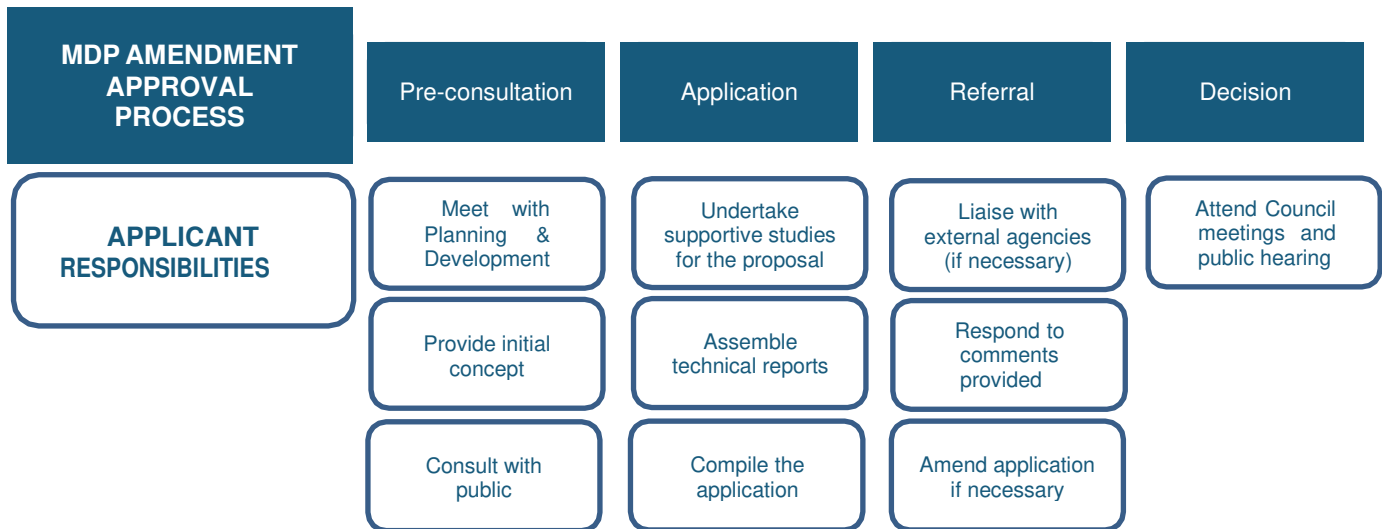


Planning and Development Services

Sturgeon County Municipal Development Plan (MDP) Amendment Application Package

Municipal Development Plan Amendment Application Process: What to Expect?

Submission of an MDP Amendment Application is a complex, public procedure which requires three readings of a bylaw and a public hearing. Depending on the scope of an application, the process required by the Municipal Government Act can take between ±5 and 12 months for a final decision. To improve processing times, Sturgeon County has implemented the following process for applicants to follow. 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:

- Approximately 3 meetings (depending on project scope and staff availabilities).
- 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. TIA, Geotechnical Report, etc.).
- Regional Considerations: Provide perspective about the Edmonton Metropolitan Region 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) – an informal 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 a Municipal Development Plan and incorporating the findings of the consultation and any mitigating measures as part of the application package. (Administrative fee for mailing landowners re. public open house entails \$80/hour (\$20 per 15min).

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, an advertisement should be placed in a local newspaper.

At the event, the applicant should:

- Lead the discussion regarding the proposal
- Be able to speak to the specifics of the proposal
- Provide copies of the proposal to the public
- Give a PowerPoint presentation (recommended)
- Keep track of the phone numbers and contact addresses of those who attended
- Ensure that feedback from the public is accurately recorded and incorporated into the proposal.

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). It is advised that the application adequately demonstrates the need for the amendment (as this will be used in the evaluation by Sturgeon County Council and the Edmonton Metropolitan Region Board) and address the following items:

Land Use Concept (required)

Items to include:

- ✓ What is the vision and goals of the proposal?
- ✓ What type and scale of development is proposed?
- ✓ What is the benefit to Sturgeon County and the Edmonton Metropolitan Region?

Policy Summary (required)

Items to include:

- ✓ How will the concept support the overarching MDP guiding principles?
- ✓ How does the concept support the Neighborhood Role?
- ✓ How does the concept achieve policies identified within the amended Type? (e.g. Residential Type 2)
- ✓ How does the concept align with the Edmonton Metropolitan Growth Plan (EMRGP) objectives (Section 4.5) and is it consistent with the Land Use Principles and Policies of the EMRGP?
 - Promoting an integrated and strategic approach to planning for future growth within the Edmonton Metropolitan Region
 - To identify the overall development patterns and key future infrastructure investments that would:
 - I. Best complement existing infrastructure, services and land uses in the Edmonton Metropolitan Region.
 - II. Maximize benefits to the Edmonton Metropolitan Region.
 - III. Coordinate decisions in the Edmonton Metropolitan Region to sustain economic growth and ensure strong communities in a healthy environment.
 - The amendment demonstrates consistency with:
 - I. Regional Buffers Areas Map
 - II. Priority Growth Areas and Cluster Country Residential Map/Policies
 - III. Regional Density Targets
 - IV. Regional Population and Employment Forecasts
 - V. Regional Transportation Network
 - VI. Inter-municipal Transit Network Plan
 - VII. Regional Infrastructure, Recreation, Transportation and Utility Corridors
 - VIII. Boundaries and Policies of Alberta's Industrial Heartland

Infrastructure Servicing Report (required)

Items to include:

- ✓ General servicing concept (full or independent servicing).
- ✓ Identify local connections and general servicing needs for the development proposed.
- ✓ Include water, sanitary, drainage/storm, and roads.
- ✓ Detailed engineering drawings are not required at this stage.

