



CHESTERMERE

OCTOBER 2026

CITY OF CHESTERMERE
APPLICATION & CHECKLIST FOR
RESERVE DISPOSITION

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

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		REQUEST PROPOSAL AND PURPOSE
URBAN LEGAL	(LOT, BLOCK, PLAN)	
RURAL LEGAL		

TYPE OF RESERVE	<i>CHECK ALL THAT APPLY</i>
☐ Municipal Reserve (MR) ☐ Municipal School Reserve (MSR) ☐ School Reserve (SR) ☐ Environmental Reserve (ER)	

ACCESS REQUEST	<i>CHECK ALL THAT APPLY</i>
☐ Foot Access ☐ Vehicular Access ☐ Access for Geotech and other Investigations	

I am Applying for Disposition by Means of the Following Proposal:

☐ Offer to Purchase Agreement ☐ Land Exchange Agreement ☐ Other

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.

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		☐			
Application Fee		☐			
Letter of Authorization		☐			
Certificate of Title(s) (valid within 30 days) of Municipal Reserves with Copies of Registered Instruments		☐			
Project Rationale		☐			
Land Valuation & Appraisal (obtain current market appraisal)		☐			
Plan of Project Area and Proposed Changes (PDF and DWG) <i>All dimensions must be in metric units, correct to two (2) decimal places, and must include the following:</i>		☐	☐	☐	
Standard Information					
	Title Block	☐	☐	☐	
	Legal Land Description	☐	☐	☐	
	Surveyor Information	☐	☐	☐	
	Landowner Information	☐	☐	☐	
	School Board Information	☐	☐	☐	
	Subdivision Authority Information and File Number	☐	☐	☐	
	Consultant Information	☐	☐	☐	
	North Arrow, Scale, Legend, Revision Table	☐	☐	☐	
Additional Information					
	The location, dimensions and boundaries of the lot and Reserve area proposed to be dispositioned and consolidated, where applicable	☐	☐	☐	
	The location of any prominent natural or manmade features on the lands	☐	☐	☐	
	All utilities located in and adjacent to the lands	☐	☐	☐	
	Drainage patterns in the area adjacent to the lands	☐	☐	☐	

SUBDIVISION/ CONSOLIDATION APPLICABLE

☐ Yes ☐ No

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.