



# LOCAL PLAN APPLICATION

## 1.0 – PLANNING

FOR OFFICE USE ONLY	
APPLICATION NO.	
ROLL NO.	
FEES PAID	
DATE OF RECEIPT	
ACCEPTED BY	

This form is to be completed in full by the registered land owner that is the subject of the application or by a person authorized to act on the registered owner's behalf. In making this application you are certifying the accuracy of the information contained in the pages of this form and all material submitted with your application.

1. NATURE OF APPLICATION						
<input type="checkbox"/> Area Structure Plan (ASP) Minor Amendment	<input type="checkbox"/> Conceptual Scheme (or Concept Plan)					
<input type="checkbox"/> Master Site Development Plan (MSDP)	<input type="checkbox"/> Other:					
2. APPLICANT/OWNER						
Applicant Name:		Email:				
Business/Organization Name (if applicable):						
Mailing Address:			Postal Code:			
Telephone (Primary):	Alternative:	Fax:				
Landowner Name(s) per title (if not the Applicant):						
Mailing Address:			Postal Code:			
Telephone (Primary):	Email:					
3. LEGAL LAND DESCRIPTION						
All/part of:	¼	Section:	Township:	Range:	West of:	Meridian
All parts of Lot(s)/Unit(s):		Block:	Registered Plan:			
Municipal Address (if applicable):						
4. LOTS, AREA AND USE OF LAND(S)						
Total area of above parcel to be subdivided	Hectare(s):	Acre(s):				
Total number of parcels/lots proposed						
Size of parcels ultimately proposed	Hectare(s):	Acre(s):				
Existing land use district (per Land Use Bylaw):						
Describe existing use(s) of land (i.e. residential, agricultural):						
Describe proposed use(s) of land:						
5. MUNICIPAL RESERVE STATUS (select as applicable)						
<input type="checkbox"/> Deferral <input type="checkbox"/> Deferral to Balance <input type="checkbox"/> If dedicating, provide area (in acres) of reserves and designation: _____ <input type="checkbox"/> Cash in lieu of land, value to be determined by appraisal (attach <i>Appraisal Agreement</i> or completed market appraisal) <input type="checkbox"/> Other (specify): _____						
6. EXISTING BUILDINGS ON LAND						
Specify any buildings/structures (historical or otherwise) on the subject land(s) proposed to be demolished or relocated:						



**7. LOCATION OF LAND**

- a) Subject site has direct access to a developed Municipal Road (accessible public roadway)  YES  NO
- b) Subject land(s) situated immediately adjacent to a municipal boundary?  YES  NO  
If "yes", name adjoining municipality: \_\_\_\_\_
- c) Subject land(s) situated within 0.80 kilometres of the right-of-way of a highway?  YES  NO  
If "yes", state highway number: \_\_\_\_\_
- d) Does the proposed parcel contain or bounded by a river, stream, lake or other body of water (canal or drainage ditch)? If "yes", state type/name: \_\_\_\_\_  YES  NO
- e) Are there any oil or gas wells on or within 100 metres of the subject property(s)?  YES  NO
- f) Is the proposed parcel within 1.5 kilometres of a sour gas facility?  YES  NO  
If "yes", is the sour gas facility  active,  abandoned, or  currently being reclaimed?
- g) Is there an abandoned oil or gas well or pipeline on the property?  YES  NO  
(Well Map Viewer: <https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>)

**8. PHYSICAL CHARACTERISTICS OF LAND**

- a) Describe the topography of the land (flat, rolling, steep, mixed): \_\_\_\_\_
- b) Describe type of vegetation and water bodies on land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.): \_\_\_\_\_
- c) Describe soil type on land (sandy, loam, clay, etc.): \_\_\_\_\_

**9. WATER AND SEWER SERVICES**

Specify the method of water and sewage disposal if the proposed development is to be served by systems other than a water distribution system and a wastewater collection system:

**10. LOCAL PLAN APPLICATION REQUIREMENTS**

A Local Plan Application typically constitutes a proposal for adoption of a Master Site Development Plan (MSDP), Conceptual Scheme (or Concept Plan) or an Area Structure Plan (ASP) Minor Amendment. An amendment to an ASP to constitute as major by the County requires direction of Council, considered in accordance with the ASP Priority Policy.

**The application shall include the following:**

- APPLICATION FORM(S) AND CHECKLIST:** All parts completed and signed.
- APPLICATION FEE:** Refer to Planning and Development Fee Schedule within the [Master Rates Bylaw](#).
- CURRENT LAND TITLES CERTIFICATE COPY - dated within 30 days of application**
- COPY OF ALL NON-FINANCIAL INSTRUMENTS/CAVEATS REGISTERED ON TITLE**
- LETTER OF AUTHORIZATION:** Signed by the registered landowner(s) authorizing person acting on behalf (if not the Applicant). If registered owner on title is a company, authorization to be provided on a company letterhead or as an affidavit (signed by a Commissioner for Oaths).
- LOCAL PLAN:** A copy of the proposed Local Plan or Local Plan Amendment identifying proposed general location of existing and proposed buildings and uses, and showing any proposed subdivision layout.
- COVER LETTER, shall include:**
  - The items identified in the relevant County Plan, Area Structure Plan and/or other Local Plan.
  - Description of the use or uses proposed for the land that is the subject of the application.
  - Detailed assessment of the proposed development with relevant Statutory and Local Plans.
- APPRAISAL AGREEMENT & TIME EXTENSION AGREEMENT** (if applicable) - All parts completed/signed.

## 11. LOCAL PLAN DESCRIPTION

A Local Plan is defined as a Master Site Development Plan, Conceptual Scheme, Area Structure Plan, Outline Plan, Local Area Plan or another document set out in the County Plan.

