



VILLAGE OF CREMONA

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Application Requirements Checklist Subdivisions

All of the following information for a Subdivision application 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 administration, and will be returned to the applicant. All boxes must either have a ✓ or N/A (not applicable).**

Required Information

- Completed **Subdivision Application Form**;
- Letter of Authorization** signed by landowner (if application is submitted by a person other than the registered landowner);
- Application and new lot fees** (see Fee Schedule), payable to the Village of Cremona;
- Current **certificate of title** of subject lands (no older than 30 days);
- Copies of all instruments** (including all existing right-of-ways, easements, caveats and covenants) which are registered against the parcels being subdivided;
- Completed **“Right of Entry” form**, which authorizes relevant Town staff to inspect the site;
- Completed **Subdivision Computation Sheet** prepared by the applicant;
- 10 copies of the tentative plan of subdivision**, at a scale not less than (at a minimum metric scale of 1:100), showing the following:
 - 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;
 - the midpoint of the front lot line of all non-rectangular lots, as well as a line running perpendicular from that point a distance equal to the required front yard setback of the applicable land use district and a line perpendicular to that line extending to each of the side lot lines. All lines should be dimensioned;
 - any existing rights-of-way of each public utility, or other rights-of-way;
 - 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;

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- the approximate location of any existing sewage disposal systems and/or wells providing potable water on the land;
- 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; and
- the proposed roads identified as numbered or named streets and avenues;
- an appraisal report prepared by an Alberta Land Appraiser if reserves are owing and money in place of reserves is requested by the Village of Cremona;
- Stormwater Management Report;
- registration of any proposed right-of-ways and/or easements that are applicable to the proposed subdivision.

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:

- An indication of where access to the site will be;
- A map of the land that is to be subdivided that shows topographic contours at not greater than 1.5 m intervals and related to the geodetic datum, where practicable;
- An assessment of subsurface characteristics of the land that is to be subdivided, including, but not limited to, susceptibility to slumping or subsidence, and depth of water;
- 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;
- Information respecting the land use and land surface characteristics of land within 0.8 kilometres of the land to be subdivided; and
- If any portion of the parcel of land affected by the application is situated within 0.8 kilometres of a sour gas facility, a map showing the location of the sour gas facility.