

## Subdivision Application Requirements Checklist

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All of the following information for a Development Permit is necessary to ensure that an application is reviewed completely and efficiently. Tentative plans of subdivision should be prepared by a professional land surveyor to ensure accurate information. This checklist must be attached to ALL SUBDIVISION APPLICATIONS. All boxes should be checked and the information indicated attached to the application. **Incomplete applications will not be accepted by the Village of Cremona administration, and will be returned to the applicant. All boxes must either have a ✓ or N/A (not applicable).**

### Required Information

- Pre-application meeting** completed
- Completed **Subdivision Application Form**
- Letter of Authorization** signed by landowner (if application is submitted by a person other than the registered landowner)
- Application fees** (see Bylaw 477-17 – Development Services Fees & Charges), payable to the Village of Cremona;
- Current **certificate of title** of subject lands (no older than 30 days)
- Copies of all **instruments** which are registered against the parcels being subdivided
- Time Extension Agreement** (signed by applicant)
- Information on active/abandoned wells, pipelines, and sour gas facilities
- 3 copies of the **Tentative Plan of Subdivision** (at a minimum metric scale of 1:100), showing the following:
  - The legal description and municipal address of the site
  - The scale and a North arrow
  - An indication of where access to the site will be
  - The location, dimensions, and boundaries of the land to be subdivided (including parcel area) – ensure that the tentative plan clearly shows where the proposed new parcel is in relation to the existing titled area
  - The location, dimensions, and boundaries of each new lot to be created and any reserve land
  - Existing and proposed site grades, contours and any special topographical features or site conditions (e.g. unstable areas, escarpments, etc.) **NOTE: the topographic contours must not be greater than 1.5 metre intervals**
  - Any existing and/or proposed rights-of-way of each public utility, or other rights-of-way
  - The location of municipal water, sanitary sewer, or storm sewer lines, and public utilities (e.g. gas, telephone, cable, power) to be utilized in servicing the site
  - If the proposed lots are to be served by individual wells and private sewage disposal systems, the location of any existing or proposed wells, the location and type of any private sewage disposal systems and the distance from these to existing or proposed buildings and property lines
  - The location and dimensions of any buildings on the land that is the subject of the application, and specifying those buildings that are to be demolished or moved, if any
  - The proposed roads identified as numbered or named streets and avenues, and any walkways
  - The approximate location and boundaries of the bed and shore of any river, stream, creek, watercourse, lake or other body of water, shelterbelt, provincial highways, secondary roads, public roadways, or railway line that is contained within or bounds the proposed parcel of land

- An appraisal report prepared by an Alberta Land Appraiser if reserves are owing and money in place of reserves, if requested by the Village of Cremona
- Stormwater Management Report

**Additional Information**

The Village of Cremona Subdivision Authority may require an applicant for subdivision to submit, in addition to the information noted above, any or all of, but not limited to, the following additional information:

- Real Property Report
- A Traffic Impact Assessment and/or Parking Demand Assessment evaluating potential traffic impacts and on-site parking implications
- A Geotechnical Report evaluating slope and/or soils stability
- A Phase I Environmental Site Assessment evaluating potential soil contamination
- A Wind Impact Statement and/or Study
- A Sun/Shadow Study
- A Visual Impact Assessment
- A Construction Management Plan
- A preliminary servicing concept
- If the land that is subject of an application is located in a potential floodplain, and floodplain mapping is available, a map showing the 1:100 year floodplain
- A line marking the 1.5 km radius from a sour gas facility, where any of the lands affected by the tentative plan are within 1.5 km of a sour gas facility