frac{1}{2}$  mile of the proposed site (example: farm, pasture, confined feeding lots, waste transfer stations, oil/gas facilities, roads, watercourses, or any other form of land use surrounding the proposed development site).


Each square represents a  $\frac{1}{4}$  Section.

**The central square represents the  $\frac{1}{4}$  Section in which this application is proposed.**





PLANNING SERVICES

---

TIME EXTENSION AGREEMENT FOR SUBDIVISION APPLICATION

---

Applicant: \_\_\_\_\_

Legal Description: \_\_\_\_\_

File Number: \_\_\_\_\_

---

In accordance with the *Matters related to Subdivision and Development Regulation*, Mountain View County shall make a decision on a completed application within **60 days** of its receipt unless an agreement is entered into with the applicant to extend this period.

In order to permit Mountain View County to make a decision on your application, we are requesting that you enter into the Time Extension Agreement as set out below. Without this agreement, we will be unable to deal with your application after the 60-day period has expired.

In accordance with Section 681(1)(b) of the *Municipal Government Act*, if you concur with our request, please complete the agreement set out below.

I/We, \_\_\_\_\_ hereby enter into an agreement with Mountain View County to extend the time prescribed within the *Matters related to Subdivision and Development Regulation* to 60 days after the day Council makes a decision on the redesignation application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature