

## **Pre-Application Meeting Package**

### **Do You Need a Pre-Application Meeting?**

County staff are available for basic inquiries and information related to planning and development permits applications that do not require a Pre-Application Meeting.

You can call us at **403-520-8158** or email us at **development@rockyview.ca** to connect with a member of the Planning and Development department.

If your meeting request is non-complex and can be resolved over the phone or an email, Planning staff will contact you for a short discussion to address your inquiries, at no charge.

### **Pre-Application Meeting Purpose:**

A Pre-Application Meeting is a process where a prospective applicant may present a single proposal to the County for review and comment, prior to a formal application being submitted.

To ensure that pre-application meetings are effective and valuable for all involved, we ask that in submitting your meeting request that you please provide as much detail on your proposal as possible.

We are unable to entertain requests for speculative meetings which cover multiple sites or proposals.

The applicant is strongly encouraged to take any additional notes.

### **Pre-Application Meeting Process:**

- Planning staff will confirm the completeness of your meeting request and request any additional information, if needed.
- Your meeting request will be assigned to a file manager for evaluation
- The file manager will contact you to schedule a date and time for the meeting
- A meeting memo will be sent to you with guiding information after the meeting
- Average Process Duration: **3 weeks**

### **Applicant Requirements:**

- A cover letter outlining your proposal;
- A maximum of one (1) proposed concept for discussion;
- Location and context of all parcels involved;
- Figures, maps or supporting documents regarding your one proposed concept; and;
- A meeting agenda with your topics of discussion and questions;
- If you are unclear what to cover in the Pre-Application Meeting, please include your project goal(s) and questions in your cover letter for staff to prepare accordingly.

### **Rocky View County Responsibilities:**

We will schedule a one-hour pre-application meeting. During this time, we will:

- Provide you an opportunity to present your proposal and outline how it complies with County Policies and the Land Use Bylaw.

- Review and discuss the one (1) proposal submitted at the time of the meeting request;
- Provide feedback and comments on how your proposed concept aligns with County policies;
- Identify additional considerations and recommended technical studies for your application(s);
- Answer any questions you may have based on the submitted concept; and,
- Provide a brief memo containing a checklist of guiding information that you should consider for your formal application(s).

**Resources:**

- [Rocky View County Atlas](#)
- [Rocky View County Land Use Bylaw \(C-8000-2020\)](#)
- [Rocky View County Plans and Policies](#)
- [Alberta Professional Planners Institute \(APPI\) Consultant Directory](#)
- [Association of Professional Engineers and Geoscientists of Alberta \(APEGA\) Member Directory](#)

**Disclaimer:**

*All feedback and comments at the Pre-Application Meeting are preliminary. Applications will be fully evaluated upon formal submission where additional considerations may arise once your final application is received and reviewed. Undertaking the complete application process is the only way to be provided with a decision by Administration.*

*The information on this Pre-Application Form is collected under the authority of the Alberta Municipal Government Act, the Freedom of Information and Protection of Privacy Act (FOIP), and the Rocky View County Land Use Bylaw (C-8000-2020). It will be used to communicate with the applicant during the pre-application review process. As part of the review process, it will be circulated as needed to relevant internal departments, provincial and federal governments, and external partners.*

