



LOT LINE ADJUSTMENT APPLICATION PACKAGE

The following information must be included with your Lot Line Adjustment Application Package for your application to be deemed complete for acceptance and processing by Parkland County.

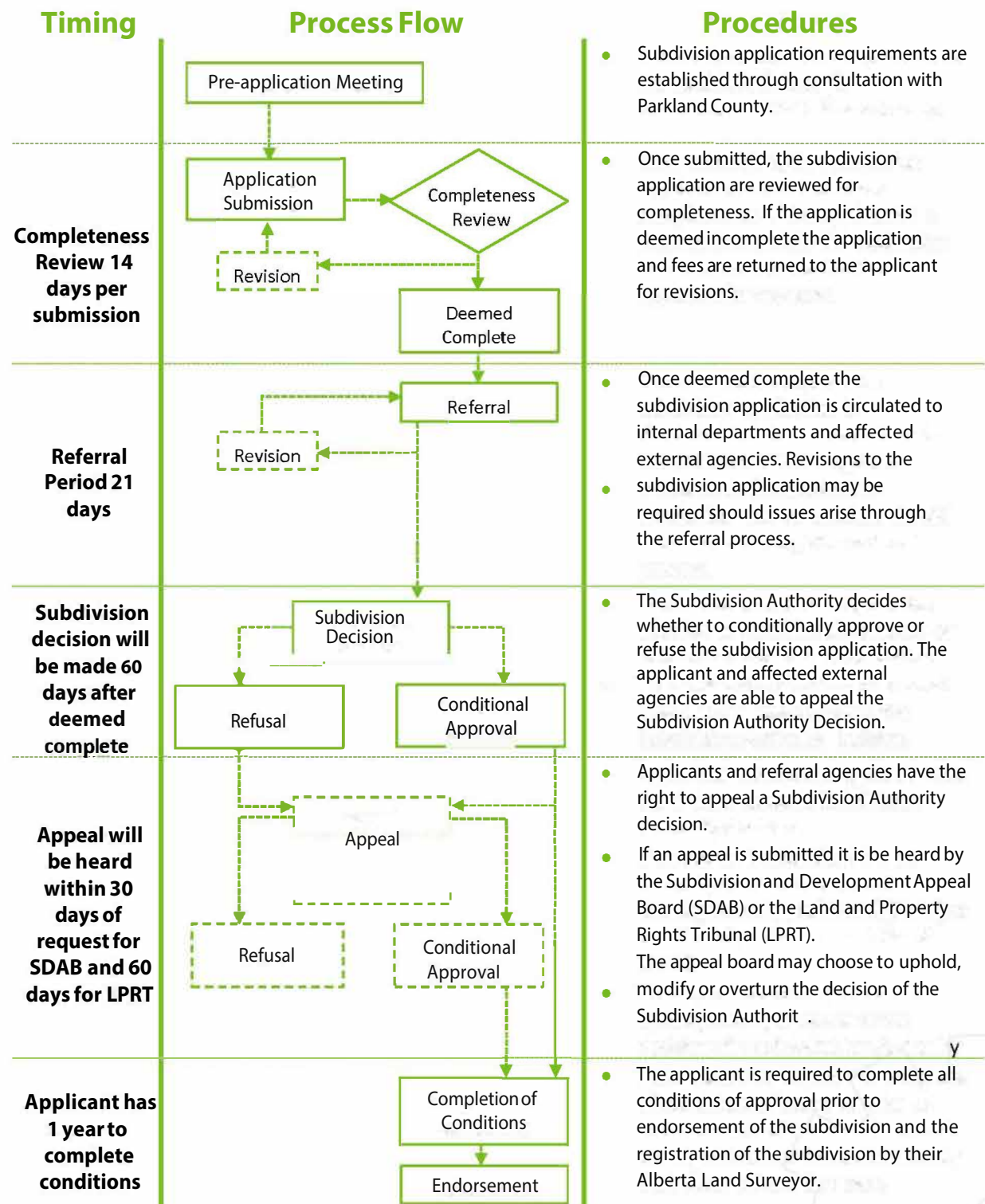
CHECKLIST

- ☐ **Consultation** – Prior to submitting an application, consultation with a Parkland County Planner may be required.
- ☐ **Application Form** – The application must be completed in full and signed by the registered owner(s).
- ☐ **Application Fee** – Applicable fees as set out in Parkland County's Departmental Fees and Charges.
- ☐ **Tentative Plan** – The Tentative Plan must be prepared by an Alberta Land Surveyor and must include the following as a minimum. Parkland County requires one (1) hard copy submitted with the application and one (1) digital PDF form:
 - ☐ Legal description;
 - ☐ Proposed parcel dimensions;
 - ☐ Existing buildings or structures and distance from existing and proposed property boundaries;
 - ☐ Existing well and private sewage disposal system, and distance from existing and proposed property boundaries;
 - ☐ Natural and man-made land features (i.e. dugout, river, stream, lake, tree stands, shelter belts, etc.);
 - ☐ Township Roads, Range Roads and/or Provincial Highways;
 - ☐ Pipeline rights-of-way or other rights-of-ways and easements;
 - ☐ Location of existing approached and proposed approaches.
- ☐ **Title Search** – A current title and a copy of all registered instruments for the lands subject to the subdivision dated not more than 14 days prior to Parkland County receiving the application for subdivision. If there are any caveats or easements registered on the title pertaining to Parkland County, please submit copies of these documents with the application. Parkland County may, if requested, obtain titles from the Alberta Land Titles Office for a fee of \$10.50 per document.
- ☐ **Geotechnical Reports** – In some instances, Geotechnical Reports regarding near surface shallow water table tests, percolation tests for sewage disposal, potable water supply and steep slope evaluation (slopes greater than 15%) may be required. Two (2) stamped and sealed originals and one (1) digital PDF form are required should this report be applicable.
