

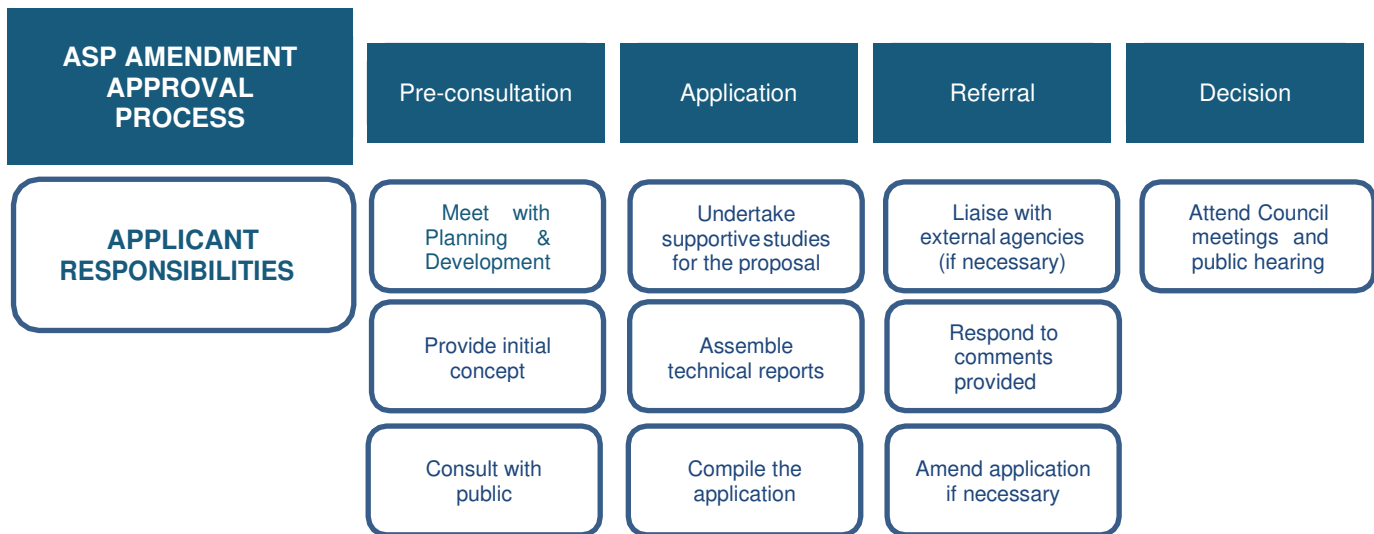
# Planning & Development Services

**Sturgeon County**  
**Area Structure Plan (ASP)**  
**Amendment**  
**Application Package**



## Area Structure Plan Amendment Application Process: What to Expect?

Submission of an ASP Amendment Application is a complex, public procedure which requires three readings of a bylaw and a public hearing. The timeline to process an application will vary depending on the scale and complexity of the proposal. Any delays in providing requested information will affect timelines.



### STEP 1: PRE-CONSULTATION

**Meet with Planning & Development Services:** Before submitting an application, meet with Planning and Development Services to discuss your proposal. The applicant should prepare for the following:

- Meetings with Planning and Development Staff.
- Administration Input: Various Sturgeon County departments provide multi-disciplinary insight for the applicant to consider and address, including identification of what documents/studies are required as part of the amendment application (e.g. Traffic Impact Assessment, Geotechnical Report, etc.).
- Regional Considerations: Provide perspective about the Edmonton Metropolitan Regional Growth Plan and Land Use Framework.
- Funding and Levy Contributions: Administration will highlight the application fees and any levy contributions that may arise in future.

**Committee of the Whole:** After the initial pre-consultation meeting(s) have occurred, the applicant may opt to request a meeting with County Council at Committee of the Whole (COW) – a less formal meeting where the public can address Council to provide and receive information in a public forum.

**Public Consultations:** The applicant must demonstrate understanding of public considerations. It is advisable to undertake public consultation *before* submitting an application for an Amendment to an Area Structure Plan and incorporating the findings of the consultation and any mitigating measures as part of the application package.

The public consultation should preferably take the form of an open house at a set date, time, and location. Advertising the event should at least entail the delivery of a notice of the event to all affected landowners in the vicinity of the subject property. (Administration will give guidance on which landowners should be involved and provide the contact addresses of these landowners.) In addition, depending of the scale of the proposed amendment/rezoning, an advertisement should be placed in a local newspaper.

At the event, the applicant should:

- Present the proposal and lead the discussion
- Be able to speak to the specifics of the proposal

- Provide copies of the proposal to the public
- Record contact details of attendees
- Ensure that feedback from the public is accurately recorded and provided to the County.