# PRE-APPLICATION MEETING

PLANNING/DEVELOPMENT

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

1. NATURE OF APPLICATION					
<input type="checkbox"/> Area Structure Plan (ASP) Minor Amendment		<input type="checkbox"/> New Direct Control (DC) Bylaw			
<input type="checkbox"/> Conceptual Scheme (or Conceptual Plan) / Master Site Development Plan (MSDP) Application / Amendment					
<input type="checkbox"/> Redesignation		<input type="checkbox"/> Subdivision		<input type="checkbox"/> Development Permit	
<input type="checkbox"/> Other ( <i>please specify</i> ):					
2. APPLICANT					
Applicant Name:				Email:	
Business/Organization Name (if applicable):					
Mailing Address:				Postal Code:	
Telephone (Primary):			Alternative:		
3. LEGAL LAND DESCRIPTION					
All/part of:	¼	Section:	Township:	Range:	West of: Meridian
All parts of Lot(s)/Unit(s):		Block:	Plan:		Parcel Size (ac/ha):
Municipal Address (if applicable):					
4. PARCEL INFO					
Existing land use district:					
Describe existing use(s) of land (i.e. residential, agricultural):					
<b>For Local Plan / Redesignation:</b>					
Proposed land use district:					
Describe proposed use(s) of land (i.e. residential, agricultural):					
<b>For Subdivision:</b>					
Total number of parcels/lots proposed:					
Size of parcels ultimately proposed:					
<b>For Development Permit:</b>					
Proposed Use(s):					
Proposed Variance ( <i>if any</i> ):					

<b>5. LOCATION OF LAND</b>		
a)	Subject site has direct access to a developed Municipal Road (accessible public roadway)	<input type="checkbox"/> YES <input type="checkbox"/> NO
b)	Subject land(s) situated immediately adjacent to a municipal boundary?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If "yes", name adjoining municipality: _____		
c)	Subject land(s) situated within 1.6 kilometres of a provincial highway?	<input type="checkbox"/> YES <input type="checkbox"/> 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: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
e)	Are there any oil or gas wells on or within 100 metres of the subject property(s)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
f)	Is the proposed parcel within 1.5 kilometres of a sour gas facility?	<input type="checkbox"/> YES <input type="checkbox"/> NO
g)	Is the sour gas facility <input type="checkbox"/> active, <input type="checkbox"/> abandoned, or <input type="checkbox"/> currently being reclaimed?	
h)	Is there an abandoned oil or gas well or pipeline on the property?	<input type="checkbox"/> YES <input type="checkbox"/> NO
(Well Map Viewer: <a href="https://extmapviewer.aer.ca/AERAbandonedWells/Index.html">https://extmapviewer.aer.ca/AERAbandonedWells/Index.html</a> )		
<b>6. POLICY REVIEW</b>		
The following review is required to verify that your proposed concept is in alignment with County and related Policy documents. Rationale addressing the following should be included in your cover letter.		
a)	Does your proposal align with the <a href="#">Calgary Metropolitan Region Growth Plan</a> ?	<input type="checkbox"/> YES <input type="checkbox"/> NO
b)	Does your proposal align with the <a href="#">County Plan</a> ?	<input type="checkbox"/> YES <input type="checkbox"/> NO
c)	Does your proposal align with the local <a href="#">Area Structure Plan</a> ?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
d)	Does your proposal align with the local <a href="#">Conceptual Scheme</a> ?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
<b>7. APPLICATION REQUIREMENTS</b>		
Rocky View County will only review documents submitted with this application package. No changes or new information will be considered, unless explicitly prearranged. Each Pre-Application Meeting is only for one proposed concept.		
Applicant Use	Office Use	
<input type="checkbox"/>	<input type="checkbox"/>	<b>COVER LETTER:</b> Description of the use(s) proposed for the application and detailed assessment of the proposed development with relevant Statutory Plans and Land Use Bylaw.
<input type="checkbox"/>	<input type="checkbox"/>	<b>MEETING AGENDA:</b> A list of topics of discussion/questions to be addressed during the meeting.
<input type="checkbox"/>	<input type="checkbox"/>	<b>PROPOSED PLAN:</b> Show proposed plan of development identifying general location of existing buildings/uses, proposed future buildings/uses, and any proposed layout.
<input type="checkbox"/>	<input type="checkbox"/>	<b>SUPPORTING DOCUMENTS:</b> Any documents to assist staff in evaluating your proposal.
<b>FOR OFFICE USE ONLY</b>		
Proposed Use(s):		
Existing District(s):		Proposed District(s):
Applicable IDP/ASP/CS/MSDP:		
<input type="checkbox"/> Planning <input type="checkbox"/> Development <input type="checkbox"/> Engineering <input type="checkbox"/> Planning Policy <input type="checkbox"/> Building <input type="checkbox"/> Other:		
NOTES:		