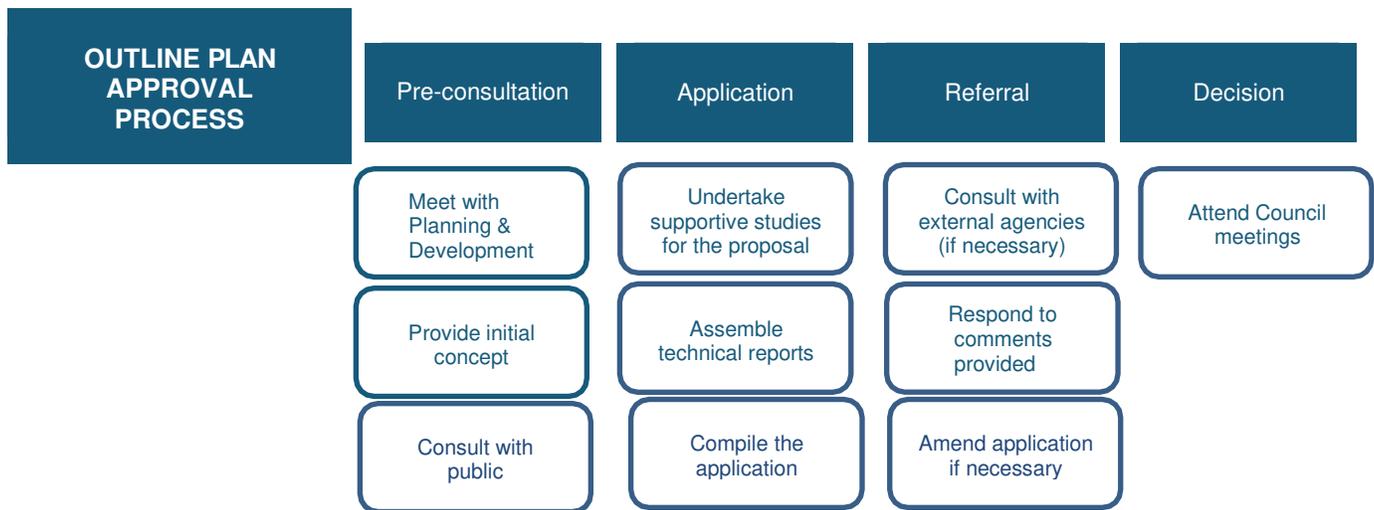


Planning & Development Services

**Sturgeon County
Outline Plan
Application Package**

Outline Plan Application Process: What to Expect?

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



STEP 1: PRE-CONSULTATION

Meet with Planning & Development Services: Before submitting an application, meet with staff to discuss your proposal. The applicant should prepare for the following. It is not uncommon for a series of meetings to occur within this process, as discussions with other departments provide multi-disciplinary input into this process. 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 application (e.g. Traffic Impact Assessment, Geotechnical Report, etc.)
- Regional Considerations: Provide perspective about the Edmonton Metropolitan Region Growth Plan and Land Use Framework.
- Local considerations: Provide perspective about the Municipal Development Plan and the relevant Area Structure Plan.
- Funding and Levy Contributions: Administration will highlight the application fees and any levy contributions that may arise.

Committee of the Whole: After the initial pre-consultation meeting(s) have occurred, staff may opt to have the applicant 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 publicforum.

Public Consultations: The applicant must demonstrate understanding of public considerations. It is advisable to undertake public consultation *before* submitting an application for an Outline 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 application, 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
- 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). Staff will then review the application package to determine if the components are complete and to an acceptable standard – a process which takes approximately 2 weeks. 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:

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

STEP 3: REFERRAL

Internal and External Agency Referral: After Steps 1 and 2 are complete, the Outline Plan Application Package and supportive technical documents are circulated to various Sturgeon County departments and applicable external agencies (e.g. Alberta Transportation, Alberta Environment, 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” (RFD) 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:

In this regard, Council can:

- a. give first reading and direct Administration to bring another RFD for second and/or third reading at a subsequent Council meeting date. or,
- b. not give first reading to the bylaw, effectively refusing the proposal.

