



Box 10
301 Centre Avenue West
Diamond Valley, AB T0L 0H0

403-933-4348
info@diamondvalley.town
www.diamondvalley.town

Subdivision Application

File No.:

Tax Roll:

Application Date:

Name of Registered Owner of Land to be Subdivided

Registered Land Owner:

Mailing Address:

Town/City:

Postal Code:

Phone:

Alt. Phone:

Email:

Person Authorized to Act on Behalf of Registered Owner (If Applicable)

Agent authorized to act on behalf of Registered Landowner:

Mailing Address:

Town/City:

Postal Code:

Phone:

Email:

Legal Description and Area of Land to be Subdivided

Civic Address:

All/part of the

Sec

Twp

Range

West of

Legal Description:

Lot:

Block:

Plan:

Zoning:

Total area of the above parcel of land

Hectares

() Acres

Location of Land to be Subdivided

Is the land situated immediately adjacent to the Town boundary? Yes ☐ No ☐

Is the land within 60 meters (200 ft) of Highway 7 or 22? Yes ☐ No ☐

Existing and Proposed Use of Land to be Subdivided

Existing Land Use District:

Existing Land Use or Building on Property:

Proposed Development or Use:

Proposed Subdivision:

Proposed Land Use District:

Physical Characteristics of Land to be Subdivided

Describe the nature of the topography of the land (flat, rolling, steep, mixed):

Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc., sloughs, creeks, etc.)

Describe the kind of soil on the land (sandy, loam, clay, etc.):

Existing Buildings on the Land Proposed to be Subdivided

Describe the buildings, historical or otherwise, and any structures on the land and whether they are to be demolished or moved:

Town of Diamond Valley

Lot Sizes and Municipal Reserve Allocation			
Number of lots being created:		Size of lots being created:	
Disposition of Municipal Reserve: (i) Deferral () or (ii) Deferral to balance ()			
or (iii) if dedicated, Area of Reserves and designation(s) () or			
(iv) if cash-in lieu, appraised market value ()			
Water and Sewer Services			
Describe the manner in which the lots will be connected to the Town water distribution system and wastewater collection system.			
Additional Submissions			
Other relevant information or sketch plan attached? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Other Supporting Material Attached (site plan, building plans, surveys):			
Agreement			
<p>The Applicant represents and warrants to the Town of Diamond Valley that the information contained in this application and the dimensions shown on the plans submitted with this application are true and correct. I hereby certify that I am the Registered Owner or am the applicant and authorized to act on behalf of the Registered Owner. In accordance with the Municipal Government Act, I hereby authorize the Designated Officers of the Town of Diamond Valley to enter upon the land for the purpose of conducting a site inspection in connection with my development permit application. I understand that this application and accompanying information is public record that is accessible by the public. Upon request to the Town this application and file documentation will be made available for viewing. My personal information will be used in accordance with the Freedom of Information and Protection of Privacy Act (FOIP).</p>			
<input type="checkbox"/> Registered Owner <input type="checkbox"/> Authorized Agent		Name:	
Signature:		Date:	
I hereby authorize the Designated Officers of the Town of Diamond Valley to enter the subject land for the purpose of conducting a site inspection in connection with this application for subdivision approval. This right is granted pursuant to Section 653 of the Municipal Government Act.			
Is there an access or safety concern with respect to a site inspection? If yes, please clarify:			
<input type="checkbox"/> Registered Owner <input type="checkbox"/> Authorized Agent		Name:	
Signature:		Date:	
Approval			
<input type="checkbox"/> Approved <input type="checkbox"/> Refused		Date Application Deemed Complete:	
Date of Decision:		Notice Date (If Applicable)	
Development Officer:		Signature:	
Fee \$	Deposit \$	Receipt:	Date Paid:
Off-site Levies:		Receipt:	Date Paid:

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Application Requirements

Each application for subdivision must be accompanied by the following information:

- One copy of the subdivision application forms, signed by you or your agent;
 - For agents acting on behalf of the Landowner or corporation, please include the form “Affidavit Verifying Corporate Signing Authority”;
- A copy of the current Certificate of Title for your land, required to prove ownership and to show encumbrances on the land. A copy of your title can be obtained through your local Alberta Registries Office;
- The application fee, in the form of a cheque payable to the municipality;
- One copy of a sketch or plan showing your proposed subdivision. The sketch or plan should show:
 - the location, boundaries, and dimensions of your land;
 - the land you wish to register with the Land Titles Office;
 - the location, boundaries and dimensions of each new parcel you want to create;
 - the location of roads, parks, rights of way, and drainage easements;
 - the location of all existing utility services (electric power, natural gas, or telephone);
 - the location and size of any existing buildings on the property, including those that will be removed or demolished, if any and,
 - the proposed location of access points to each new parcel.
- A Real Property Report if there are existing buildings.

Application Fees

Current fees can be found on our website at:

<https://www.diamondvalley.town/DocumentCenter/View/7433/2024-96-Rates-and-Fees-Bylaw-CONSOLIDATED?bidId=>

Fees are non-refundable once circulation has commenced, and if a site inspection or research has been undertaken, expenses will be deducted from the fee.

Municipal Reserve (MR), Environmental Reserve (ER) and Public Utility (PUL) lots are exempt.

Consultant, Solicitor and other professional fees required to prepare special documents will be invoiced at cost.