



REDESIGNATION and/or SUBDIVISION APPLICATION

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T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754
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 As a result, if an application is withdrawn, an electronic copy (only) will be returned to you along with the appropriate refund under our [Fee Schedule](#).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 _____¹/₄ 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 not 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 _____ 1/4 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 application is being collected under the authority of Section 4(c) of the
Alberta Protection of Privacy Act (POPA) for the purpose of Redesignation and/or /Subdivision. Any inquiries relative
to the collection or use of this information may be directed towards: Mountain View County Head of POPA/ATIA
legislative@mvcounty.com 403-335-3311"*

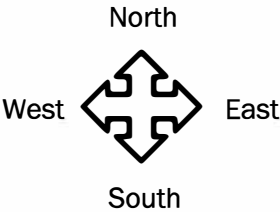
PROPOSED REDESIGNATION/SUBDIVISION SKETCH

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	

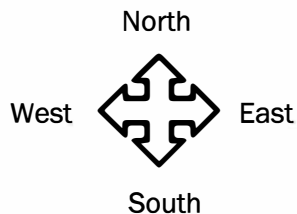


SURROUNDING LAND USE MAP

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