



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

P.O. BOX 389
4202 - 50 Street
Spirit River, Alberta
TOH 3G0

PHONE: (780) 864-3500 FAX: (780) 864-4303

SUBDIVISION APPLICATION & INFORMATION PACKAGE

1. Complete & sign the "Application for Subdivision" form
2. Submit application fee. Basic \$ 100.00 plus \$100.00 for each parcel created including the balance of the property. For example: A first parcel subdivision would cost \$ 300.00 – the basic \$ 100 plus \$100 for the first subdivision and \$ 100 for the remainder of the property. **NOTE:** These fees are non-refundable. Make Cheque / Money Order payable to: "Municipal District of Spirit River No. 133"
3. Supply an up-to-date Copy of the Certificate of Title. The copy must be obtained not more than two months prior to the subdivision application date.
4. Complete Form B – Proposed Subdivision Sketch (or provide on separate page) and Chart - indicating distances of existing sewer from residence, water source(s), and all boundaries.
Note: **Rural areas - Must** include size and location of area to be subdivided, sewage disposal, buildings, trees, well/water courses, dugouts, existing and proposed approaches.
5. Complete Form C - Water & Sewer Service Information.
6. Complete Form D - Disclaimer and Right-of-Entry Form.
7. Excerpts from the Alberta Private Sewage Systems Standards of Practice are attached to provide you with information and a contact regarding sewer setbacks.

STEPS REQUIRED TO REGISTER A SUBDIVISION

- STEP 1:** **Owner:** completes the subdivision application, provides a copy of the title (not more than 2 months old) for the property, prepares a sketch of the proposed subdivision and submits the Subdivision Application fee to the M.D.
- STEP 2:** **MD:** The Development Officer sends letters to the referral agencies (ie. Land Titles, Sustainable Resources, Transportation, Environment, Telus, Atco, etc.) as well as adjacent land owners.
- STEP 3:** **MD:** The subdivision application is submitted to the Municipal Planning Commission (M.P.C.) for consideration. A decision is issued and if no appeal is filed by the applicant or referral agencies (within 14 days), an approval is considered complete.
- STEP 4:** **Owner:** ensures the conditions of the subdivision approval will be fulfilled. These conditions will, in part, address the following:
- Taxes are paid.
 - Access to the subdivision and the balance of the quarter to be constructed to the standards of the Superintendent of Public Works at the Owner/ Developer's expense.
 - Sewage System to meet Health Unit & Plumbing Standards.
- STEP 5:** **Owner:** Contacts surveyor to prepare the survey plan.
- STEP 6:** **Owner/surveyor:** submits documents to M.D. for endorsement. Fee required of \$55.00 per title (Total of \$110.00 for a First Parcel Subdivision.). All conditions of the subdivision must be met prior to endorsement.

(Must Register Linen Within 12 Months of Endorsement Date otherwise a Time Extension is required.)

Endorsed Document Returned to Surveyor who registers documents with Land Titles Office, Edmonton.

NOTE: It takes approximate 3 months to complete a subdivision due to the factors outlined above.

**FOR ADDITIONAL INFORMATION PLEASE CONTACT:
MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 AT (780) 864-3500**

SUBDIVISIONS: WHAT YOU NEED TO KNOW

A subdivision of land is the legal means of dividing an existing parcel of land into two or more smaller parcels. Land Titles Office issues a new Certificate of Title for both the new parcel(s) and the balance of the original parcel. Subdivisions may be divided into several categories each of which is regulated under our Land Use Bylaw.

FIRST PARCEL OUT OR FARMSTEAD SEPARATION: This is normally restricted to a quarter section that has not been previously subdivided. In some cases a first parcel out can be allowed if a previous subdivision has been registered on the quarter section for a public use such as a school, church, cemetery, etc. The largest parcel remaining is considered un-subdivided. The Development Authority cannot normally refuse this type of subdivision however, any parcel created must meet the following conditions:

- a) Must be **suitable for the proposed use** (i.e. have a suitable building site and meet the parcel size requirements of the Land Use Bylaw - 3 acre minimum and 10 acre maximum size or at the discretion of the Approving Authority, based on the need to accommodate related farm buildings and improvements.).
- b) Must have **legal access** (be adjacent to a surveyed road or road allowance).
- c) Both the proposed parcel and the balance of the quarter must have **physical access**. An approach must be existing or installed to both parcels.