Response to Local and Regional Considerations (recommended)

Items to include:

- ✓ Summarize the keys points raised by Council, Administration and the Public during the initial meetings, COW and (if applicable) open house meetings.
- ✓ Identify how the proponent will mitigate and address the key considerations through the proposal
- ☐ Fiscal Impact Assessment (requirement determined within initial meetings with Administration)
 - Items to include:*
 - ✓ MDP Policy RG1.1
 - ✓ A summary report to illustrate the full, life cycle development costs to Sturgeon County. This should include hard and soft infrastructure requirements (roads, community services, schools, etc.)
- ☐ Market Demand Analysis (requirement determined within initial meetings with Administration)
 - Items to include:*
 - ✓ Summary of business case for the development, including both local and regional lot inventories.
 - ✓ Support for EMRGP population and employment forecasts.
 - ✓ Identify the changes to regional/local conditions that support and justify the need for the amendment.

Planning & Development Services 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.

STEP 3: REFERRAL

Internal and Outside Agency Referral: After Steps 1 and 2 are complete, the MDP 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:

In this regard, Council can:

- a. give first reading and direct Administration to schedule a public hearing to gather public feedback or,
- b. not give first reading to the bylaw, effectively refusing the proposal.

Public Hearing:

If Council gives first reading, Planning & Development Services will arrange a public hearing approximately one month later, at which time any stakeholders will have the opportunity to provide comments. The public hearing will be advertised for two weeks in a local newspaper, and notices will be sent to landowners believed to be impacted. 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 MDP Amendment Application as necessary.

Second Reading:

Typically, around one month 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.

Municipal Development 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 MDP 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 MDP 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
Infrastructure Servicing (water/storm/waste/transportation)	Current System Capacity Study Site Servicing Report(water/storm/waste) Current System Capacity Study (road) Transportation Impact Assessment Transportation Master Plan

APPLICATION PACKAGE

The following must be included:

- Application**
The application form must be completed in *full* to be processed. The additional information as discussed under Step 2 must be provided separately.
- 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**
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**

If applicable, 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. If applicable, a \$2,000 fee will need to be paid as well in the case that an application to the Edmonton Metropolitan Region Board under the Regional Evaluation Framework is deemed necessary.

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 MDP Amendment application to Planning and Development Services for circulation shall follow the outlined standard.

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

Drawings/Maps Submission Standards

- Each 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 (ie 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 for an Amendment to the Municipal Development Plan

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):

[Redacted name fields]

Address:

[Redacted address fields]

Postal Code

[Redacted postal code field]

Telephone:

[Redacted telephone field]

Email:

[Redacted email field]

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

[Redacted authorized person name fields]

Address:

[Redacted address fields]

Postal Code:

[Redacted postal code field]

Telephone:

[Redacted telephone field]

Email:

[Redacted email field]

LEGAL LAND DESCRIPTION AND PROPERTY INFORMATION

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

Lot [Redacted] Block [Redacted] Plan [Redacted] C. of Title No. [Redacted]

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

SUBMITTED DOCUMENTATION IN SUPPORT OF APPLICATION:

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

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 Municipal Development 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 for a site inspection and evaluation regarding the proposed Municipal Development 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 subdivision application package is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this Municipal Development 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

Applicant's Authorization

/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 **Municipal Development Plan amendment application affecting the above noted property.**

Dated this _____ day of _____, 20 _____

Signature of Registered Landowner

Signature of Registered Landowner

Access to Information Act Disclaimer

Please be advised that any information provided to Sturgeon County (the "County") in order to process your application is subject to the application of the Access to Information Act (ATIA) and may be used and disclosed in accordance with the legislation. Specifically, all documents and studies required to be prepared and submitted by the applicant to the County are deemed to be publicly available and the property of the County once they are submitted to the County to process the application. Unless the submitting party explicitly indicates, in advance and clearly on the face of the record, that certain parts of the information are provided in confidence to the County and are to remain confidential, all documents and studies submitted to the County may be subject to disclosure under the ATIA. If confidentiality is required, it is the responsibility of the submitting party to clearly mark such records as Confidential and provide written rationale for the request. Should the applicant provide the County with such a declaration of confidentiality, the County will take this under consideration to determine if the document and/or study can be accepted in confidence; however, the County cannot guarantee that such information will remain confidential and will not be subject to disclosure pursuant to the AITA.

