ROCKY VIEW COUNTY

PLANNING & DEVELOPMENT
APPLICATION

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

APPLICATION TYPE

REDESIGNATION				SUBDIVISION			DEVELOPMENT PERMIT
Amendment (SSA) ☐	Local Plan ☐	Agricultural/ Residential ☐	Commercial/ Industrial ☐	Agricultural/ Residential ☐	Commercial/ Industrial ☐	Building Condo ☐	Development Permit ☐

APPLICANT/OWNER

Applicant Name:	Email:
Business/Organization Name (if applicable):	
Mailing Address:	Postal Code:
Telephone (Primary):	Alternative:

Landowner Name(s) per title (if not the Applicant):	
Business/Organization Name (if applicable):	
Mailing Address:	Postal Code:
Telephone (Primary):	Email:

LEGAL LAND DESCRIPTION - Subject site

All/part of: ¼	Section:	Township:	Range:	West of:	Meridian	Division:
All parts of Lot(s)/Unit(s):		Block:	Plan:		Parcel Size (ac/ha):	
Municipal Address:				Land Use District:		

APPLICATION FOR - List use and scope of work

Variance Rationale included: ☐ **YES** ☐ **NO** ☐ **N/A**

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REDESIGNATION
AMENDMENT/SITE SPECIDIC AMENDMENT INFO SHEET

FOR OFFICE USE ONLY	
APPLICATION NO.	
ROLL NO.	
DISTRICT	

EXISTING SITE CONDITIONS – Does the site to be redesignated have…			
Frontage onto a developed municipal road?	Yes ☐	No ☐	
An abandoned oil or gas well or pipline on site?	Yes ☐	No ☐	
SITE LOCATION – Is the subject site…			
Immediately adjacent to a municipal boundary?	Yes ☐	No ☐	
If "Yes", please name the adjacent municipality →			
Within 800m of a highway right-of-way?	Yes ☐	No ☐	
If "Yes", please name the highway →			
Contain or border a water body?	Yes ☐	No ☐	
If "Yes", please name the water body →			
Within 100m of an oil or gas well?	Yes ☐	No ☐	
Within 1.5km of a sour gas facility?	Yes ☐	No ☐	
If "Yes", please specify the state of the facility →	Active ☐	Abandoned ☐	Being Reclaimed ☐

AMENDMENT EXTENT			
Document to be amended			
Number of lots affected	Single (Site Specific Amendment) ☐	Multiple ☐	All ☐

AMENDMENT DETAILS – Please describe what is to be amended and why.

AMENDMENT SPECIFIC SUBMITTAL REQUIREMENTS	
Redline Document (REQUIRED) (Not required for single-lot residential amendments) ☐	Biophysical Impact Assessment (REQUIRED IF WETLANDS ARE PRESENT) ☐
Slope Stability Assessment (REQUIRED IF DEVELOPING NEAR SLOPES OF >15%) ☐	Environmental Site Assessment (REQUIRED IF ADJACENT TO RAIL LANDS) ☐
The County may require these AND FURTHER assessments for any site at its discretion	

Applicant Signature _____ **Date** _____

ROCKY VIEW COUNTY

REDESIGNATION APPLICATION REQUIREMENTS

Redesignation applications preceded by an earlier application:

In many instances, a redesignation application is preceded by one or a number of applications which affect the development of land, set the higher-level strategic intent associated with amendments to Area Structure Plans or the adoption of Local Plans (Conceptual Schemes and Master Site Development Plans). In these cases, there are a range of technical documents which may have already been required and provided.

Owing to the passage of time between applications, the introduction of new policy or new technical standards, updated versions of previously provided technical reports may be required. Preceding applications may have introduced requirements or expectations for further technical reports to be provided as part of redesignation applications. These matters should be addressed accordingly.

The application checklist herein is a general list of the technical reports required as there may be occasions where additional information is required.

Applicant	Office	The application shall include the following:
☐	☐	**APPLICATION FORM:** 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).
☐	☐	**BYLAW AMENDMENT:** Copy of any proposed bylaw amendments in the form of a Rocky View County Bylaw –where the redesignation proposes a Direct Control Bylaw, or amendments to the existing Land Use Bylaw.
☐	☐	**COVER LETTER, shall include:** • 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.
☐	☐	**TECHNICAL REPORTS:** Any reports determined to be necessary in order to assess the suitability of land for redesignation including items identified within the County Servicing Standards.

ROCKY VIEW COUNTY

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. **Boundary Realignment/Adjustment**: Additional technical studies for a boundary realignment application are not typically required unless the proposal significantly reduces the size of one of the parcels that is subject of the application, such that technical considerations need to be addressed. For example, a residential lot is reduced in size as a result of redesignation and boundary realignment that demands a higher level of proof for servicing. The County reserves the right to request additional technical reports if it is considered that previous servicing (including wastewater, stormwater, traffic and water supply) arrangements are insufficient.
2. **All information provided with this application is available for public review and comment.**
3. 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.
4. *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.
5. Additional technical reports may be required based upon the ongoing assessment of the application.
6. 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.
7. 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.
8. 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.

ROCKY VIEW COUNTY

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), REDESIGNATION AMEDMENT**

_____ 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.4(c) of the Alberta Protection of Privacy Act (POPA).
- 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. Rocky View County may also input the information into an automated system to generate content or make decisions, recommendations or predictions.
- 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 and other public resources maintained by the County.
- The applicant's name and the nature of the application will be publicly available, in accordance with the Alberta Access to Information Act (ATIA) as well as POPA.
- For questions on POPA 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: ☐ Parcel Summary ☐ Site Aerial ☐ Land Use Map Aerial ☐ Site Plan	
NOTES:	
Staff Signature: _____	