



Basic Information Required for a Subdivision Application

1. **Application Form "1"** to be completed in full.
2. **Application Fee** as per the attached Schedule of Fees. Please make cheque payable to the ***Mackenzie Municipal Services Agency***.

Note: Applicants from Clear Hills County are exempt from both the application and endorsement fees.

3. **A Tentative Plan** of the proposed subdivision prepared by a qualified land surveyor, which must show the following:
 - i. The boundaries of the land presently held in title.
 - ii. The location of the proposed lot within the titled land. If the proposal is located within a quarter section and not located in a corner, we will require the distance of the proposed lot to the nearest quarter section line.
 - iii. The measurements of the proposed lot and acreage involved.
 - iv. Location of any buildings or development within the proposed lot and on the balance.
 - v. Location of water supply and sewage disposal facilities and distances to water supply, buildings, existing and proposed property lines, or any water courses.
 - vi. Any outstanding features or constraints, such as: shelterbelts, fences, slough areas, treed areas, creeks, drainage ditches, hills, etc.
 - vii. Existing approaches or laneways from a public roadway.
 - viii. Proposed subdivision on aerial background.

PLEASE NOTE: Ensure that all the above-required information is shown on your tentative plan. If this information is not shown, your application will be returned and will result in a delay of processing your application.

A List of Survey Firms is provided for your information; however it does not represent an endorsement by the Agency for any particular firm. The applicant is not limited to the survey firms listed.

4. **A current photocopy of the Certificate of Title.** This may be obtained from one of the Registry Services in the region. If you do not supply a copy of the title, the Agency will obtain one for you at a charge of \$20.00 per title.
5. **Right of Entry form.** Complete and sign the attached Right of Entry Form. This permits a member of our staff or an authorized person acting on our behalf, the right to enter upon the land in order to carry out a site inspection. A site inspection is generally carried out to determine the existing use of the land, topographical constraints, surrounding land uses, etc.
6. **Water Supply and Sewage Disposal information form.** Complete the attached information sheet respecting water supply and type of sewage disposal either existing or proposed. This is important in order that we may ensure the proposed lot is of sufficient size to meet the existing regulations.



Basic Information Required for a Subdivision Application

- 7. Abandoned Oil/gas Wells:** Identify the location or confirm the absence of any abandoned oil/gas wells within the boundaries of the land which is the subject of the application for subdivision. This requirement is in accordance with the AER Directive 079 *Surface Development in Proximity to Abandoned Wellbores*. You may request the assistance of your surveyor to obtain this information or follow the process on the attached information sheet.

FORM 1
APPLICATION FOR SUBDIVISION

FOR OFFICE USE ONLY

Date of Receipt for Completed Form: _____ File No.: _____ Fee Submitted: _____

THIS FORM IS TO BE COMPLETED IN FULL WHEREEVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS THE SUBJECT OF THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNERS BEHALF.

1. Name of registered owner of land to be subdivided: _____ Address and phone number: _____
(Full Name in Block Capitals)

2. Name of agent (person authorized to act on behalf of registered owner), if any: _____ Address and phone number: _____
(Full Name in Block Capitals)

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED:
All/part of the _____ ¼ Sec _____ TWP _____ Range _____ West of _____ Meridian
Being all/parts of Lot _____ Block _____ Registered Plan No. _____ C.O.T. No. _____
Area of the above parcel of land to be subdivided _____ hectares _____ (acres).
Municipal Address if applicable _____

4. LOCATION OF LAND TO BE SUBDIVIDED:
a. The land is situated in the municipality of _____
b. Is the land situated immediately adjacent to the municipal boundary? Yes _____ No _____
If "yes", the adjoining municipality is _____
c. Is the land situated within 1.6 kilometres (1.0 miles) of the right-of-way of a highway? Yes _____ No _____
If "yes", the Highway is No _____ the Secondary Road is No. _____
d. 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: _____
e. Is the proposed parcel within 1.5 kilometres (0.932 miles) of a sour gas facility? Yes _____ No _____

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED
Describe:
a. Existing use of the land _____
b. Proposed use of the land _____
c. The designated use of the land as classified under a land use bylaw _____

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 water on the land (brush, shrubs, tree stands, woodlots, etc – sloughs, creeks, etc) _____
c. Describe the kind of soil on the land (sandy, loam, clay, etc) _____

7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED
Describe any buildings and any structures on the land and whether they are to be demolished or moved _____

8. WATER AND SEWER SERVICES
If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal.

9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF
I, _____ (Full Name in Block Capitals) hereby certify that
 I am the registered owner, or
 I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete as is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.
Address: _____ Signature: _____
Phone No.: _____ Date: _____



Schedule of Subdivision Fees

EFFECTIVE MAY 1, 2014, THE SCHEDULE OF FEES FOR SUBDIVISION APPLICATIONS is as follows

INITIAL APPLICATION*:	Three (3) Lots or less \$625.00 plus \$100 per lot created
	Four (4) to Twenty (20) Lots \$775.00 plus \$100.00 per lot created More than 20 Lots add \$50.00 per lot
	Minor Boundary Adjustment or Separation of Title \$625.00
	* For those applications located in the following municipalities, there is a \$100.00 additional surcharge per application: Town of Fairview, Village of Hines Creek, Village of Donnelly, Village of Girouxville and the Town of McLennan.
ENDORSEMENT FEE:	\$100.00 per lot created.