- ☐ **Other:**

LOT LINE ADJUSTMENT APPLICATION FEES

Agricultural/Residential	\$529.00 + \$53.00 per parcel
Industrial/Commercial	\$1,027.00 + 529.00 per parcel

Subdivision, Lot Line Adjustment, Bareland Condominium Approval Process





LOT LINE ADJUSTMENT APPLICATION FORM

The requirements of a lot line adjustment application are established through consultation with Parkland County Planning and Development Services.

A lot line adjustment application will not be accepted until consultation has been completed.

Name of Registered Owner(s) (Parcel 1/Reducing Total Area):

Mailing Address: _____

City/Town: _____ Postal Code: _____

Ph: _____ Cell: _____

Email: _____

Name of Registered Owner(s) (Parcel 2/Increasing Total Area):

Mailing Address: _____

City/Town: _____ Postal Code: _____

Ph: _____ Cell: _____

Email: _____

Applicant acting on behalf of the Registered Owner(s) (where applicable):

Name: _____ Mailing Address: _____

Phone: _____ Cell: _____ Email: _____

Legal Description: Parcel 1 (Reducing Total Area)

Lot	Block	Plan	Subdivision	
PT ☐ NW ☐ NE ☐ SW ☐ SE ☐	Section	Township	Range	Meridian W4 ☐ W5 ☐

Parcel 1 is transferring _____ ha (_____ ac) to Parcel 2 which will result in a new total area of _____ ha (_____ ac) for Parcel 1.

Legal Description: Parcel 2 (Increasing Total Area)

Lot	Block	Plan	Subdivision	
PT ☐ NW ☐ NE ☐ SW ☐ SE ☐	Section	Township	Range	Meridian W4 ☐ W5 ☐

Parcel 2 is transferring _____ ha (_____ ac) to Parcel 1 which will result in a new total area of _____ ha (_____ ac) for Parcel 2.



LOT LINE ADJUSTMENT APPLICATION FORM

Location

Is the land immediately adjacent to a municipal boundary?

Yes ☐ No ☐

If "Yes", the adjacent municipality is: _____

Is the land within 1.6 kilometers of the right of way of a provincial highway?

Yes ☐ No ☐

If "yes", state the Highway Number: _____

Does either 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 the name: _____

Is either parcel within 1.5 kilometers of a sour gas facility?

Yes ☐ No ☐

Are there any underground storage tanks on either parcel?

