

**For office use only**

File number \_\_\_\_\_

Date of receipt of application as complete \_\_\_\_\_

Advertising fee submitted \_\_\_\_\_

Application fee submitted \_\_\_\_\_

This form is to be completed in full wherever applicable by the **registered owner of the land or by an authorized person** acting on behalf of the owner.

1. Name of registered owner(s) of land to be subdivided \_\_\_\_\_ Address, postal code and telephone number (home and work) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Authorized person acting on behalf of registered owner \_\_\_\_\_ Address, postal code and telephone number (home and work) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Legal description and area of land to be subdivided  
All/part of the \_\_\_\_\_ ¼ section \_\_\_\_\_ township \_\_\_\_\_ range \_\_\_\_\_ west of the 4th meridian

Being all/parts of lot \_\_\_\_\_ block \_\_\_\_\_ plan \_\_\_\_\_ C.O.T. No. \_\_\_\_\_

Area held in current title(s) \_\_\_\_\_ hectare \_\_\_\_\_ acres

4. Purpose of application \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registered owner or person acting on his behalf

I, \_\_\_\_\_ hereby certify that I

**a) am the registered owner or b) am authorized to act on behalf of the registered owner(s)**, and that the information given on the form is complete and is, to the best of my knowledge, a true statement of the facts relating to this application. I/We hereby give my/our consent to allow Council or a person appointed by it the right to enter the above land with respect to this application only.

Signed \_\_\_\_\_

Home phone \_\_\_\_\_ work phone \_\_\_\_\_

Date \_\_\_\_\_

Authorization from registered owner(s) of land subject to amendment

Registered owner's signature \_\_\_\_\_

**Collection and use of personal information**

This personal information is being collected in accordance with the Municipal Government Act (MGA) and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP), unless disclosures are authorized under the LUB. This information will be used to process and approve the application. If you have any questions about the collection and use of your information, contact the Current Planning Coordinator, Strathcona County at (780) 464-8295.

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Date of public information meeting \_\_\_\_\_

Date of first reading \_\_\_\_\_

Public hearing advertisements \_\_\_\_\_

Date of public hearing \_\_\_\_\_

Date of second reading \_\_\_\_\_

Date of third reading \_\_\_\_\_

Additional comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Application form (2 copies)
- Current certificate of Title(s)
- Plan/amendment (40 copies)
- Design brief (12 copies)
- Public information program
- Fees (application and advertising)

**Information required accompanying any Area Structure Plan Amendment Approval - Application**

**Note:** An application for area structure plan approval can only be made by the registered owner of the land that is the subject of the application or a person authorized to apply on his behalf.

An application for Area Structure Plan/Amendment approval will only be accepted by the County when **all** of the following information has been submitted.

1. Application fee

The application fee must be included in accordance with County Bylaws. (see fee schedule for applicable fees).

2. Application form (1 original)

- a. Both sides of the application for Area Structure Plan/Amendment Approval form must be completed in its entirety (see checklist on reverse of application form).
- b. The name, address and telephone number(s) of the registered owner(s) and the authorized person(s) acting on behalf of the registered owner must be printed in the proper areas on the application form. The application must be signed by one of the above mentioned persons. If a person is acting on behalf of the registered owner(s), it is essential that the owner(s) sign the authorization at the back of the application form. Please note that if a company or individual is the owner of the said land under an agreement for sale as indicated by caveat on the back on the Certificate of Title, please submit a copy of the signed agreement for sale or caveat along with the application. In those instances where making an application on behalf of a developer which has an option on the land, this office also requires a written authorization from the developer.

3. Current copy of certificate of title

A current copy of the title as it now exists at Land Titles Office can be obtained from any **license and registrations office**.

If there are any caveats or easements registered on the title pertaining to the County of Strathcona (ie. deferred reserve caveats or utility easements) please submit copies of these documents along with the application.

4. Proposed plan/amendment document outlining the following (40 copies)
  - a. Purpose of Plan/Amendment. A clear concise statement of the development objectives, use and naming of this bylaw.
  - b. Compliance with the Municipal Development Plan and applicable County policies/standards. A short statement on the plans compliance with applicable existing statutory plans and County policies/standards.
  - c. Planning forecasts and effective time period of the plan. A summary of development planning forecasts for the Plan Area; and a clear statement on the plan's effective time period or the inclusion of a sun set clause specifying a date for the bylaw's termination or conditions for its continuation if suitable.
  - d. Definition of the plan area and relationship with surrounding lands. A precise delineation of the plan's geographic boundaries, and a concise statement on the plan's relationship and linkages with surrounding lands, such as roads and walkways, school/park sites and accessibility, environmental features, etc.
  - e. Policies and plans addressing environmental protection and tree retention elements.
  - f. Land use, population and development density policies and plans for all private, semi-public and public lands, and their location, with statistics on percentages of total land area and gross developable area calculations.
  - g. Transportation policies and plans for arterial roads, major and minor collectors, public and school transit routes, pedestrian/bicycle routes and their location.
  - h. Utility servicing policies and plans for major water, sanitary sewer, storm management, electric power, natural gas and other systems and their locations.
  - i. Urban design, landscaping and architectural policies and proposals.
  - j. Other policies and plans as specified by the County to address any unique circumstances of the plan area.
  - k. Proposed development phasing.
  - l. Metric plans and maps at a minimum scale of 1:5000 and appropriate graphs to support the Area Structure Plan/Amendment Plan's policies, including but not limited to the following:
    - a legal composite map showing the plan/amendment area
    - other plans and graphs to illustrate clearly the requirements of d-k above for the plan/amendment area, including but not limited to the following:
      - proposed land ownership pattern;
      - proposed land features, water bodies, tree covers and environment protection and wild life areas;
      - proposed land uses and densities;
      - proposed roads, pedestrian/bicycle routes, transit routes and utilities;
      - proposed urban design, landscaping and architectural features and guidelines; and
      - proposed development phasing scheme.

**Use of colours should be avoided.**

5. A copy of the proposed area structure plan/amendment plan on 3½" disk.
6. Design brief (12 copies).
7. Public information program.

## Checklist

- Appropriate application fee
- Application form - 1 original
- Current copy of certificate(s) of title
- Design brief - 12 copies
- Proposed plan/amendment document - 40 copies
- Completed right-of-entry
- Copy of proposed plans on 3½" disk (if available)
- Public information program-