### Master Site Development Plan (MSDP)

The requirements for a MSDP are set out in the relevant Statutory Plans or Local Plans. The requirements for Master Site Development Plans associated with Aggregate Extraction are detailed in the County Plan.

### Conceptual Scheme (Concept Plan)

The requirements for a Conceptual Scheme are set out in the relevant Statutory Plans or prior approvals issued regarding the development of land.

### Area Structure Plan (ASP) Amendment

An ASP amendment (minor amendment) may be pursued by way of a Local Plan Application. Prior to proceeding with such an application, the Applicant must possess correspondence from the County identifying that the proposed development is considered to fall within the category of minor amendment. Upon detailed application review, a minor amendment may be reclassified as a major amendment subject to the ASP policy consideration process.

## 12. TERMS, CONDITIONS AND NOTES

The following terms, conditions and additional notes are not limiting on Council or the County in the requirement of supporting information for an application or the imposition of conditions on a future approval:

1. **All information provided with this application is available for public review and comment.**
2. The relevant Authority (Subdivision or Development) at subdivision or development permit stage:
  - a) May include any condition necessary to satisfy a Land Use Bylaw provision or a County Plan, Area Structure Plan, Conceptual Scheme or Master Site Development Plan policy or County Servicing Standard.
  - b) By condition, require provision of a Construction Management Plan where on-site works are proposed.
  - c) May impose any condition to meet a requirement of the Municipal Government Act (MGA) or Subdivision and Development Regulation.
  - d) As a condition of approval, may include requirement to update technical reports submitted with the application.
  - e) Shall impose requirements for the payment of levies associated with Bylaws for transportation, wastewater, water supply and stormwater:
    - i. Transportation Offsite Levy Bylaw;
    - ii. Water and Wastewater Offsite Levy Bylaw; and
    - iii. Such other Bylaws as may be in force or come into force and be applicable to development or activities on or services provided to the subject land from time to time.
  - f) Shall determine any oversizing requirements for services and infrastructure required to be constructed as part of the proposed development. The County will determine Cost Recovery arrangements through preparation and execution of documents prior to endorsement of a plan or survey for registration.
  - g) Shall determine any outstanding municipal reserve dedications, cash-in- lieu payments or deferrals where applicable.
3. *Technical reports* are defined as report of any information regarding a matter identified in the MGA, Subdivision and Development Regulations, Statutory Plan, County Policy, Servicing Standards or Bylaw.
4. Additional technical reports may be required after the time of application, based upon the ongoing assessment of the application.

**12. TERMS, CONDITIONS AND NOTES (continued)**

5. All costs of development are borne by the landowner or developer including, but not limited to, all on and off-site construction works, infrastructure development, securities, levies, contributions, reserve payments, additional fees associated the preparation and review of reports and technical assessments, endorsement fees imposed by the County, registration fees and such other costs as may be associated with the development of the land and the registration of any and all documents to create separate title for proposed parcels. Further, that it is the landowner's and developer's responsibility to identify and consider all costs of development.
6. The applicant and landowner acknowledge that not providing the information required in this form or failing to provide accurate information may prejudice the assessment of the application.
7. The applicant and landowner acknowledge that the County including individual staff members have not provided an advisory role with respect to the preparation and making of this application and that the decision to make the application is entirely that of the applicant and landowner.

**13. APPLICANT/OWNER AUTHORIZATION**

I, \_\_\_\_\_ (Full name in Block Capitals), **hereby certify** (initial below):

\_\_\_\_\_ That I am the registered owner **OR** \_\_\_\_\_ That I am authorized to act on the owner's behalf.

\_\_\_\_\_ That the information given on this form and the material provided with this application is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

\_\_\_\_\_ I have read, understood and accept the contents, statements and requirements contained and referenced in this document (**Pages 1 to 5**) – **1.0 LOCAL PLAN APPLICATION**.

\_\_\_\_\_ That I am aware of and have read and agree to the following:

- The personal information collected on this application is collected in accordance with s.33(c) the Alberta Freedom of Information and Protection of Privacy Act (FOIP).
- I have obtained written permission from the copyright holder for any information included with this application which is protected by copyright.
- I agree to indemnify, save and hold harmless the County, its elected officials, agents, and employees from and against all demands, claims, liability costs and expenses (including legal fees) in relation to copyright infringement as a result of the information submitted.
- The information collected will be used to communicate with the applicant during the application review and site inspection processes.
- As part of the review process, both personal information and copyrighted materials will be circulated as needed to relevant internal departments, provincial and federal governments, external partners, and adjacent landowners.
- Such information and materials may also be submitted to the Subdivision and Development Appeal Board and the Land and Property Rights Tribunal.
- Personal information and copyrighted materials may also be included in public meeting agendas, on the County's website, and on the Rocky View County Planning Development Map web application.
- The applicant's name and the nature of the application will be publicly available, in accordance with the FOIP Act.
- For questions on FOIP or copyright issues, please contact the Manager of Planning at 403-230-1401.

\_\_\_\_\_ **Right of Entry:** I authorize/acknowledge that Rocky View County may enter the above parcel(s) of land for purposes of investigation and enforcement related to this application in accordance with Section 542 of the Municipal Government Act.

**Applicant Signature** \_\_\_\_\_

**Landowner Signature** \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



FOR OFFICE USE ONLY	
Existing District(s):	Proposed District(s):
Applicable IDP/ASP/CS/MSDP:	
Included within file: <input type="checkbox"/> Parcel Summary <input type="checkbox"/> Site Aerial <input type="checkbox"/> Land Use Map Aerial <input type="checkbox"/> Site Plan	
<b>NOTES:</b>	
<i>Staff Signature:</i> _____	