Other types of subdivisions such as those for industrial uses can be dealt with on a case by case basis. If you have further questions or concerns please contact M.D. #133, Community Development Officer.

LISTING OF SURVEYORS

Beirsto Lehnrs Ketchum Engineering	#101,10940-92 Grande Prairie, AB T8V 6B5	Tel: 532-4919
Focus Surveys Ltd.	10127-120 Ave., Grande Prairie, AB, T8V 8H8	Tel: 539-3222
HIW Surveys Ltd.	10550-117 Ave., Grande Prairie, AB T8V 7N7	Tel: 532-2343/1-888-532-2343
McElhanney Land Surveys Ltd.	9928-111 Ave., Grande Prairie, AB T8V 4C3	Tel: 532-0633
Pals Surveys & Associates Ltd.	4105-41 st Ave, Whitecourt, AB T7S 1P5	Tel: 778-5559
Midwest Surveys	10401-77 th St., Peace River, AB T8S 1R2	Tel: 624-1800/1-888-298-1414
Explore Surveys Inc. www.exploresurveys.com	11612-36A Avenue Edmonton, Alberta T6J 0G2	Toll Free: 1-866-936-1805 Cell: 780-691-1804 Fax: 780-989-0178

ALBERTA PRIVATE SEWAGE SYSTEMS STANDARD OF PRACTICE 1999

***NOTE: Disposal systems that use the absorption of effluent into the soil for treatment shall maintain a vertical separation between the point of effluent infiltration into the soil and a water table**

- (a) **1500 mm (5 ft) in a disposal system**

3.2.2. **On a property that adjoins a permanent body of water** such as a lake, river, stream or creek, the effluent disposal component of a private sewage system shall be located

- (a) not less than 45m (150ft) from the shore of the body of water, or
- (b) where a principal building is located between the system and a body of water, the distance may be reduced to the minimum distance requirements for that method of treatment and disposal.

Intent: The intent of this Article is to position the disposal component of a system far enough from the body of water that upon a failure of the disposal component, effluent that surfaces should not reach the body of water. The positioning of the disposal component of a system to the front of the lot will make a failure more easily noticed and encourage repair of the system. A water tight septic tank or similar component need not meet requirements of this Article.

5.1.1. **A Septic Tank** shall have a minimum working capacity of:

- (a) not less than 1800 litres (400 gal)
- (b) not less than the expected volume of sewage per day as prescribed in Table 3.1.14A
- (c) for a single family dwelling and duplex not less than
 - (1) 1800 litres (400 gal) for a 3 bedroom or less
 - (2) 2700 litres (600 gal) for a 4 bedroom
 - (3) 3400 litres (750 gal) for a 5 bedroom home and
 - (4) 4000 litres (900 gal) for a 6 bedroom home and
 - (5)
- (d) 2700 L (600 gal) but not less than 1.5 times the expected volume of sewage per day as prescribed in Table 3.1.14A, if the septic tank supplies effluent to a treatment or disposal component that uses a pressure distribution lateral pipe system.

5.2.1. **A Septic Tank, sewage holding tank or sewage effluent tanks** shall not be located within:

- (a) 1m (3.25ft) from a property line
- (b) 9m (30ft) from a water source
- (c) 9m (30ft) from a water course
- (d) 1m (3.25ft) from a building.

7A.2.1 **A Disposal Field** measured from any part of a weeping lateral shall not be located within:

- (a) 1.5m (5ft) of a property line
- (b) 15m (50ft) of a water source
- (c) 15m (50ft) of a water course
- (d) 9m (30ft) of a basement, cellar or crawl space
- (e) 1m (3.25ft) of a building that does not have a basement, cellar or crawl space, and
- (f) 1m (3.25ft) of a septic tank or packaged sewage treatment plant.