NOTE: There is no charge for municipal reserve lots, public utility lots or the balance of the title other than the basic application fee.



Right of Entry Form

As a site inspection of land that is the subject of a subdivision application may be required, we request that you complete the following authorization and submit it with your application for subdivision approval.

Section 653 (2) of the Municipal Government Act indicates that if consent is given by this form, a notice of inspection is not required to be given under Section 542 (1).

I, _____, do grant consent for an
(Name in Block Letters)

authorized person of the Mackenzie Municipal Services Agency to enter upon the subject land for the purpose of a site inspection.

(Legal Land Description)

(Signature)

(Date)



Water Supply and Sewage Disposal Form

Please indicate the type of sewage disposal and water supply to be used on the newly created lot(s).

TYPE OF WATER SUPPLY

- DUGOUT
- WELL
- CISTERN & HAULING
- MUNICIPAL SERVICE
- OTHER (Please Specify): _____

PLEASE INDICATE IF THE ABOVE IS: A) EXISTING _____
 B) PROPOSED _____

TYPE OF SEWAGE DISPOSAL

- OPEN DISCHARGE/SEPTIC TANK
- SUB-SURFACE DISPOSAL/SEPTIC TANK
- ABOVE GROUND/SEPTIC TANK
- SEWAGE LAGOON
- OUTDOOR PRIVY
- MUNICIPAL SERVICE
- OTHER (Please Specify): _____

PLEASE INDICATE IF THE ABOVE IS: A) EXISTING _____
 B) PROPOSED _____

(If unsure, please check with a licensed Permitting Agency)
(See attached pamphlet for the appropriate setback)

Abandoned Oil Well Confirmation Process

1. Search the subject property using the **AER Abandoned Well Viewer** at:
<https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>
Does the AER Abandoned Well Viewer identify any abandoned wells in the subject area?

No If no, print a map of the subject area from the Abandoned Well Viewer and submit with the subdivision application.

Yes If yes, complete the remainder of the Abandoned Oil Well Confirmation Process.
2. Using the AER Abandoned Well Viewer, identify the Licensee Name of the abandoned well. The Licensee must be contacted to confirm the exact well location of the well.
3. To locate the Licensee contact information on the AER website:
<https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>

Under **Locate Abandoned Well** search fill in **Well Licence Number** and click find. This will provide you with the contact information for the licence holder.
4. Submit the **Abandoned Oil Well Confirmation Form** to the Licensee and request that they return the completed form prior to submitting the completed subdivision application.
5. Submit the completed **Abandoned Oil Well Confirmation Form** as a part the subdivision application.

Note: The sketch of the proposed development must include the abandoned oil well and identify necessary setbacks. If the development will result in construction activity within the setback area, a statement confirming that the abandoned wells will be temporarily marked with on-site identification during construction must be included with the subdivision application.



Abandoned Oil Well Confirmation Form

TO BE COMPLETED BY THE SUBDIVISION APPLICANT.

A subdivision application is being made for:

LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED:

All/part of the _____ ¼ Sec _____ TWP _____ Range _____ West of _____ Meridian

Being all/parts of Lot ___ Block _____ Registered Plan No. _____ C.O.T. No. _____

Area of the above parcel of land to be subdivided _____ hectares _____ (acres).

Municipal Address if applicable _____

Abandoned Oil Well Number _____ has been identified on the subject property.

TO BE COMPLETED BY THE ABANDONED WELL LICENSEE.

Subject to the Alberta Energy Regulator Directive 079 the subdivision applicant is required to obtain confirmation of the exact location of the abandoned well and required setbacks from well from the Well Licensee. Please confirm the exact location of the abandoned well and required setbacks from well.

Please return this form to:

Name of Applicant:

Address:

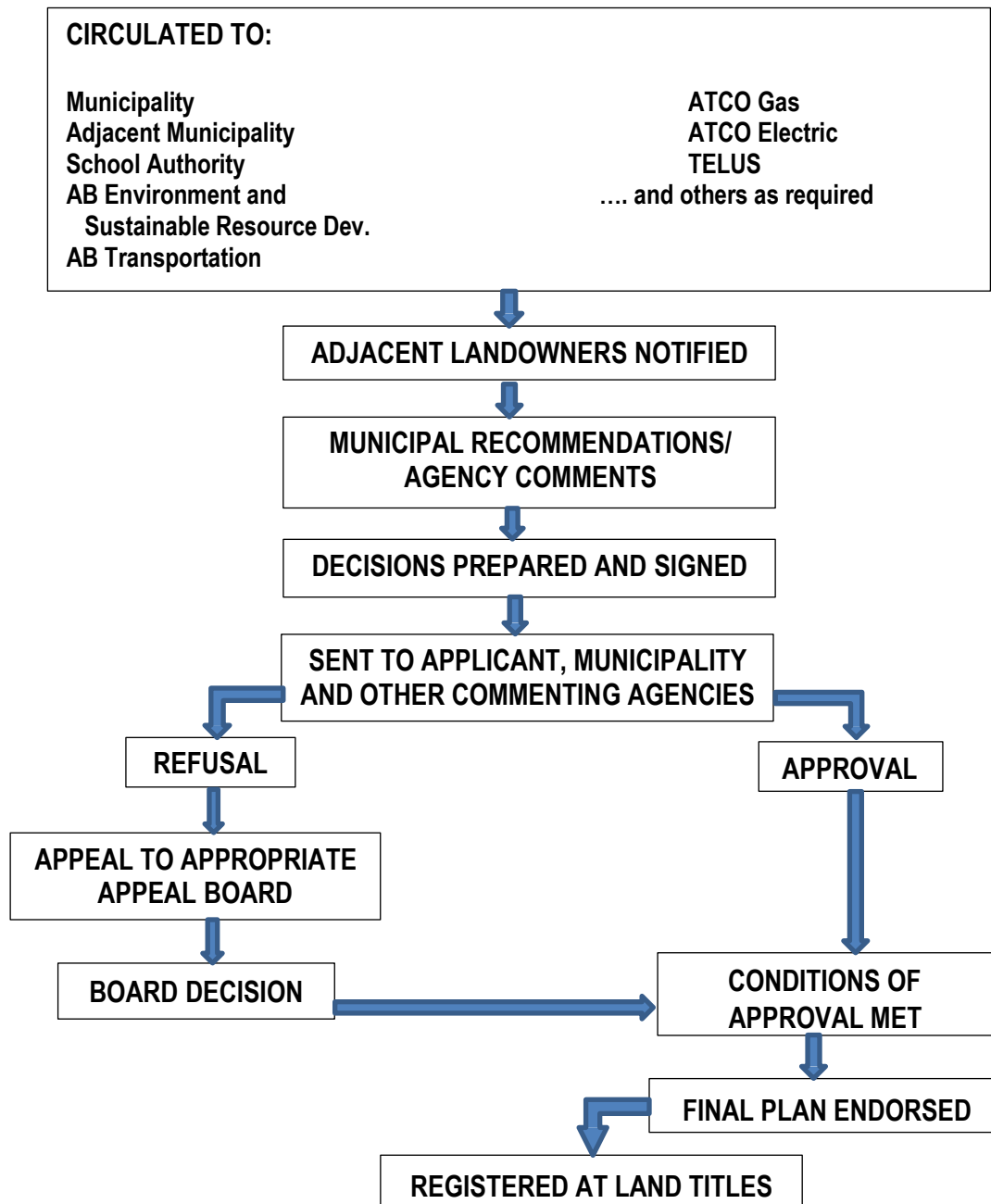
Phone No.:

e-mail:

PROCESSING OF SUBDIVISION APPLICATIONS

COMPLETED APPLICATION
 APPLICATION FORM
 FEE
 TENTATIVE PLAN
 CERTIFICATE OF TITLE

ADDITIONAL
 AIR PHOTO
 SOIL AND WATER TESTS





List of Survey Firms (In no particular order)

Beirsto & Associates Engineering Ltd.

10940 - 92 Avenue
Grande Prairie AB T8V 6B5
Phone: 780-532-4919

Borderline Surveys Ltd

Box 640
Spirit River, AB
T0H 3G0
Phone: 780-538-1955
email address: Borderlineoffice5@gamilcom

Explore Surveys Inc.

18941-111 Ave., NW
Edmonton AB T5S 2X4
Phone: 587-588-5166
780-218-1803; 1-866-936-1805

Global Raymac

10550 – 117 Avenue
Grande Prairie AB T8V 7N7
Phone: 780-532-2343

HELiX Surveys Ltd.

#202, 10514 – 67 Avenue
Grande Prairie AB T8W 0K8
Phone: 780-532-5731

Midwest Surveys

#121 – 8805 Resources Road
Grande Prairie AB T8V 3A6
Phone: 780-832-4801

Velocity Group

104 – 11302 – 98 Avenue
Grande Prairie AB T8V 8H4
Phone: 587-259-8888

WSP Canada Inc

10127 - 120 Avenue
Grande Prairie AB T8V 8H8
Phone: 780-539-3222
Phone: 780-624-5631

***This list is provided for your information only. It does not represent an endorsement by the Agency for any particular firm. The applicant is not limited to the survey firms listed.**

(Updated March, 2026)