



CHESTERMERE

DECEMBER 2025

CITY OF CHESTERMERE
APPLICATION & CHECKLIST FOR
SUBDIVISION ENDORSEMENT

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

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

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

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

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

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 or 403-207-7075. All applications can be submitted digitally to planninginfo@chestermere.ca with supplementary hardcopies as identified below to City Hall.

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 <i>Submission Format: Digital PDF</i>	<input type="checkbox"/>			
Application Fee	<input type="checkbox"/>			
Certificate of Title(s) (valid within 30 days) with Copies of Registered Instruments <i>Submission Format: Digital PDF and 1 Hardcopy</i>	<input type="checkbox"/>			
Cover Letter (Including documents submitted, how many copies, and documents requiring execution by the City. In addition to point-by-point explanation on how each item on the conditions have been satisfied) <i>Submission Format: Digital PDF and 1 Hardcopy</i>	<input type="checkbox"/>			
Subdivision Authority Approval Form <i>Submission Format: Digital PDF, WORD, and 1 Hardcopy</i> <i>Template Version/Year:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Template Modified: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide sections changed and rationale:
Subdivision Plan (All dimensions must be in metric units, correct to two (2) decimal places, and must include the same information required as part of tentative plan of subdivision application) <i>Submission Format: Digital PDF, DWG., and 1 Hardcopy</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consent to Register Plan – Subdivision <i>Submission Format: Digital PDF and 1 Hardcopy</i> <i>Template Version/Year:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Template Modified: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide sections changed and rationale:
Utility Right-of-Way Plan (All dimensions must be in metric units, correct to two (2) decimal places) <i>Submission Format: Digital PDF, DWG., and 1 Hardcopy</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consent to Register Plan – Utility Right-of-Way <i>Submission Format: Digital PDF and 1 Hardcopy</i> <i>Template Version/Year:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Template Modified: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide sections changed and rationale:
Agreement – Utility Right-of-Way <i>Submission Format: Digital PDF and 3 Hardcopies</i> <i>Template Version/Year:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Template Modified: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide sections changed and rationale:
Overland Drainage Right-of-Way Plan (All dimensions must be in metric units, correct to two (2) decimal places) <i>Submission Format: Digital PDF, DWG., and 1 Hardcopy</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consent to Register Plan – Overland Drainage Right-of-Way <i>Submission Format: Digital PDF and 1 Hardcopy</i> <i>Template Version/Year:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Template Modified: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide sections changed and rationale:
Agreement – Overland Drainage Right-of-Way <i>Submission Format: Digital PDF and 3 Hardcopies</i> <i>Template Version/Year:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Template Modified: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide sections changed and rationale:

Access Right-of-Way Plan (All dimensions must be in metric units, correct to two (2) decimal places) <u>Submission Format:</u> Digital PDF, DWG., and 1 Hardcopy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consent to Register Plan – Access Right-of-Way <u>Submission Format:</u> Digital PDF and 1 Hardcopy <u>Template Version/Year:</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Template Modified: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide sections changed and rationale:
Agreement – Access Right-of-Way <u>Submission Format:</u> Digital PDF and 3 Hardcopies <u>Template Version/Year:</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Template Modified: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide sections changed and rationale:
Building Grade Plan <u>Submission Format:</u> Digital PDF and 1 Hardcopy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Caveat/Agreement – Trap Low <u>Submission Format:</u> Digital PDF and 2 Hardcopies <u>Template Version/Year:</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Template Modified: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide sections changed and rationale:
Caveat/Agreement – Development Agreement <u>Submission Format:</u> Digital PDF and 2 Hardcopies <u>Template Version/Year:</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Template Modified: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide sections changed and rationale:
Discharge Caveat/Agreement – Development Agreement <u>Submission Format:</u> Digital PDF and 2 Hardcopies <u>Template Version/Year:</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Template Modified: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide sections changed and rationale:
Caveat/Agreement – Deferred Reserve <u>Submission Format:</u> Digital PDF and 2 Hardcopies <u>Template Version/Year:</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Template Modified: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide sections changed and rationale:
Discharge Caveat/Agreement – Deferred Reserve <u>Submission Format:</u> Digital PDF and 2 Hardcopies <u>Template Version/Year:</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Template Modified: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide sections changed and rationale:
Encumbrances to be Partially or Full Discharged <u>Submission Format:</u> Digital PDF and 2 Hardcopies <u>Template Version/Year:</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Template Modified: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide sections changed and rationale:
Subdivision Lot Statistics <u>Submission Format:</u> Digital PDF, EXCEL, and 1 Hardcopy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Municipal Reserve Analysis (outlining the Municipal Reserve provisions/deferrals to date and that enough Municipal Reserve dedication remains to align with the associated Outline Plan that this subdivision is located within) <u>Submission Format:</u> Digital PDF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tax Certificate (Confirmation that all taxes have been paid) <u>Submission Format:</u> Digital PDF and 1 Hardcopy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copies of any and all approvals or permissions required by statute or common law. (I.e. Water Act Approval, etc.) <u>Submission Format:</u> Digital PDF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

NOTE: Post-registration, the applicant shall email planninginfo@chestermere.ca all registered documents and plans for the City's record keeping once made available from the Land Titles Office.

REQUIRED APPLICATION INFORMATION (ENGINEERING) <i>*Please submit directly to engineeringinfo@chestermere.ca in accordance with engineering submission requirements and checklists – see City's website</i>	YES	NO	N/A	COMMENTS
Final or Revised Construction Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detailed Landscape and Planting Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Development Agreement and Associated Securities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Payment of any Offsite Levies/Development Charges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Payment of Subdivision Administration Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Technical Reports: Sanitary Servicing Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Technical Reports: Stormwater Management Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Technical Reports: Transportation Impact Assessment (TIA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Technical Reports: Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Technical Reports: Deep Fills Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Technical Reports: Biophysical Impact Analysis (BIA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Technical Reports: Environmental Site Assessment (ESA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Technical Reports: Historical Resource Overview or Historical Resources Impact Analysis (HRIA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Technical Reports: 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 or in person at 105 Marina Road, Chestermere, Alberta T1X 1V7 (403) 207-7050.