## STEP 2: APPLICATION PROCESS

After initial dialogue with Planning & Development Services has occurred, the applicant should submit the required materials identified during the pre-consultation meeting(s). Planning & Development Services will then review the application package to determine if the components are complete and to an acceptable standard. When the application is deemed complete, the application fee will be processed (see Section II for full requirements), and the referral process will commence. The application package should comprise of the following:

- ASP Amendment Application (Include Letter of Intent)
- Technical Supporting Documents
- Land Title Certificate(s)/Ownership Information
- Application Fee

## STEP 3: REFERRAL

**Internal and Outside Agency Referral:** After Steps 1 and 2 are complete, the ASP Amendment Application Package and supportive Technical Documents are circulated to various Sturgeon County departments and applicable external agencies (e.g. Alberta Transportation, neighboring municipalities, oil and gas companies, etc.) – requesting comments to be provided within 1 month. Planning and Development Services will monitor the status of agency responses, advise applicant(s) accordingly and call a meeting if necessary to deal with any challenges/issues.

**Amend, as required:** After the referral process is complete, the applicant will address any feedback received. If significant changes are necessary, recirculation may be required.

## STEP 4: DECISION PROCESS

Once Step 3 has been completed (including resolving any challenges/issues), Planning & Development Services will prepare a “Request for Decision” for Sturgeon County Council as they consider giving First Reading to the proposed bylaw. Note: For the application to become adopted as a bylaw, all three readings must occur.

### First Reading:

First reading is presenting the application to council for the first time and allows for a public hearing to be scheduled to gather feedback from affected parties

### Public Hearing:

If Council gives first reading, Planning & Development Services will arrange a public hearing, at which time any stakeholders will have the ‘formal’ opportunity to provide comments. The public hearing will be advertised for two weeks in a local newspaper, and notices may also be sent to landowners within the vicinity of the affected parcel. When the public hearing is held, the applicant may make a presentation and address any concerns raised at the public hearing – and thereafter address the ASP Application as necessary.

## Second Reading:

After the public hearing, Planning & Development Services will bring the proposal back to Council for further consideration at second reading. At this time, a summary of the public hearing and how any challenges have been addressed will be discussed. Council can then:

- a. give second reading and, if applicable, direct Administration to submit the amendment application to the Edmonton Metropolitan Region Board for review and approval (as per Schedule A to Ministerial Order No. L:270/10) or,
- b. *not* give second reading to the bylaw, effectively refusing the proposal.

## Third Reading:

In some circumstances, Council may opt to give both second *and* third reading at the same Council meeting – particularly for applications of a smaller scope/impact. Otherwise, the proposal will come back to Council once again for consideration of third (final) reading. As per the Municipal Government Act, *If all three readings are not given within 2 years, the proposal becomes void, and must be reinitiated.* Hence, Council can:

- a. give third reading and the bylaw (i.e. the proposed bylaw is approved) or,
- b. *not* give third reading to the bylaw, effectively refusing the proposal.

# Area Structure Plan Amendment Application: What is required?

## WHAT ARE SUPPORTING TECHNICAL REPORTS AND WHY/WHEN ARE THEY REQUIRED?

Technical reports provide two critical sets of information that help inform the ASP amendment process. When and what type of Technical Report is required is unique to each application and will be determined at the initial consultation stage. At any time, the County may request additional documentation and study to support the ASP amendment application.

Features Studied	Technical Reports
Biophysical Features	Biophysical Site Assessment Biophysical Impact Assessment Geotechnical Report Watershed Management Plan Drainage Report Floodplain Delineation Riparian Setback Matrix Model Findings
Environmental Features (air/soil/water)	Environmental Site Assessment Phase I ESA Phase II
Historical Resources	Historical Resources Overview Historical Resources Impact Assessment
Community Resources	Community Services/Amenities Overview Community Needs Assessment Emergency Response Plan Risk Management Report Development Setback Assessment Open Space and Trails Plan
Economic Evaluation	Market Analysis Fiscal Impact Assessment
Utility Servicing (water/storm/waste/transportation)	Current System Capacity Study Site Servicing Report (water/storm/waste) Current System Capacity Study (road) Traffic Impact Assessment Transportation Master Plan

## APPLICATION PACKAGE

The following must be included:

**Application**

The application form must be completed in *full* to be processed. Applicants are encouraged to provide in a cover letter/ separate report the reasoning for the application.

**Consultation with adjacent landowners**

Any consultation that occurred prior to the submission of the application, needs to be mentioned in the report as well as the inputs received.

**Land Title Certificate Search**

An up to date (i.e. within 1 month) Land Title Certificate of the affected property(ies) must be included.

**Landowner Authorization**

If applicable, complete the authorization form signed by the registered landowner(s) *if* the application is to be submitted by a person other than the registered landowner(s) – including if surveyor/consultant/developer is making application on behalf of a landowner.

❑ **Right of Entry Authorization**

This form must be signed by the registered landowner(s), authorizing Sturgeon County personnel to enter the property to conduct a site inspection.

❑ **Application Fee**

The non-refundable application fee is \$5,000 and must accompany the application. The applicant will be responsible for the additional payment of any costs incurred by the County for the review of any documentation and reports by 3rd party legal and engineering consultants.