8.2.1. (1) **A Treatment Mound** shall not be located within:

- (a) 3m (10ft) of a property line 15m (50ft) of a water source
- (b) 15m (50ft) of a water course 3m (10ft) of the septic tank
- (c) 9m (30ft) of a basement, cellar, or a crawl space and
- (d) 3m (10ft) of a building that does not have a basement, cellar, or crawl space

10.2.1. **An Effluent Discharge (pump out)** to the ground surface shall not be located within:

- (a) 45m (150ft) of a water source
- (b) 90m (300ft) of a water course
- (c) 45m (150ft) of a dwelling
- (d) 90m (300ft) of a new property line, (an existing system can remain 45m (150ft) of an existing property line)

10.2.2. The soil receiving the effluent from an open discharge system shall have a percolation rate slower than 5 minutes per inch.

11.2.1. (1) **A lagoon serving** a single family dwelling or duplex shall not be located within:

- (a) 90m (300ft) of a water source
- (b) 90m (300ft) of a water course
- (c) 45m (150ft) of a dwelling and
- (d) 30m (100ft) of a property line

(2) All measurements are to be taken from the outside of the berm, where the side slope of the berm intersects with the natural ground surface.

Comments: Options for Private Sewage Systems are listed above.

The following criteria must be followed:

- Permits are required before installation commences
- If installing any system other than an open discharge to the ground surface, consult your local plumbing inspector before starting installation
- **DO NOT COVER** the installation before calling for an inspection.

If you have any questions, please contact:

Public Health Inspector
Environmental Health Department
Peace Region Health
Grande Prairie Office
(780) 513-7519

Alberta Municipal Affairs
1-866-421-6929



APPLICATION FOR SUBDIVISION

Municipal District of Spirit River No. 133
 PO Box 389, Spirit River, AB T0H 3G0 Ph.:780-864-3500 Fax 780-864-4303

AREA FOR OFFICIAL USE ONLY:

Form A as Completed	File No.
Fees Submitted	Receipt No.

THIS FORM MUST BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED LANDOWNER(S) OR BY AN AUTHORIZED AGENT ACTING ON HIS/HER (THEIR) BEHALF.

1) **Name of registered owner(s)** of land to be subdivided: _____
 Address and phone no.: _____

2) **Name of agent(s)** (person authorized to act on behalf of registered owner) if any: _____
 Address and phone no.: _____

3) **Legal Description and area of land to be subdivided**
 Part of the _____
 Area of the above parcel of land to be subdivided _____ acres

4) **Location of Land to be 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 0.8 kilometres (0.5 miles) of the right-of-way of the Highway?**
 Yes ___ No ___ If yes, the highway is _____
- c) **Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal?** Yes ___ No ___ If yes, state its name _____
- d) **Is the proposed parcel within 1.5 km (1 mile) of a sour gas facility?** Yes ___ No ___

5) **Existing and Proposed Use of Land to be Subdivided**

- a) Existing use of the land _____
- b) Proposed use of the land _____
- c) The designated used of the land as classified under the land use by-law _____

6) **Physical Characteristics of Land to be Subdivided (where appropriate)**

- a) Describe the nature of the topography of the land (flat, rolling, steep, mixed) _____
- b) Describe the nature of the vegetation and the water on the land (brush, shrubs, tree stands, woodlots, etc / sloughs, creeks, etc) _____
- c) Describe the kind of soil on the land _____

7) **Existing Buildings on the land to be Subdivided**
 Describe any buildings and any structures on the land: _____

8) **Please complete water & sewer service information - FORM C**

The personal information on this form is being collected for the purpose of processing the Application for Subdivision Approval under the Authority of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions, please contact the M.D. #133 FOIP Assistant at 780-864-3500.

10. REGISTERED OWNER(S)

I / We _____ hereby certify that I / we
(full name in block capitals)

am/are the registered owner(s) / authorize the party named in No. 2 above to act on my behalf
(circle one of the above)

and that the information given on this form is full and complete and, to the best of my/our knowledge, is a true statement of the facts relating to his application for subdivision approval.

Signature of Landowner(s)

Date

FORM - A.



