



Mountain View
C O U N T Y

SUPPLEMENTARY INFORMATION FOR REDESIGNATION/SUBDIVISION APPLICATION

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ATTACHMENTS – please keep this information for your reference

Information included:

- Rural Addressing Checklist
- Standard Conditions of Subdivision
- Excerpts from Fee Schedule for Redesignation and Subdivision Applications
- Setback Distances
- Contact Numbers

RURAL ADDRESSING CHECKLIST

Rural addressing is a simple, straightforward means to identify, locate and address properties in rural areas. Mountain View County Council passed a bylaw that requires all new developments and subdivisions to have rural address signage in place within three (3) months of construction.

In determining your Rural Address, we will need to come and survey your approach. These surveys will be done on or about the 15th of every month so be sure to plan ahead. Once the survey is complete, your address will be available within a couple of days.

Rural Address Checklist

1. Write down your legal land description, example: SE Sec 5 Twp 32 Rge 1 W5M
2. Call the County Office at 403-335-3311 and ask for the GIS Coordinator, **Therese Morris**.
 - ▶ **Your name, legal land description and a contact phone number.**Give her:
 - ▶ **The location of your road access.**
 - ▶ **Any landmarks that may be helpful.**
3. You will get a call back from the County with your assigned address.
4. Write down your Rural Address and post it by the telephone for easy reference.
5. Purchase and then post your sign, using the specifications outlined in the Rural Addressing brochure available at the County Office.

Quick Facts:

- Fire, Police, EMS Services – Emergency services will be able to locate your residence quickly and easily.
- Residential Services – You will need your rural address to have your power, telephone and gas services hooked up.
- Maintenance and Delivery Services – Your rural address will assist maintenance and delivery companies in finding your residence.

STANDARD CONDITIONS OF SUBDIVISION

Mountain View County has established Standard Subdivision Conditions that routinely apply to subdivisions. These Standard Conditions have been set out in Policy 6004 and Procedure 6004-1. As part of your subdivision approval, you will be required to meet *some* or *all* of these conditions. **Based on the circumstances of your property, additional conditions may be subscribed to your subdivision.** The Standard Conditions are as follows:

Standard Conditions

1. The endorsement fee of **(insert amount)** shall be paid to Mountain View County within 30 days from the date of the notice of decision.
2. The applicant shall construct/upgrade approaches from the municipal road to the proposed and residual lots. All new and existing approaches shall be constructed/upgraded in accordance with the construction specifications of Mountain View County as attached **(insert any special access requirements or unique standards if applicable)**.
3. Payment of property taxes in arrears shall be made to Mountain View County.
4. Subdivision to be affected by an instrument acceptable to the Land Titles Office (Descriptive Plan /Plan of Survey).
5. Municipal Reserves

(1) Agricultural Parcels, or Low Density Rural Residential Development (less than five (5) titles per quarter section):

- a. No reserves required pursuant to Section 663(a) of the Municipal Government Act when one lot is to be created from a quarter section of land;
- b. Cash in lieu of municipal reserves are to be paid to Mountain View County prior to endorsement of the subdivision. Approximately **(insert acreage)** acres are owing and at a rate of **(assessed land value)** per acre, therefore, **(insert dollar amount owing)** is owing to the County. This figure will be subject to confirmation upon receipt of the final plan of survey;
- c. Cash in lieu of municipal reserves is to be paid to Mountain View County based on a market value appraisal prepared and submitted by the applicant. Cash in lieu of municipal reserves owing shall be based on the review of the market value appraisal and the final plan of survey; or
- d. Municipal Reserves are to be dedicated as shown on the proposed Plan of Survey and shall be registered by an instrument acceptable to the Land Titles Office.

(2) Medium-High Density Residential (more than (5) titles per quarter section), Recreational, Commercial or Industrial Development:

- a. No reserves required pursuant to Section 663(a) of the Municipal Government Act when one lot is to be created from a quarter section of land; or
- b. Cash in lieu of municipal reserves is to be paid to Mountain View County based on a market value appraisal prepared and submitted by the applicant. Cash in lieu of municipal reserve owing shall be based on the review of the market value appraisal and the final plan of survey; or
- c. Municipal Reserves are to be dedicated as shown on the proposed Plan of Survey and shall be registered by an instrument acceptable to the Land Titles Office.