❑ **Additional Information**

Should the Land Title Certificate reference any items such as reports, caveats and/or any other certificates/documents pertaining to the land, please submit them with your application.

## APPLICATION SUBMISSION REQUIREMENTS/STANDARDS

Formal application and submission of the ASP Amendment application to Planning and Development Services for circulation shall follow the outlined standard.

- ASP Amendment application (application form and reasoning)
- Supporting Technical Reports
- Land Ownership Documentation
- ASP Drawings/Maps
- Consent form

### Drawings/Maps Submission Standards

Professionally completed digital drawing. Scaled drawings must contain:

- Title
- Plan Boundaries
- North Arrow (facing up)
- Consistent (and referenced) Scale
- Legend
- Local landmarks used as identifiers (i.e. rivers, major roads, communities, etc.)

### Land Ownership Documentation:

A summary containing legal addresses and a list of registered and assessed owners, in conformance with Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act.

- Land Ownership Map
- Land Ownership Table
- Legal Land Title Certificate(s)





*Office Use Only*

Date Accepted:

Receipt Number:

Application Fee:

File Number:

**This form is to be completed in full (wherever applicable) by the registered owner of the land, the subject of the application, or by an authorized person acting on his/her behalf.**

### General Information

Name of registered owner(s) of subject property(ies):


Address:

Postal Code:

Telephone:

Email:

Authorized person(s) acting on behalf of registered owner:


Address:

Postal Code:

Telephone:

Email:

### LEGAL LAND DESCRIPTION AND PROPERTY INFORMATION

All/part of the   $\frac{1}{4}$  Sec.  Twp.  Range  West of the  Meridian  
 Lot  Block  Plan  C. of Title No.

Total parcel size as found on the land title certificate:  hectares  (acres)

### SUBMITTED DOCUMENTATION IN SUPPORT OF APPLICATION:

- Land Use Concept (required)
- Environmental Site Assessment
- Geotechnical Investigation
- Infrastructure Servicing Report
- Traffic Impact Assessment
- Outline Plan
- Other – please specify: \_\_\_\_\_

# Applicant's Authorization

I/We, [redacted] being the registered owner(s) of lands legally described as:

All/part of the [redacted] ¼ Sec. [redacted] Twp. [redacted] Range [redacted] West of the [redacted] Meridian

Lot [redacted] Block [redacted] Plan [redacted]

Municipal Address [redacted]

do hereby authorize [redacted] to make an Area Structure Plan amendment application affecting the above noted property(ies).

Dated this [redacted] day of [redacted], 20 [redacted]

[redacted]  
Signature of Registered Landowner

[redacted]  
Signature of Registered Landowner

## Right of Entry Authorization

Owners consent to the Right of Entry by an authorized person of Sturgeon County for the purpose of a land site inspection relative to a proposed area structure plan application.

Section 542(1) of the Municipal Government Amendment Act stipulates that:

*"If this or any other enactment of a by-law authorizes or required anything to be inspected, remedied, enforced or done by a municipality, a designated officer of the municipality may, after giving reasonable notice to the owner or occupier of land or the structure to be entered to carry out the inspection, remedy, enforcement or action.*

(a) *enter such land or structure at any reasonable time and carry out the inspection."*

In accordance with this Section and the County's application requirements, it is necessary that this form be completed and returned with your application submission.

I/We,

**do grant consent for an authorized person of Sturgeon County to enter upon the subject land(s) for a site inspection and evaluation regarding the proposed area structure plan.**

Please indicate any safety issues or special concerns on your property (i.e. guard dog):

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of Registered Landowner

Signature of Registered Landowner

**Registered owner(s) or person acting on his behalf**

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

*Full name in block capitals.*

I am the registered owner, or

I am the agent authorized to act on behalf of the registered owner  
(If acting on behalf of the Landowner, please include the signed authorization form)

and that the information given on this Area Structure Plan amendment application package is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

I/We grant consent for an authorized person of Sturgeon County to communicate information electronically as per Section 608 (1) of the Municipal Government Act, R.S.A. 2000., c.M-26

Signature of Registered Landowner

Signature of Registered Landowner

### Freedom of Information and Protection of Privacy (FOIP) Act

The personal information provided will be used to process the application for an Amendment to an Area Structure Plan and is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions about the collection and use of this information, please contact the Sturgeon County Access and Privacy Officer at 9613 – 100 Street, Morinville, Alberta, T8R 1L9 (780) 939.4321





**Planning and Development**  
9613-100 Street  
Morinville, AB T8R 1L9  
Phone (780) 939-8275  
Fax (780) 939-2076  
Email: [PandD@sturgeoncounty.ca](mailto:PandD@sturgeoncounty.ca)

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**AREA STRUCTURE PLAN (ASP) AMENDMENT APPLICATION FEE INFORMATION**

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**Credit Card Information:**

Visa:

MasterCard:

CARD NUMBER:	EXPIRY DATE: MONTH, YEAR
NAME THAT APPEARS ON THE CARD:	
SIGNATURE OF CARDHOLDER:	

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