PROPOSED SUBDIVISION SKETCH

LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED:

All/part of the _____ 1/4 sec. _____ twp. _____ range _____ west of _____ meridian
 Being all/parts of lot _____ block _____ Reg. Plan No. _____ C.O.T. No. _____

COMPLETE ALL BLANKS IN THE CHART BELOW

	To Proposed East Boundary	To Proposed West Boundary	To Proposed North Boundary	To Proposed South Boundary	Water Source	Sewage System
Distance From Residence						
Distance From Water Source					N/A	
Distance From Sewage System						N/A
Distance From any other Water Course						

Indicate the following information on the quarter section below:

- a) The boundaries of the proposed parcel on the quarter section, **including dimensions (feet or meters)**.
- b) The developed and undeveloped road allowance(s) and ***all* approaches** to the quarter section.
- c) Locate ***all*** residence(s) and buildings on the proposed lot and quarter section.
- d) Locate shelterbelts, creeks, rivers, drainage ditches, railways, etc.



PROPOSED SUBDIVISION SKETCH

N

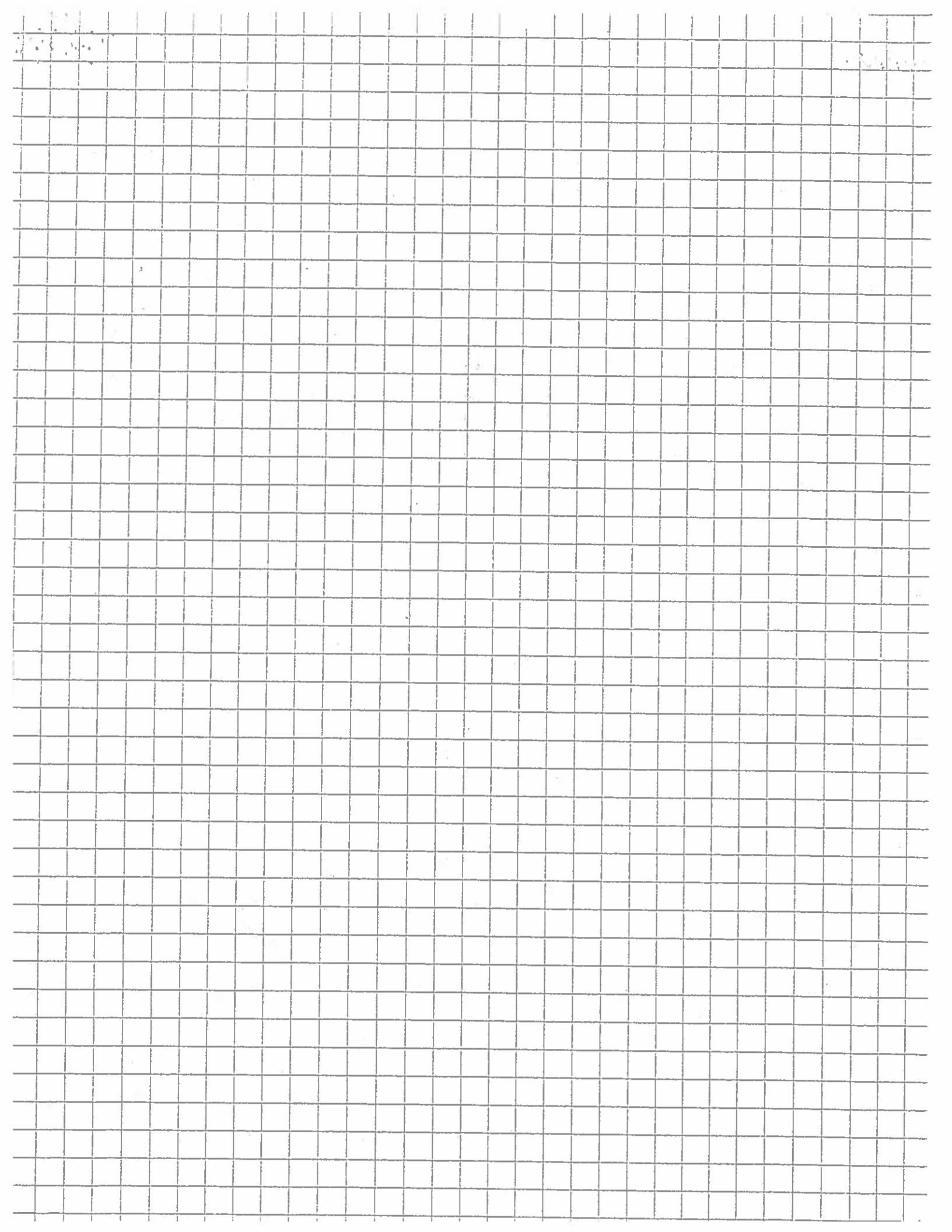
2640 ft. (804.7m)