Yes ☐ No ☐

Existing Property: Parcel 1 (Reducing Total Area):

Existing Use of Land: _____

Proposed Use of Land: _____

Topography of Land (i.e. flat, rolling, steep, etc.): _____

Vegetation and water on land (i.e. brush, shrubs, sloughs, creeks, etc.): _____

Buildings and structures on the existing property and whether they are to be demolished or moved:

Existing Property: Parcel 2 (Increasing Total Area):

Existing Use of Land: _____

Proposed Use of Land: _____

Topography of Land (i.e. flat, rolling, steep, etc.): _____

Vegetation and water on land (i.e. brush, shrubs, sloughs, creeks, etc.): _____

Buildings and structures on the existing property and whether they are to be demolished or moved:



LOT LINE ADJUSTMENT APPLICATION FORM

Services: Parcel 1 (Reducing Total Area):

Existing on-site water supply: Well ☐ Cistern ☐ Municipal Service ☐ None ☐ Other ☐ _____

Proposed water supply: Well ☐ Cistern ☐ Municipal Service ☐ None ☐ Other ☐ _____

Existing on-site sewage disposal: Open Surface Discharge & Septic Tank ☐ Holding Septic Tank & Hauling ☐

Septic Tank & Field ☐ Onsite Sewage Lagoon ☐ Municipal Service ☐ None ☐

Proposed on-site sewage disposal: Open Surface Discharge & Septic Tank ☐ Holding Septic Tank & Hauling ☐

Septic Tank & Field ☐ Onsite Sewage Lagoon ☐ Municipal Service ☐ None ☐

Services: Parcel 2 (Increasing Total Area):

Existing on-site water supply: Well ☐ Cistern ☐ Municipal Service ☐ None ☐ Other ☐ _____

Proposed water supply: Well ☐ Cistern ☐ Municipal Service ☐ None ☐ Other ☐ _____

Existing on-site sewage disposal: Open Surface Discharge & Septic Tank ☐ Holding Septic Tank & Hauling ☐

Septic Tank & Field ☐ Onsite Sewage Lagoon ☐ Municipal Service ☐ None ☐

Proposed on-site sewage disposal: Open Surface Discharge & Septic Tank ☐ Holding Septic Tank & Hauling ☐

Septic Tank & Field ☐ Onsite Sewage Lagoon ☐ Municipal Service ☐ None ☐

Parkland County Planner(s) involved in pre-consultation: _____

Application Date: _____



LOT LINE ADJUSTMENT APPLICATION FORM

Applicant Declaration:

I / We _____ hereby:

- grant authorization for Parkland County staff to enter the lands to conduct site inspections and evaluations;
- understand that if this application is approved or refused by the Subdivision Authority it may be appealed to applicable appeal board (Subdivision and Development Appeal Board or Land and Property Rights Tribunal). It is further understood that the appeal board may confirm, revoke, or vary the Subdivision or any condition as a result of such an appeal being duly served, and that any work undertaken prior to an appeal being filed is entirely at the applicant's risk;
- understand that any approvals granted regarding this application does not excuse the applicant from complying with the requirements of any Federal, Provincial or other Municipal Legislation or the conditions of any easement, restrictive covenant or agreement affecting the lands;
- certify that the information given is complete and is, to the best of my/our knowledge, a true statement of the facts relating to the application for subdivision approval;
- consent to receive communication and subdivision decision through electronic means;
- *where applicable*, the individual(s) who's information has been listed under "Applicant acting on behalf of registered owner/s" on page one of this application is hereby authorized to make this application on my/our behalf.

Parcel 1

Signature of Registered Owner(s)

Print Name of Registered Owner(s)

Parcel 2

Signature of Registered Owner(s)

Print Name of Registered Owner(s)

Parcel 1

Signature of Applicant on behalf of the Registered Owner(s):

Print Name of Applicant on behalf of Registered Owner(s)

Parcel 2

Signature of Applicant on behalf of the Registered Owner(s):

Print Name of Applicant on behalf of Registered Owner(s)

The information collected on this document will be used for the purposes allowed under the authority of the Municipal Government Act. The personal information that you provide may be made public subject to the provisions of the *Freedom of Information and Privacy Act*. Questions regarding the collection and use of this information may be directed to the Freedom of Information & Protection of Privacy Coordinator for Parkland County at 780-968-3229.

For Internal Use Only

Acceptance Date: _____

Processing Date: _____