

# Subdivision Applications - Cover Letter Template

*All subdivision applications require a Cover Letter as part of a complete submission. Below is a Guiding Cover Letter Template to help answer reviewer's questions during the circulation (review) period. The guiding questions below should be answered in the Cover Letter if they are relevant to the application.*

*Copy and paste the text below into a document with your company's header.*

Date: InsertDate

Applicant's File #: InsertYourFileNumber

Attention:

RE: Subdivision Application for *InsertBriefDescription*

## **About the land**

- Legal Description: InsertLegalDescription
- Municipal Address(es) or location using nearby street numbers and names
- Landowner: InsertName
- Stage #: InsertStage

## **Statutory Plans, Zoning Bylaw and associated Land Development Applications**

- What is the land use designation in the statutory plan or equivalent? Is there an associated plan amendment? (Include if relevant)
- What is the existing zoning? Is there an associated rezoning application? (Include if relevant)
- Are there any Overlays in effect? (Include if relevant)
- Is there an associated road closure application? (Include if relevant)

## **Subdivision Application Background/Purpose**

- How many new lots are being created? (e.g. number of single residential, multiple family, commercial, industrial, Municipal Reserve, Public Utility, etc.)
- What is the purpose of the application?
- Are there any existing buildings or structures that will remain on site? (Include if relevant)
- What is the intended construction timeline? (Include if relevant)
- Is there any pertinent history to this file? (Include if relevant)
- Did you have a pre-application meeting with the City of Edmonton? If so, when did the meeting occur and who was in attendance?
- What is the status of adjacent subdivision applications if available? (Include if relevant)

**Identification of non-conformance to technical studies and planning documents**

- Does the application not conform to any technical studies or statutory plans? Why not?
- What is being proposed to address the non-conformity?

**Other**

- Are there any other details that would help review this application?

**Contact information of applicant**