Second Reading:

Typically two to four weeks after 1st reading, Planning & Development Services will bring the proposal back to Council for further consideration at second reading. Council can:

- a. give second reading or,
- b. refer the application back to Administration (and/or the applicant) for additional work or information or,
- c. 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 re-initiated.*

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

Outline Plan Application: What is Required?

PLANNING IN STURGEON COUNTY

Part 17 of the Municipal Government Act provides processes and regulations that municipalities must follow regarding planning and development considerations, including the adoption of “regional” and “local” planning documents.

Regional Planning Documents provide broad, general/conceptual information about land-use planning for a large spatial area (or “Neighborhood”). Examples include Inter-municipal Development Plans, Area Structure Plans and Area Redevelopment Plans. Generally, Regional Planning Documents are prepared exclusively by Sturgeon County.

Local Planning Documents provide more detailed information regarding a specific proposal for a particular property, which builds upon/supports the Regional Planning Document (if adopted) and provides additional details regarding the implementation of the proposal. Generally, the preparation of a Local Planning Document is the responsibility of an applicant and includes localized Area Structure Plans and/or Outline Plans.

Local Area Structure Plans outline the proposed sequence of development for an area, provide future land uses, identify population/density allocations, and outline the general location of transportation corridors and public utilities – as required by Section 633 of the Municipal Government Act.

What are Outline Plans?

In Sturgeon County, an Outline Plan is a planning tool (which generally will be adopted by bylaw) that operates in a similar fashion to the localized Area Structure Plan as part of the subdivision planning framework. An Outline Plan is used where there is an Area Structure Plan governing the proposed subdivision site but provides more detail about the site than the Area Structure Plan does. The Outline Plan must conform to the general principles and concepts established within an overarching Area Structure Plan.

The proposed Outline Plan will demonstrate how the development will support an established Area Structure Plan and provide additional detail regarding how the proposal will address relevant local considerations.

Please note that any proposal that does not conform to an established Area Structure Plan will necessitate greater due diligence, by the applicant, in order to fully demonstrate the proposal’s impacts and merits and will require an application for an amendment to the Area Structure Plan *in addition to* the Outline Plan process. If such a proposed amendment does not conform to the MDP, even further due diligence shall be required, and a large degree of scrutiny should be expected – since this will require a simultaneous application for the amendment to the County’s highest-tier planning document, the MDP, as well. (An amendment to the MDP will also require the majority support from the Edmonton Metropolitan Region Board – in which instance the applicant should be able to demonstrate how the proposal aligns with the Edmonton Metropolitan Region Board’s Growth Plan.) In this regard the applicant should take note of the complexity, costs and the time-consuming process involved with submitting applications for the amendment of an ASP and the MDP and, especially if a major amendment is involved.

As part of the Outline Plan submission process, various technical reports prepared by qualified professionals may be required to substantiate the proposal. The findings of such reports must be incorporated into the ‘Existing Conditions’ section of the Outline Plan, while the report’s recommendations must be incorporated into the ‘Development Strategy’ section. All information required as part of the Outline Plan application is subject to the satisfaction of Sturgeon County and the Province of Alberta. As part of the Outline Plan process, Sturgeon County may ask for further information to clarify any outstanding questions in regards to the proposal.

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

Technical reports provide two critical sets of information that help inform the Outline Plan 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 Outline Plan.

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 Environmental Site Assessment 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)	Current System Capacity Study Site Servicing Report (water/storm/waste) Current System Capacity Study (road) Transportation Impact Assessment Transportation Master Plan

SUGGESTED FORMAT FOR THE OUTLINE PLAN

Introduction

- Executive Summary of the Outline Plan
 - Purpose and Scope of the Plan
 - Plan Area, Location, Size
 - Plan History
1. Planning Process
 - Public Consultation Process
 - Public Consultation Results
 2. Policy Framework
 - Provincial Legislation/Considerations (MGA/LUF/NSK Watershed)
 - Edmonton Metropolitan Region Board
 - Sturgeon County Municipal Development Plan
 - Relevant Area Structure Plan
 3. Existing Conditions
 - Demographics
 - Population
 - Economic Factors
 - Existing Land Uses
 - Local Existing Amenities
 - Schools, Community Services, Protective Service, Businesses
 - Site Considerations/Constraints
 - Historical Features
 - Biophysical Features
 - Environmental Considerations
 - Utility Infrastructure
 - Transportation Network
 - Shadow Plan Area Impacts
 4. Vision Statement
 - Vision for the development of the Plan Area
 - Guiding Principles for the development of the Plan Area
 5. Development strategy
 - Land Use and Population/Employment Statistics
 - Land Use Concept
 - Mapping
 - Goal/Objectives and Policies for each section
 - Land Uses
 - Biophysical Features and Historical Assets
 - Open Spaces, Parks and Recreation Servicing
 - Community Servicing
 - Utility Servicing
 - Transportation Servicing
 - Inter-municipal Coordination <ifrequired>
 6. Implementation
 - Phasing, Policy Coordination, Future Planning requirements

