

**URBAN PLANNING AND ECONOMY
DEVELOPMENT SERVICES**

7th Floor, Edmonton Tower
10111 – 104 Avenue NW
Edmonton, AB T5J 0J6

Request for Servicing Agreement - Condition of LDA or Subdivision

This form is to be completed in full by the registered owner of the property or by a person authorized to act on behalf of the registered owner and submitted with all supporting documents once the Engineering Drawings have been circulated by Development Servicing Agreements (DSA) . If your project does not require Engineering Drawings, you may submit this form at any time.

APPLICANT INFORMATION						SECTION 1	
REGISTERED OR BENEFICIAL OWNER(S) Please provide the precise name of the legal entity who will be signing the servicing agreement							
MAILING ADDRESS							
CITY		PROVINCE		POSTAL CODE			
CONTACT NAME					PHONE NUMBER		
E-MAIL ADDRESS							
CONSULTANT							
MAILING ADDRESS							
CITY		PROVINCE		POSTAL CODE			
CONTACT NAME					PHONE NUMBER		
E-MAIL ADDRESS							

PROJECT INFORMATION						SECTION 2			
SUBDIVISION NAME AND STAGE NUMBER*									
GDA		ER/MR/TITLED PIPELINE ROW		PUL		ARTERIAL ROADWAY		ASSESSABLE AREA	
All area calculations are to be in hectares.									

APPLICATION INSTRUCTIONS		SECTION 3	
This application will be considered complete when all of the items listed in Section 4, Supporting Documents, have been addressed. Please include the applicable items with your application or, if indicated, provide the date on which the item was submitted directly to the reviewing group.			
Complete applications may be submitted using the City of Edmonton Servicing Agreements portal located at https://servicingagreements.edmonton.ca . If you need help accessing this website please send an email to development.coordination@edmonton.ca or call Tamla 780-442-0491 or alternatively you can call 311 as well.			

CHECK	SUPPORTING DOCUMENTS	SECTION 4
☐	1. Current Certificates of Title for all properties falling within the Subdivision Boundary in PDF format	
☐	2. A complete construction cost estimate for the work being completed including testing and contingency, signed by the Consultant's Project Engineer	
☐	3. The tentative Plan of Subdivision, labeled <u>Schedule "B"</u> , with the development boundary outlined in red in PDF format. The Schedule "B" must include:	
	a) Name and stage of the subdivision	
	b) Name of the Developer / Owner	
	c) Subdivision Authority Approval number and Approval Date	
	d) Assessable Area Calculations If there is a split PAC basin, please indicate the name and assessable area of each basin	
	e) Lots to be pre-serviced (if applicable)	
☐	4. Are you looking to claim ARA costs with this agreement?	☐ Yes ☐ No
	↪ If 'Yes', have you uploaded a cost acceptance letter or email from a DSA Cost Assessment Team Member into ePlan?	☐ Yes ☐ No
	↪ If you've selected 'no' above, please provide a brief explanation:	
	Please note that costs need to be accepted by DSA before this particular agreement can be placed in the development order and DSA can start drafting the servicing agreement.	
☐	5. Are you looking to claim PAC costs with this agreement?	☐ Yes ☐ No
	↪ If 'Yes', have you uploaded a cost acceptance letter or email or memo from a DSA Cost Assessment Team Member into ePlan?	☐ Yes ☐ No
	↪ If you've selected 'no' above, please provide a brief explanation:	
	Please note that costs need to be accepted by DSA before this particular agreement can be placed in the development order and DSA can start drafting the servicing agreement.	
☐	6. Are you looking to claim Boundary Assessment costs with this agreement?	☐ Yes ☐ No
	↪ If 'Yes', have you uploaded a cost acceptance letter or email from a DSA Cost Assessment Team Member into ePlan?	☐ Yes ☐ No
	↪ If you've selected 'no' above, please provide a brief explanation:	
	Please note that costs need to be accepted by DSA before this particular agreement can be placed in the development order and DSA can start drafting the servicing agreement.	

	↪ Have all benefitting landowners been made aware of this potential boundary assessment? Please note that DSA cannot establish any boundary assessments until we have evidence that all benefitting landowners have been made aware of their potential requirement to pay their share of the boundary assessment.	☐ Yes ☐ No
☐	7. Is a party other than Registered or Beneficial Owners mentioned in Section 1 entitled to ARA, PAC, or Boundary Assessment recoveries?	☐ Yes ☐ No
	↪ If you selected 'Yes' above, please provide the exact name of the legal entity below.	
	↪ ARA Recoveries are payable to:	
	↪ PAC Recoveries are payable to:	
	↪ Boundary Assessment Recoveries are payable to:	

REQUEST FOR ASSESSMENTS	SECTION 5
Once this request is complete AND the second submission of Engineering Drawings has been circulated by Development Coordination (if applicable), the request for assessments to be calculated will be made on your behalf by DSA.	

Personal information is collected for the purpose of Developer Servicing Agreements and will be used for processing and maintaining your agreement. Collection is authorized under section 4(a) and (c) of the Protection of Privacy Act (POPA) and is managed and protected in accordance with the Act. The City intends to input the information into an automated system to generate content or make decisions, recommendations or predictions in accordance with the **City of Edmonton Generative AI Standard** (see **Council Policies**, Standards section). For questions about the collection, please contact a Service Advisor at Edmonton Service Centre, 10111 104 Avenue NW, or email to development.coordination@edmonton.ca.