



CHESTERMERE

DECEMBER 2025

**CITY OF CHESTERMERE**  
**APPLICATION & CHECKLIST FOR**  
**SUBDIVISION**

<b>OFFICE USE ONLY</b>	
<b>DATE RECEIVED</b>	<b>FILE NUMBER</b> <i>(if applicable)</i>
<b>APPLICATION FEE</b>	<b>RECEIPT #</b>

<b>APPLICATION TYPE</b>	<i>CHECK ALL THAT APPLY</i>
<input type="checkbox"/> Tentative Plan <input type="checkbox"/> Bareland Condominium <input type="checkbox"/> Boundary Adjustment	

<b>APPLICANT INFORMATION</b>		
<b>APPLICANT NAME</b>		<b>COMPANY/BUSINESS NAME</b> <i>(if applicable)</i>
<b>APPLICANT/BUSINESS ADDRESS</b>		<b>PHONE NUMBERS</b>
		WORK HOME/CELL
<b>CITY/TOWN</b>	<b>POSTAL CODE</b>	<b>APPLICANT EMAIL ADDRESS</b>

<b>LANDOWNER INFORMATION</b>		<i>COMPLETE IF DIFFERENT FROM APPLICANT</i>
<b>LANDOWNER NAME</b>		<b>COMPANY/BUSINESS NAME</b> <i>(if applicable)</i>
<b>LANDOWNER ADDRESS</b>		<b>LANDOWNER PHONE NUMBERS</b>
		WORK HOME/CELL
<b>CITY/TOWN</b>	<b>POSTAL CODE</b>	<b>LANDOWNER EMAIL ADDRESS</b>

<b>PROJECT INFORMATION</b>		
<b>PROJECT NAME</b>		<b>AFFECTED LAND AREA</b>
		HECTARES ACRES
<b>LEGAL LAND DESCRIPTION</b>		<b>PROPOSAL DESCRIPTION</b>
<b>URBAN LEGAL</b>	(LOT, BLOCK, PLAN)	
<b>RURAL LEGAL</b>		

**LOCATION OF LAND TO BE SUBDIVIDED****IS THE LAND SITUATED IMMEDIATELY ADJACENT TO THE MUNICIPAL BOUNDARY?**☐ YES ☐ NO

If you answered 'yes', please name adjoining municipality \_\_\_\_\_

**IS THE LAND SITUATED WITHIN 0.8 KILOMETRES OF THE CENTRE LINE OF A HIGHWAY RIGHT-OF-WAY**☐ YES ☐ NO

If you answered 'yes', please name highway \_\_\_\_\_

**DOES THE PROPOSED PARCEL CONTAIN OR IS IT BOUNDED BY A RIVER, STREAM, LAKE, DRAINAGE DITCH, CANAL OR OTHER BODY OF WATER?**☐ YES ☐ NO

If you answered 'yes', please name \_\_\_\_\_

**IS THE PROPOSED PARCEL WITHIN 1.5 KILOMETRES OF A SOUR GAS FACILITY?**☐ YES ☐ NO**EXISTING AND PROPOSED LAND USES OF LAND TO BE SUBDIVIDED****EXISTING USE OF LAND** \_\_\_\_\_**PROPOSED USE OF LAND** \_\_\_\_\_**HAS A SUBDIVISION DATA SHEET AND LOT STATISTICS BEEN PROVIDED?**☐ YES ☐ NOPlease list designated uses proposed as classified under the Land Use Bylaw.  
\_\_\_\_\_  
\_\_\_\_\_**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 LAND TO BE SUBDIVIDED****DESCRIBE THE BUILDINGS, HISTORICAL OR OTHERWISE, AND ANY STRUCTURES ON THE LAND AND WHETHER THEY ARE TO BE DEMOLISHED OR MOVED**  
\_\_\_\_\_  
\_\_\_\_\_**WATER AND SEWER SERVICES OF LAND TO BE SUBDIVIDED****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:**  
\_\_\_\_\_  
\_\_\_\_\_**DISPOSITION OF RESERVE**☐ Reserve Dedication ☐ Reserve Deferral to Balance ☐ Cash-in-lieu (appraised market value required)