2640 ft
(804.7 m)

2640 ft. (804.7m)

SCALE 1:50,000

FORM - B





WATER & SEWER SERVICE INFORMATION REQUIRED

Please note below the type of water supply and sewage disposal that is either **Existing** or **Proposed** for the lots indicated on the sketch accompanying your application. *(The location of these facilities must be accurately indicated on the sketch.)*

Please indicate if the Water and Sewer Services are existing or proposed by entering the initial as follows (If unsure, please check with the Peace Region Health or Municipal Affairs Safety Codes Officers):

E - for Existing or P - for Proposed in the appropriate box.

Type of Water Supply	1 st Parcel	2 nd Parcel	Balance of Quarter
<u>Dugout</u>			
<u>Well</u>			
<u>Cistern & Hauled Potable Water</u>			
<u>Municipal Service</u>			
Other <i>(Please Specify)</i>			

Type of Sewage Disposal	1 st Parcel	2 nd Parcel	Balance of Quarter
Holding Tank (A tank designed to retain sewage or effluent until transferred into mobile equipment for disposal elsewhere)			
Septic Tank (A digestion chamber a) In which sewage is received and retained, and b) From which the effluent is discharged)			
Open Discharge / Pumpout (A system designed to discharge effluent to the ground surface to accomplish evaporation and absorption of the effluent into the soil as a method of disposal)			
Evaporation Mound (A system where the effluent treatment area includes a bed of sand and is built above grade to overcome limits imposed by proximity to water table or bed rock, or by highly permeable or impermeable soils)			
Disposal Field (A system of effluent treatment and disposal by disturbing effluent within trenches containing void spaces that are covered with soil)			
Sewage Lagoon (A shallow artificial pond for the stabilization of sewage or effluent)			
Other <i>(Please Specify)</i>			

Public Health Inspector
Environmental Health Department
Peace Region Health
Grande Prairie Office
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PO Box 389, Spirit River, AB T0H 3G0 Ph.:780-864-3500 Fax 780-864-4303

DISCLAIMER

THE OWNER(S) HEREBY ACKNOWLEDGE(S) THAT THE SKETCH PROVIDED (FORM B) IS FOR PURPOSES OF PROCESSING A SUBDIVISION APPLICATION ONLY AND IS PREPARED FROM INFORMATION PROVIDED BY THE OWNER(S). ACCORDINGLY, THE MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 IS NOT RESPONSIBLE FOR THE ACCURACY OF THE SKETCH OR FOR ANY INFORMATION CONTAINED HEREIN.

-----**DISCLAIMER**-----

RIGHT OF ENTRY

RIGHT OF ENTRY FOR AN AUTHORIZED PERSON OF MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 FOR THE PURPOSES OF A SITE INSPECTION OF THE LAND AFFECTED BY A PROPOSED SUBDIVISION APPLICATION.

The Municipal Government Act, M-26.1, Section 653 states: "(2) If a subdivision application includes a form on which the applicant for subdivision approval may or may not consent to the municipality or its delegate carrying out an inspection, at a reasonable time, of the land that is the subject of the application and if the application signs a consent to the inspection, a notice of inspection is not required to be given under section 542(1)"

IN ACCORDANCE WITH SECTION 653 OF THE MUNICIPAL GOVERNMENT ACT, M-26-1, PLEASE COMPLETE THE FOLLOWING RIGHT OF ENTRY FORM AND SUBMIT WITH YOUR PROPOSED SUBDIVISION APPLICATION.

I agree to the above Disclaimer and I hereby give consent for an authorized person of **Municipal District of Spirit River No. 133** to enter upon the land that is subject to a subdivision application for the purposes of making a site inspection in order to evaluate the proposed subdivision.

If you wish to be present at the time of site inspection, please check the following box

LEGAL DESCRIPTION OF LAND: _____

OWNER'S NAME (IN BLOCK CAPITALS): _____

OWNER'S SIGNATURE: _____

DATE: _____

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----- **RIGHT OF ENTRY** -----
FORM - D