

<b>Applicant</b>	
Name	
Business Name	
Mailing Address	
City	
Province	
Postal Code	
Phone	
Mobile	
Fax	
Email <i>(required)</i>	

<b>Application Info</b> <i>(for office use only)</i>	
Application #	
File #	
Fees \$	
Receipt #	

<b>Property Owner</b>	
Name	
Company Name	
Mailing Address	
City	
Province	
Postal Code	
Phone	
Mobile	
Fax	
Email <i>(required)</i>	

<b>Property Information</b>	
<b>Municipal Address</b> <i>(if applicable)</i>	
<b>Legal Description</b> <i>(all/parts of)</i>	
Lot	
Block	
Registered Plan	
Section	
Township	
Range	
Meridian	

<b>Area of Land</b>	
Hectares	
Acres	

<b>Location of Plan Area</b>	
Is the land situated immediately adjacent to the municipal boundary?	
<input type="checkbox"/> Yes	Name of Adjoining Municipality: <input style="width: 80%;" type="text"/>
<input type="checkbox"/> No	
Is the land situated within 0.8 kilometres of the right of way of a highway?	
<input type="checkbox"/> Yes	Name of Highway: <input style="width: 80%;" type="text"/>
<input type="checkbox"/> No	
Does the proposed parcel contain or is it bounded by a river, stream, lake, drainage ditch, canal or other body of water?	
<input type="checkbox"/> Yes	Name of Body of Water: <input style="width: 80%;" type="text"/>
<input type="checkbox"/> No	
Is the proposed parcel within 1.5 km of a sour gas facility?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	

<b>Physical Characteristics of Plan Area</b>
Describe the nature of the topography of the land (flat, rolling, steep, mixed): <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>
Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.): <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>
Describe the kind of soil on the land (sandy, loam, clay, etc.) <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>

<b>Existing Buildings on the Plan Area</b>
Describe any buildings and any structures on the land and whether they are to be demolished or moved: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>

<b>Water and Sewer Services</b>
If the proposed plan area 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: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>

<b>Land Use</b>	
Land Use	Number of Lots

<b>Declarations</b>
<input type="checkbox"/> Enclosed is a fee of \$_____. I/we understand that the application fee is non-refundable.
<input type="checkbox"/> I do hereby certify all information contained within this application is true, and make this solemn declaration believing it to be true.
<input type="checkbox"/> I do hereby consent to the use of this information included in this application for promotional purposes, news, research and/or educational purposes.
<b>Signature of Applicant:</b>  x _____
<b>Date:</b>  x _____

*The information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and the Land Use Bylaw and is used solely for Planning, Engineering, Economic Development and Assessment/Taxation purposes. Questions about the collection of this information can be directed to the Team Leader, Planning & Development department at 400 Main Street SE, Airdrie, Alberta, T4B 3C3, telephone (403) 948-8848.*

**See next page for application requirements**

**Tentative Plan Application Requirements:** *(Processing of an application will not commence until all items are provided)*

Item	Format Requirements
<input type="checkbox"/> <b>Application Fee</b>	<i>See current Planning Fee Schedule</i>
<input type="checkbox"/> <b>Plan of Survey</b>	<i>Scaled at 1:2000</i> <i>11" x 17". If plans are not legible at the 11" x 17" size, please print all copies at full size.</i> <i>AutoCAD 2006:</i> <ul style="list-style-type: none"> <li>• <i>Plans must be in 3TM NAD83 CM114 degrees West longitude, bearings grid.</i></li> <li>• <i>Plans must be drawn, using the Land Titles Layering Structure.</i></li> </ul>
<input type="checkbox"/> 2 full size copies	
<input type="checkbox"/> 2 reduced size copies	
<input type="checkbox"/> Digital Copy	
<input type="checkbox"/> <b>Location / Context Map</b>	<ul style="list-style-type: none"> <li>• <i>Unitless scale</i></li> <li>• <i>North orientation</i></li> </ul>
<input type="checkbox"/> 1 copy	
<input type="checkbox"/> <b>Certificate of Title(s)</b>	<i>For the subject lands, dated no later than 30 days from the date of the application. For a copy of the Certificate of Title(s) go to the Land Titles website at: <a href="http://www.spin.gov.ab.ca">www.spin.gov.ab.ca</a>.</i>
<input type="checkbox"/> <b>Letter of Authorization</b>	<i>From the registered owner(s), if the owner is not the applicant. Letter must be an original. Faxes or photocopies will not be accepted.</i>
<input type="checkbox"/> <b>Supporting Lot Information</b>	<i>Separate sheet indicating the areas and widths for each proposed lot, as well as averages</i>

**Registration Requirements:** *(Registration requirements may vary)*

Item	Requirements
<input type="checkbox"/> <b>Application Fee</b>	\$ _____
<input type="checkbox"/> <b>Certificate of Title(s)</b>	<i>For the subject lands, dated no later than 30 days from the date of the application. For a copy of the Certificate of Title(s) go to the Land Titles website at: <a href="http://www.spin.gov.ab.ca">www.spin.gov.ab.ca</a>.</i>
<input type="checkbox"/> <b>Encumbrances to be Discharged</b>	<i>One copy of each</i>
<input type="checkbox"/> <b>General Utility Easements</b>	<i>3 copies</i>
<input type="checkbox"/> <b>Utility Right of Way Plan</b>	<i>1 copy</i>
<input type="checkbox"/> <b>Overland Drainage Easements / Restrictive Covenant</b>	<i>3 copies</i>
<input type="checkbox"/> <b>Overland Drainage Plan</b>	<i>1 copy</i>
<input type="checkbox"/> <b>Subdivision Plans</b>	<i>2 copies</i>
<input type="checkbox"/> <b>Digital Plan</b>	<i>AutoCAD 2006:</i> <ul style="list-style-type: none"> <li>• <i>Plans must be in 3TM NAD83 CM114 degrees West longitude, bearings grid.</i></li> <li>• <i>Plans must be drawn, using the Land Titles Layering Structure.</i></li> </ul>
<input type="checkbox"/> <b>Restrictive Covenant (Bus Pad) / Caveat / Affidavit</b>	<ul style="list-style-type: none"> <li>• <i>Unitless scale</i></li> <li>• <i>North orientation</i></li> </ul>
<input type="checkbox"/> <b>Trap Low Easement / Caveat / Affidavit</b>	
<input type="checkbox"/> <b>Temporary Roadway Easement / Right of Way Plan (Turnarounds)</b>	

**Condominium applications may utilize this form.  
See "Registration Requirements" above for the application fees.**