Area of Reserves \_\_\_\_\_

**NOTE: The list below is a generalized list of requirements and the required information to submit depends on the complexity of the proposal, and to the discretion of the Planning Department. The application fee is due at the time of application submission. For additional information please contact the Planning Department at [planninginfo@chestermere.ca](mailto:planninginfo@chestermere.ca) or 403-207-7075. All applications can be submitted digitally to [planninginfo@chestermere.ca](mailto:planninginfo@chestermere.ca).**

All the following information is necessary to facilitate a thorough evaluation and timely decision on your application. If the required application information from list of below is indicated as N/A, please comment on why it is exempt. To expedite the evaluation, staff have been instructed to **accept only complete applications**, which require all materials to be clear, legible and precise, and be prepared to professional drafting standards. Should your application be considered inadequate by staff, the application shall be deemed **incomplete** and will not be reviewed until the requirements have been satisfied.

REQUIRED APPLICATION INFORMATION		YES	NO	N/A	COMMENTS
Application Form		<input type="checkbox"/>			
Application Fee		<input type="checkbox"/>			
Letter of Authorization		<input type="checkbox"/>			
Certificate of Title(s) (valid within 30 days) with Copies of Registered Instruments		<input type="checkbox"/>			
Cover Letter (Including conformity or non-conformity to Municipal Development Plan, Area Structure Plan, Area Redevelopment Plan, Outline Plan, and/or Land Use Bylaw)		<input type="checkbox"/>			
<b>Tentative Plan of Subdivision (PDF and DWG)</b> <i>All dimensions must be in metric units, correct to two (2) decimal places, and must include the following:</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard Information		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Title Block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Subdivision Name with Legal Land Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Surveyor Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Landowner Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	School Board Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Subdivision Authority Information and File Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Consultant Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	North Arrow, Scale, Legend, Revision Table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Information on Drawing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Key Plan (showing lands to be subdivided as described in the Certificate(s) of Title)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	The location, dimensions, and boundaries of the land to be subdivided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	The location, dimension, boundaries, and zoning of each new lot to be created, the reserve land (if any), existing and proposed roads, and all right-of-ways/easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	The accurate location of all buildings on the land, showing building dimensions and distances to the proposed or existing property lines, and specifying those buildings, if any, that are to be removed;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Location of all underground structures and utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	The location and boundaries of the bed and shore of any river, stream, watercourse, lake, or other body of water that is within or bounds the proposed land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	The proposed method, location, and type of servicing for water, sanitary and storm sewer systems;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Abandoned Well Declaration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Subdivision Data Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Subdivision Lot Statistics (PDF and Excel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Subdivision Phasing Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Existing Site Conditions Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flood Plain Mapping (If the land that is the subject of an application is located in a potential flood plain and flood plain mapping is available, a map showing the 1:100 flood plain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public Notice Sign Rendering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Technical Reports:</b> Sanitary Servicing Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Technical Reports:</b> Stormwater Management Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Technical Reports:</b> Transportation Impact Assessment (TIA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Technical Reports:</b> Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Technical Reports:</b> Deep Fills Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Technical Reports:</b> Biophysical Impact Analysis (BIA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Technical Reports:</b> Environmental Site Assessment (ESA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Technical Reports:</b> Historical Resource Overview or Historical Resources Impact Analysis (HRIA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Technical Reports:</b> Railway Acoustic and Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## CERTIFICATION

I, \_\_\_\_\_, hereby certify that:

- ☐ I am the registered owner,
- ☐ I am the authorized agent to act on behalf of the registered owner,

and the information given on this form is full, complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

## RIGHT OF ENTRY

I hereby authorize any City of Chestermere agents to enter the subject land for the purpose of conducting a site inspection in connection with this application for subdivision approval.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**NOTE:** This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any Federal, Provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

The personal information you provide on this form is being collected under the authority of Section 640(2) of the Municipal Government Act and Section 34 of the Access to Information Act (ATIA) and Protection of Privacy Act (POPA) is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development/building permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have questions about the collection of this information, please contact the ATIA/POPA Coordinator at [atia@chestermere.ca](mailto:atia@chestermere.ca) or in person at 105 Marina Road, Chestermere, Alberta T1X 1V7 (403) 207-7050.