Standard Conditions if Applicable:

6. That the applicant shall enter into an agreement for the provision of road widening (**insert direction and metres**) across the subject property to the satisfaction of Mountain View County.
 7. A qualified surveyor shall prepare a Utility Right-of-Way (UROW) instrument acceptable to the Land Titles Office (Descriptive/Plan of Survey). The applicant shall enter into a General Utility Easement Agreement with Mountain View County. The UROW instrument shall dedicate (**insert direction and metres**).
 8. The applicant shall submit a Real Property Report prepared by a qualified Alberta Land Surveyor showing the setbacks of all structures in relation to the proposed and existing property lines are in compliance with the County's current Land Use Bylaw. The Real Property Report shall include the location of the existing water well and Private Sewage Treatment System (PSTS) in relation to the existing and proposed property lines.
 9. If any portion of the PSTS **is situated closer than 90 meters** to an existing or proposed property line, the applicant shall submit a report completed by a Plumbing and Gas Safety Codes Officer confirming that the PSTS complies with the setback distances as outlined in the current Alberta Private Sewage Systems Standard of Practice. Where not in compliance, the applicant shall undertake improvements to the PSTS to comply with the current Alberta Private Sewage Systems Standard of Practice and provide confirmation in this regard to the satisfaction of Mountain View County.
 10. The applicant shall submit the following report(s), plans and specifications prepared by a qualified professional. These reports shall be to the satisfaction of Mountain View County and the findings shall guide and be incorporated within the drafting and execution of the Development Agreement(s) (**insert and list requirements and timelines**).
 11. The applicant shall enter into a Development Agreement(s) with Mountain View County in accordance with Section 655 of the Municipal Government Act. The Development Agreement(s) shall address such matters including but not limited to the following:
 - a. the construction of municipal improvements;
 - b. the provision of necessary utilities, easements, and rights-of-way;
 - c. endeavour to assist provisions;
 - d. water and sewage treatment requirements;
 - e. landscaping and fencing requirements;
 - f. storm water management;
 - g. security requirements;
 - h. inspection provisions;
- As required, the Development Agreement(s) may be registered via Caveat on the affected land provided the nature and intent of the Agreement(s).
12. The applicant shall make suitable arrangements with the Corporate Services Department of Mountain View County to acquire, assign and post rural address signs for non-agricultural lots in accordance with the Rural Addressing Bylaw. The applicant shall provide confirmation in this regard.
 13. Environmental protection for riparian and ecological enhancement:
 - a. Where livestock is present on the affected parcel(s), the applicant shall provide confirmation that an application has been submitted for Provincial and/or Municipal funding for Riparian Enhancement Projects. The application shall demonstrate protection of riparian areas affected by the proposed subdivision; or,

- b. Where livestock is not present on the affected parcel(s), or at the discretion of Mountain View County, the applicant shall enter into an Agreement with Mountain View County to have a Riparian Health Assessment conducted by Mountain View County to determine the riparian health of areas affected by the proposed subdivision. Furthermore, a review period of five (5) and ten (10) years will be granted by the applicant allowing for subsequent assessments of the riparian area within the applicable review period to determine overall change in riparian health.
14. The applicant shall enter into an Environmental Reserve Easement with Mountain View County affecting those lands as identified on the conditionally approved tentative plan for the purposes of environmental protection. To affect the development of this Easement, a plan of survey specifying the Easement lands is required in accordance with the requirements of the Alberta Land Titles Office.
15. The applicant shall dedicate those lands as identified on the conditionally approved tentative plan as environmental reserve. A qualified land surveyor shall include the lands identified as environmental reserve on the plan of subdivision.
16. The applicant shall review necessary off-site (primary and secondary) upgrades to the power distribution system with the power utility provider to service the subdivided lands. Where off-site upgrades are deemed necessary by the power utility provider, the applicant shall enter into an agreement to service the subdivided lands. Confirmation shall be provided to Mountain View County and will form part of the Development Agreement.

Obtaining Abandoned Well Site Records:

1. The developer or landowner (proponent) of the proposed subdivision and/or development must obtain abandoned well information from the Alberta Energy Regulator (AER). This information can be obtained from the AER's Abandoned Well Viewer available on the AER website at <http://www.aer.ca/rules-and-regulations/directives/directive-079>. The viewer will provide a map identifying all abandoned well surface locations in the selected area and a listing of additional details, including the licensee of record, surface location, latitude and longitude, and fluid type of each well.
2. If it appears that a potential conflict between abandoned well locations and proposed surface development may exist, the proponent must contact the licensee of record for any additional information that may be required or to physically locate the well. If the proponent is unable to contact the licensee of record using the information provided, the AER may be able to assist with additional contact information. To obtain clarification about the information provided by the Abandoned Well Viewer, or if you do not have Internet access, contact the AER Customer Contact Centre by telephone at Toll-free: 1-855-297-8311 or by email at [inquiries@aer.ca](mailto:inquiries@ aer.ca) or contact Information Services by mail at AER, Suite 1000, 250 – 5 Street SW, Calgary AB T2P 0R4.
3. AER records may only provide general information on how these wells were abandoned. In such cases, the licensee of records should be contacted by the proponent for detailed information and verification of well data. If the licensee of record no longer exists, the proponent may contact the AER for assistance.

