

Required Documents

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted electronically along with the signed and completed application form.**

- Signed and completed application form
- Letter of agent authorization, if the applicant is not the landowner
- Application fee
- Current copy of Certificate(s) of Title
- Certificate of Municipal Authority Form (for fee simple/bareland condominiums)
- Subdivision Authority Approval Form (for bareland condominiums and subdivisions) **where applicable.*
- Consent to register plan Form

For Subdivision Plan (Fee Simple) Endorsement Only

Proposed Plan of Survey

- North arrow and scale
- Legal description and municipal address for each lot
- Property lines (as approved)
- Location, dimensions, boundaries and areas of each new lot or unit to be created
- Streets and lanes, labelled with names
- Easements and right-of-ways
- Location and boundaries of the bed and shore of any river, stream, watercourse, lake or other body of water that is contained within the bounds of the proposed parcel of land, if applicable

For Condominium Plan Endorsement or Boundary Adjustments Only

Proposed Condo Plan (in metric units), prepared by an Alberta Land Surveyor, showing:

- North arrow and scale
- Legal description and municipal address
- Property lines (existing and proposed)
- Location, dimensions, boundaries and areas of each new lot or unit to be created
- Streets and lanes, labelled with names
- Easements and right-of-ways

Additional Requirements

At the discretion of the Development Officer or Municipal Engineer, additional information, plans or reports may be required to adequately render a decision on an application.