## **PUBLIC NOTICE SIGNAGE REQUIREMENTS**

Prior to a proposed application being brought forward for approval by the Community Growth & Infrastructure Department, the owner/developer is required to erect at least one public notice sign on the property. This sign is intended for the information of interested persons and shall be in accordance with the following sign specifications. Prior to posting the sign, the owner/developer shall submit a colour rendering of the sign, along with a site plan identifying the proposed location of the sign to the City for approval.

### **Construction, Location and Timing**

The sign shall be constructed in accordance with the following standards:

- Size – Minimum 2.44 metres x 2.44 metres (8' x 8'). Larger signs should be used for large developments or where visibility is a problem. Smaller signs for smaller developments may be permitted at the discretion of the Approval Authority.
- Constructed of weatherproof material and secured.
- Approved sign(s) locations shall be conveniently accessible to the public for viewing at the major entrance to the lands.
- The contents of the sign must be oriented in the same direction as it is being viewed.
- The sign(s) shall have a minimum ground clearance of 1.5 m.
- The sign(s) shall not be located within the municipal road allowance, nor within a visibility triangle.
- The sign(s) shall be erected at the beginning of the statutory circulation period and remain posted for a minimum of thirty (30) days prior to being brought forward for approval by the Community Growth & Infrastructure Department.

### **Maintenance**

The owner/developer shall:





- Wash and clean the sign as necessary to maintain the overall appearance of the sign.
- Ensure that the information is current as of the date the sign(s) are erected and shall keep all the information up to date.
- Be responsible for the removal and disposal of the sign.

### **Wordings and Graphics**

A public notice sign shall have the following components:

- City identification and owner/developer contact information.
- The words "Public Notice" in bold lettering
- The words "Proposed [insert type of application]"
- A description including the following information if applicable:
  - Location, Existing Land Use District, Proposed Land Use District(s) and/or Proposed Amendment, Site Area, Density.
- A coloured map showing the following if applicable:
  - Legend, North Arrow, Boundary, Land Uses (colours must match those contained within the City's current Land Use Bylaw Map), Roads, Sidewalks, Lotting Information, Parks, Open Space, Infrastructure, etc.
- "You Are Here" Identification
- Disclaimer: "The proposed application has been submitted to the City of Chestermere for approval. Persons wishing for more information should contact the City of Chestermere Planning Department, 105 Marina Road, Chestermere, Alberta, T1X 1V7 or telephone (403) 207-7075 or by email at [planninginfo@chestermere.ca](mailto:planninginfo@chestermere.ca).
- Date Sign Posted

## Sample Public Notice Sign

 <b>CHESTERMERE</b>	<h1>PUBLIC NOTICE</h1> <p><b>PROPOSED [INSERT APPLICATION TYPE]</b></p>
<p><b>Site Area:</b> 64.7 hectares (160 acres)</p> <p><b>Existing Land Use District(s):</b> UT - Urban Transition</p> <p><b>Proposed Land Use District(s):</b> R-1 - Residential Single Detached R-3 - Residential Multi-Unit C - Local Commercial PS - Public Service</p> <p><b>Proposed Density:</b> 900 Residential Units 20 units per hectare (8 units per acre)</p> <p><b>Legend:</b></p> <ul style="list-style-type: none"><li>R-1 - Residential Single Detached</li><li>R-3 - Residential Multi-Unit</li><li>R-4 - Low Rise Multi-Unit</li><li>C - Local Commercial</li><li>PS - Public Service</li><li> You Are Here</li></ul>	<p><b>Existing Land Use</b></p> <div data-bbox="500 380 859 569"><p>[insert existing land use map]</p></div> <p><b>Proposed Land Use</b></p> <div data-bbox="500 630 859 819"><p>[insert proposed land use map]</p></div>
<p><b>[Insert Developer Name]:</b> (XXX) XXX-XXXX</p>	<p><b>Date Posted:</b> Month Day, Year</p>
<p>This application has been submitted to the City of Chestermere for approval. Persons wishing for more information should contact the Community Growth &amp; Infrastructure - Planning Department. In person 105 Marina Road, Chestermere, Alberta, T1X 1V7, telephone (403) 207-7075, or email <a href="mailto:planninginfo@chestermere.ca">planninginfo@chestermere.ca</a>.</p>	