**MOUNTAIN VIEW COUNTY
 SCHEDULE C**

Redesignation (Rezoning Fee)

Agriculture, Residential	Flat fee of \$525.00 +
Agriculture	\$35.00/acre
Farmstead Residential	\$105/acre
Country Residential	\$370.00/acre
Industrial, Commercial, Recreational Facility, Business Park, Airport District, Aggregate Extraction/Processing	Flat fee of \$1025.00 + \$40.00/acre
Direct Control	Flat fee of \$1025.00 + \$250.00/acre Maximum of \$7000.00
Amendments to application requested by applicant	\$500.00
Recess of Public Hearing requested by applicant	\$500.00
Refunds	
Withdrawal of application prior to circulation of file or non-response of applicant	85% of original fee
Withdrawal of application during or after circulation or non-response from applicant	75% of original fee
Withdrawal after site visit or non-response from applicant	60% of original fee
Withdrawal after first reading of proposed Bylaw	No Refund

**Long Range Planning Administration fee applicable to all Redesignation Applications
 (non refundable)**

Residential (0.1 - 10 acres)	\$50.00
Agriculture & Residential (10.1 – 80 acres)	\$75.00
Agriculture & Residential (80.1 – 160 acres)	\$100.00
Residential (160.1 + acres)	\$125.00
Recreational Facilities, Direct Control, Industrial, Agricultural Industrial, Commercial, Agricultural Commercial, Business Park, Airport District, Aggregate Extraction/Processing	\$150.00

Engineering Service Fees	\$25.00/gross acre
Development Agreements, Engineering Review	Minimum Fee \$1500.00

Subdivision Fees

Application Fees

First parcel out from quarter section	\$650.00
For next 2 - 4 lots	\$850.00/lot
For next 5 - 49 lots	\$1000.00/lot
For next 50 – 80 lots	\$500.00/lot
Bareland Condos	\$800.00/lot
Amendments to application requested by applicant	\$500.00

Description	Fee
Boundary Adjustment	\$500.00

**Long Range Planning Administration fee applicable to all Subdivision Applications
(non-refundable)**

First parcel out, Residential (2 - 4 lots)	\$50.00
Residential (5 - 49 lots)	\$75.00
Residential (50 - 80 lots)	\$100.00
Recreational Facilities, Direct Control, Industrial, Agricultural Industrial, Commercial, Agricultural Commercial, Business Park, Airport District, Aggregate Extraction/Processing	\$150.00
Boundary Adjustments	\$50.00

Engineering Services Fees

Subdivision/Development Agreement, Engineering Review	\$25.00/gross acre Minimum fee \$1500.00
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Endorsement Fees

First parcel out from quarter section	\$400.00
For next 2 - 49 lots	\$400.00/lot
For next 50 - 80 lots	\$250.00/lot
Bareland Condos	\$400.00/lot
Netook Crossing Development Fees (see Schedule D for acreage calculations)	
Boundary Adjustment	\$200.00

Refunds

Withdrawal of application prior to circulation of file or if Redesignation application was refused or non-response from applicant	85% of original fee
Withdrawal of application during or after circulation or non- response from applicant	75% of original fee
Withdrawal after site visit or non-response from applicant	60% of original fee
Time extensions to meet conditions at the request of the applicant:	\$350.00
▪ Applications (60 days or less)	\$750.00
▪ Applications (over 60 days)	

Penalty Fees

Where development has proceeded without the necessary permits the following fines may be applied by Bylaw Enforcement in addition to the regular application fees:

	1 st Offence	2 nd Offence	3 rd Offence
Residential Development	\$1000.00	\$1500.00	\$2500.00
Commercial/Industrial Development	\$4000.00	\$6000.00	\$8000.00
Signage	\$500.00	\$1000.00	\$5000.00

Description

Fee

Appeal Board Fees

Appeal Fee Refunded if Appeal is Successful	
Subdivision Appeal	\$425.00
Development Appeal	\$425.00
Animal Control Bylaw Appeal	\$425.00
Unightly Premises Appeal	\$425.00
Weed Appeal	\$425.00

Other

Discharge of Caveats	\$125.00 each
Planning Department File Searches (1 hour minimum)	\$75.00/hr
Textual or Mapping Amendments to MDP and LUB	\$2500.00
New or review of Area Structure Plans/Concept Plans additional	Min \$7500.00
\$25.00/acre for plans greater than 160 acres	
Aerial Photo	\$1.00/page

Document Sales

Hard Copies

Approved Area Structure Plan	\$20.00
Environmentally Significant Areas	\$25.00
Municipal Development Plan	\$25.00
Land Use Bylaw	\$25.00
Sundre Airport Development Plan	\$25.00
Plan Cancellation	\$750.00
Other Prepared Documents	As set by the CAO

