



**SUBDIVISION APPLICATION  
Requirement List**

**Before you apply:**

- Only completed applications will be accepted;
- Digital and paper applications and materials submitted must be clear and legible;
- For more information on how to apply and the application review process, please visit <https://www.olds.ca/planning-development/subdivision>; and
- If you have any questions, contact the Planning Service Centre at (403) 507-4806 or [planning@olds.ca](mailto:planning@olds.ca).

**The following required items are necessary to evaluate your application in a timely fashion:**

<b>Checklist</b>	
<input type="checkbox"/>	<p><b>Complete Application Form</b></p> <p>The Form must be completed and signed by the registered owner(s) of the land, or a person authorized to apply on the owner's behalf. If a part does not seem to apply to your land or the proposed subdivision, please write "not applicable".</p>
<input type="checkbox"/>	<p><b>Application Fee</b></p> <p>Application fees are based on the current effective fee schedule on our website: <a href="https://www.olds.ca/town-services/bylaws/rates-bylaw#Planning_Development_Fees">https://www.olds.ca/town-services/bylaws/rates-bylaw#Planning_Development_Fees</a>.</p>
<input type="checkbox"/>	<p><b>Certificate(s) of Title</b></p> <p>A current copy (within the last 30 days) of the Certificate of Title from the Land Title Office for each parcel affected in the application, including copies of any rights-of-way, restrictive covenants, easements, etc. that are registered on the title.</p>
<input type="checkbox"/>	<p><b>A Letter of Authorization (If applicable)</b></p> <p>From the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.  Provide the names of the directors if the parcel is owned by a numbered company.</p>
<input type="checkbox"/>	<p><b>Tentative Plan of Subdivision</b></p> <p>Three (3) full-size and three (3) 11"x17" copies are required initially. Depending upon the complexity of the proposal, staff may request additional copies for circulation purposes.</p>
<input type="checkbox"/>	<p><b>Digital Copy</b></p> <p>A copy of all the plans shall be provided in PDF and AutoCAD (2007 version or newer) on a Removable drive.</p>

	<p><b>Abandoned Well Information</b></p> <p>New subdivision applications, except for lot line adjustments, must include documentation from the AER identifying the presence or absence of abandoned wells. Documentation can be obtained from the AER using the online Web Viewer available on the <a href="https://extmapviewer.aer.ca/AERAbandonedWells/Index.html">AER</a> website at <a href="https://extmapviewer.aer.ca/AERAbandonedWells/Index.html">https://extmapviewer.aer.ca/AERAbandonedWells/Index.html</a>. The viewer will provide a map identifying all abandoned well surface locations in the selected area and a listing of additional details, including the licensee of record, surface location, latitude and longitude, and fluid type of each well.</p> <p><input type="checkbox"/> If an abandoned gas or oil well is identified on the land that is the subject of the subdivision application, the applicant must include a map that shows the actual well location, as identified in the field, and the setback established in AER formerly ERCB Directive 079 in relation to existing or proposed building sites.</p> <p>If an abandoned gas or oil well(s) is identified on land that is the subject of the subdivision application, the Subdivision Approving Authority must refer a copy of the subdivision application to the Licensee(s) of Record. The referral must include the applicant's contact information.</p> <p>The information is not required if it was submitted to the same subdivision authority within the last year.</p> <p>To obtain clarification about the information provided by the Abandoned Well Viewer, or if you do not have Internet access, contact the AER Customer Contact Centre by telephone at 1-855-297-8311 or by e-mail at <a href="mailto:Inquiries@aer.ca">Inquiries@aer.ca</a> or contact Information Services by mail at AER, Suite 1000, 250 – 5 Street SW, Calgary AB T2P 0R4.</p>
	<p><b>Supporting Information</b></p> <p><input type="checkbox"/> Additional information, provided at your cost, that may be required to support the application includes, but is not limited to, municipal environmental impact statement, sustainability matrix, geotechnical studies, slope analysis, traffic impact study, visual impact study, construction management plan, drainage and stormwater management plan, preliminary servicing concept, and surface and sub-surface water flow studies.</p> <p>For larger, more comprehensive subdivision proposals, a development concept may be required to support a subdivision application.</p>
	<p><b>Reduced Size Drawing</b></p> <p><input type="checkbox"/> If the plan is larger than 11x17 inches, an additional copy reduced to 11x17 is required.</p>
	<p><b>Digital Drawing</b></p> <p><input type="checkbox"/> If the plan is larger than 11x17, digital copies of the plan are required (1 AutoCAD and 1 pdf format).</p>