

**For Office Use Only**

File Number \_\_\_\_\_

Date of receipt of application as complete \_\_\_\_\_

Application Fee \_\_\_\_\_

Advertising Fee \_\_\_\_\_

## 1. Name of registered owner(s) proposing the application

Address \_\_\_\_\_

City \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Email \_\_\_\_\_

## 2. Name of agent (company and primary contact authorized to act on behalf of registered owner(s)), if any

Address \_\_\_\_\_

City \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Email \_\_\_\_\_

## 3. Legal description and area of land to be amended

All/part of the \_\_\_\_\_ ¼ section \_\_\_\_\_ township \_\_\_\_\_ range \_\_\_\_\_ west of the 4th meridian

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ C.O.T. Number \_\_\_\_\_

Area held in current title(s) \_\_\_\_\_ hectares \_\_\_\_\_ acres

Municipal address (if applicable) \_\_\_\_\_

## 4. Please indicate which amendment type(s) apply:

☐ Map Amendment☐ Text Amendment

## 5. Land Use Bylaw amendment proposal (please provide a brief written statement below)

Depending on the application, a separate written statement may be required by Administration.

A separate written statement is required by Administration for a new zoning district and direct control zoning district applications.

# Land Use Bylaw Amendment – Application

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## 6. Registered owner(s) authorization of agent

I/we (full name) \_\_\_\_\_ being the registered owner(s) of the land legally described under Section 3 of this application, do hereby authorize \_\_\_\_\_ (the agent) to make an application for a land use bylaw amendment affecting the subject land legally described in Section 3 of this application and act on my behalf.

\_\_\_\_\_  
Registered Owner(s) Signature(s)

\_\_\_\_\_  
Date (yyyy-mm-dd)

## 7. Registered owner(s) right of entry authorization

I/we (full name) \_\_\_\_\_ being the registered owner(s), hereby give my/our consent for an authorized person of Strathcona County the right to enter the subject land legally described in Section 3 of this application for the purpose of a site inspection pursuant to the Strathcona County Land Use Bylaw.

\_\_\_\_\_  
Registered Owner(s) Signature(s)

\_\_\_\_\_  
Date (yyyy-mm-dd)

## 8. Registered owner(s) or person acting on the registered owner's behalf declaration

I/we (full name) \_\_\_\_\_ hereby certify that I/we are  
☐ the registered owner(s), or ☐ the agent authorized to act on behalf of the registered owner(s) and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date (yyyy-mm-dd)

### Collection and use of personal information

Personal information is collected in accordance with section 4(c) of the *Protection of Privacy Act* and will be used in the management and administration of Strathcona County's land development planning processes. Information related to this application and/or any decisions related to the application may be disclosed as allowed or required by law. If you have any questions about the collection, use or disclosure of your personal information, contact Coordinator, Current Planning at 780-464-8080.

## Information required accompanying any Land Use Bylaw Amendment – Application

**For complete regulations and for Direct Control zoning district applications, please refer to the Land Use Bylaw.**

Strathcona County will only accept an application for a land use bylaw amendment when the following has been submitted:

☐ **Application Fee(s) in accordance with the Fees, Rates & Charges Bylaw**

As well as digital copies of the following information:

☐ **Application Form**

☐ **Current Copy of Certificate(s) of Title, if applicable**

☐ **A map, if applicable, in both digital format and pdf format, indicating:**

- The location, dimensions and boundaries of the lot or part of the lot for which the zoning district is proposed to be changed; and
- The location of any prominent natural and manmade features on the lot or part of the lot for which the zoning district is proposed to be changed.

### **Digital CAD Requirements:**

- All maps, drawings and associated data must be submitted in either an ESRI supported file format (preferred) such as .shp or .gdb or an AutoCAD supported file format such as .dwg or .dxf;
- All maps, drawings and associated data must be drawn true to scale and spatially referenced to the NAD 1983 3TM 114 projected coordinate system;
- AutoCAD submissions must be drawn in model space, be GIS ready and adhere to high quality digital drawing standards. High quality digital drawing standards include but are not limited to:
  - clean linework defined by layers (preferred) or properties (color or line weight);
  - closed polygons;
  - accurate dimensions; and
  - appropriate use of plot styles, text formatting and naming conventions; and
- Use of the Autodesk Drawing Cleanup Tool prior to submission is required.

☐ **A separate written statement, where required by Administration**

- The written statement shall:
  - Describe the intent of the proposed amendment;
  - Provide planning rational for the proposed amendment; and
  - Specify statutory planning policies that support the proposed amendment.
- If applying for a new zoning district, a written statement is required.

☐ **Direct Control Zoning District Application**

- In addition to the above requirements for a written statement, include the following:
  - Identify why a direct control zoning district is necessary and why the same results cannot be achieved through the use of an existing zoning district or through the creation of a zoning district that is not a direct control zoning district, and
  - Include documentation of the opinions and concerns of surrounding property owners and residents obtained through a public engagement program, together with a summary of the methods used to obtain such input.
- If applying for a direct control zoning district a written statement is required.

Additional information may be required by Administration to evaluate the application and make a recommendation to Council regarding the amendment. Such additional information is to be in the form requested by Administration which may include but is not limited to drawings, reports, risk assessments, and studies. Such additional information may include but is not limited to an analysis by a qualified professional of the potential effect of the amendment on land use, traffic, the environment, underground utilities, aboveground utilities, other municipal services, and municipal facilities.