APPLICATION PACKAGE

The following must be included:

❑ ***Application***

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

❑ ***Copy of the Outline Plan***

As per the application submission requirements/standards.

❑ ***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.

❑ ***Outstanding Requirements***

If applicable, any outstanding requirements determined during the previous Area Structure Plan approval process must also be submitted at this stage. This could include an Environmental Site Assessment, Stormwater Management/ Lot Grading Plan, Infrastructure Servicing Report, Traffic Impact Assessment and any other report deemed necessary by administration given site specific characteristics.

❑ ***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 \$10,000 plus \$200/ha to a maximum of \$25,000.

❑ ***Presence or Absence of Abandoned Oil & Gas Wells***

Advise whether or not the subject property has any abandoned wells located on it by visiting and referring to the Abandoned Well Map Viewer. Include a copy of the AER's map with this package to confirm either the presence or absence of any abandoned oil and gas wells.

❑ ***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 Outline Plan document to Planning and Development Services for circulation shall follow the outlined standard.

- Outline Plan
- Supporting Technical Reports
- Supportive Outline Plan Drawings/Maps
- Land Ownership Documentation

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
- Land Title Certificate

Application fees

NOTE: Fees are non-refundable and subject to change without notice.

Outline Plan

Application Fee

Each

\$10,000 plus \$200/ha to a maximum of \$25,000

Other Fees

Land Title Certificate

Each

±\$30

Advertising and Notification Fee

\$2,000

Note:

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.

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 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(s): hectares (acres)

- Land Use Concept (required)
- Environmental Site Assessments (required if not provided with ASP application)
- Geotechnical Investigation (required if not provided with ASP application)
- Infrastructure Servicing Report (required if not provided with ASP application)
- Traffic Impact Assessment
- Outline Plan
- Other – please specify _____

Applicants Authorization

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

All/part of the _____ ¼ Sec. _____ Twp. _____ Range _____ West of the _____ Meridian

Lot _____ Block _____ Plan _____

Municipal Address _____

do hereby authorize _____ to make an Outline Plan application affecting the above noted property.

Dated this _____ day of _____, 20

Signature of Registered Landowner

Signature of Registered Landowner

Abandoned Oil and Gas Well

Applicants must search for abandoned wells on the subject property). Along with this application, you must submit:

- The **map** from the Alberta Energy Regulator website identifying the location(s) or confirming the absence of any abandoned oil and gas wells within the Outline Plan's boundaries.

This information can be obtained by either:

Contacting the Energy and Environmental 24-hr Response Line at 1-855-297-8311 (toll free) **OR**

Online using the Abandoned Well Map Viewer at:

<https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>

In accordance with the Alberta Regulation 160/2012 and the amendment application process, please complete below.

I / We _____ hereby declare that

Full name in block capitals

I **do not** have an abandoned well site(s) on my subject property and I have reviewed the information from the AER.

I **do** have an abandoned well site(s) located on my property and I must meet the requirements as set out in the AER's Directive 079 <https://static.aer.ca/prd/documents/directives/Directive079.pdf>.

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 Outline 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 & Privacy Officer at 9613-100 Street, Morinville AB T8R 1L9 (780) 939-4321.

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/We _____ 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 subdivision application package is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this area structure plan 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

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

OUTLINE PLAN APPLICATION FEE INFORMATION

Credit Card Information:

Visa:

MasterCard:

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

The personal information provided will be used to process the above outline plan application 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 & Privacy Officer at 9613 – 100 Street, Morinville, Alberta, T8R 1L9 (780) 939.4321 or foip@sturgeoncounty.ca