Electronic Copy (USB)

Sundre Airport Development Plan	\$10.00
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Setback Distances/General Requirements

Agricultural Areas	Country Residential Areas (CR) 3 acres-15 acres	Country Residential (1) (1.0 - 2.99 acres) Residential Farmstead (R-F) (min. 2.00 acres)
<ul style="list-style-type: none"> • Front yard on paved road 40.0 m (131.2 ft) from property line • Front yard on gravel road 60.0 m (196.9 ft) from property line 	<ul style="list-style-type: none"> • Front yard on paved road 30 m (98.4 ft) from property line • Front yard on gravel road 40 m (131.2 ft) from property line • Front yard on internal subdivision road 15.0 m (49.2 ft) from property line 	<ul style="list-style-type: none"> • Front yard on paved road 30 m (98.4 ft) from property line • Front yard on gravel road 40 m (131.2 ft) from property line • Front yard on internal subdivision road 7.0 m (23 ft) from property line
<ul style="list-style-type: none"> • 15.0 m (49.2 ft) from rear yard • 15.0 m (49.2 ft) from side yard 	<ul style="list-style-type: none"> • 6.0 m (19.7 ft) from rear yard • 6.0 m (19.7 ft) from side yard 	<ul style="list-style-type: none"> • 6.0 m (19.7 ft) from rear yard • CR1 - 4.0 m (13.1 ft) from side yard • R-F - 6.0 m (19.7 ft) from side yard
<ul style="list-style-type: none"> • Exterior side yard setback is same as front yard from statutory road allowance. 	<ul style="list-style-type: none"> • Exterior side yard setback is same as front yard from statutory road allowance. 	<ul style="list-style-type: none"> • Exterior side yard setback is same as front yard from statutory road allowance.
<ul style="list-style-type: none"> • Setbacks exist for CFOs, oil and gas pipelines, sewage lagoons, landfills and solid board fences – please see Land Use Bylaw 	<ul style="list-style-type: none"> • Setback from existing agricultural parcel – 17 m (55.8 ft) 	<ul style="list-style-type: none"> • Setback from existing agricultural parcel – 17 m (55.8 ft)
<ul style="list-style-type: none"> • Minimum dwelling size 74.3 m² (800 ft²) 	<ul style="list-style-type: none"> • One-storey dwelling: Minimum dwelling size 92.9 m² (1,000 ft²) • Two-storey dwelling: Minimum dwelling size 120.8 m² (1,300 ft²) 	<ul style="list-style-type: none"> • CR1 - One-storey dwelling: Minimum dwelling size 92.9 m² (1,000 ft²) • CR1 - Two-storey dwelling: Minimum dwelling size 120.8 m² (1,300 ft²) • R-F - 74.3 m² (800 ft²)

<ul style="list-style-type: none"> • Dwelling Unit – Max. height 12.2 m (40.0 ft) • All other uses – Max. height as deemed appropriate 	<ul style="list-style-type: none"> • Dwelling Unit – Max. height 10 m (32.8 ft) • All other uses – Max. height as deemed appropriate 	<ul style="list-style-type: none"> • Dwelling Unit – Max. height 10 m (32.8 ft) • All other uses – Max. height as deemed appropriate
<ul style="list-style-type: none"> • Storage of goods related to ag. operations (ie equipment and haystacks) – Min. front yard 15 meters; must meet other yard requirements of district 		
* For corner parcels, please see relevant section of the Land Use Bylaw (available at www.mountainviewcounty.com)		
*For setback distances from existing & proposed highways & service roads, contact Alberta Transportation @ 780-427-2731		
*Parcel coverage restrictions exist, please see Land Use Bylaw (available at www.mountainviewcounty.com)		
*A minimum setback of a five-metre radius must be maintained from an abandoned oil and/or gas well		

You may apply for setback relaxations to some of these distances with a **Development Permit Application** which will be reviewed by the Municipal Planning Commission.

Note: This sheet has been generalized from our Land Use Bylaw and may be altered at the discretion of our Municipal Planning Commission.

Contacts	
SERVICE	CONTACT
Development Permits Building Permits/Inspections/ Electrical/Gas/Septic/Plumbing	Mountain View County (403) 335-3311
Water Well Information	http://aep.alberta.ca/water/reports-data/alberta-water-well-information-database/default.aspx
Drilling new wells by well drillers	They must report results to Alberta Environmental Protection Agency
Test existing wells for water quality only	http://www.albertahealthservices.ca/4887.asp Drop-Off Location in Mountain View County Didsbury Health Unit 1210 – 20 th Avenue Didsbury, AB TOM OWO 403-335-9393 (Please call first)
Testing wells for AB Mortgage & Housing etc.	Done by private labs