

Applicant/Registered Owner

Applicant name _____

Applicant mailing address _____

Postal code _____

Applicant phone number(s) _____

Applicant e-mail _____

 I am the registered owner OR I am the applicant authorized by the registered owner(s) to act on their behalf

Name of registered owner(s) _____

Owner phone number(s) _____

Owner e-mail _____

Owner mailing address _____

Postal code _____

As the registered owner(s) for this property I/we hereby authorize the Applicant named above to act on my/our behalf.

Signature – Registered owner_____
Date_____
Signature – Registered owner_____
Date**Property Information**Conceptual Scheme proposed for: Quarter _____ Section _____ Township _____ Range _____ Meridian 4

List all lots in plan area (if applicable): Lot _____ Block _____ Plan _____ Area _____

Lot _____ Block _____ Plan _____ Area _____

Lot _____ Block _____ Plan _____ Area _____

Lot _____ Block _____ Plan _____ Area _____

Reason for Application

Please detail what is trying to be achieved by applying for the Conceptual Scheme:

Conceptual Scheme – Application

Certification and Consent

I, _____ hereby certify that:

I am the registered owner

OR

I am the applicant authorized by the registered owner(s) to act on their behalf and that the information provided on this application is complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

I hereby give consent to allow County Council or a person appointed by it the right to enter the above land at a reasonable time with respect to this application only.

Signature – Applicant

Date

Collection and use of personal information

Personal information is being collected under the authority of the *Municipal Government Act* (MGA) and the *Freedom of Information and Protection of Privacy Act* (FOIP) and is managed in accordance with the provisions of FOIP. This information will be used to review and process the application. If you have any questions about the collection and use of your personal information, contact the Current Planning Coordinator – Land Development Services, Planning and Development, Strathcona County at 780-464-8080.

Office use only

Date application received _____ File number _____

- Fully completed application form (including certification and consent section)
- Application fee submitted \$ _____
- Advertising fee submitted \$ _____
- Biophysical Assessment fee submitted \$ _____
- Receipt number _____
- Current copy of certificate of title(s)
- Biophysical Assessment – Permission to Enter Property Agreement (for each property in the plan area)
- Application deemed complete ► date _____
- Concurrent rezoning application submitted yes no

An application for a Conceptual Scheme can only be made by the registered owner(s) of one of the properties located within the quarter section which is the subject of the application or by an applicant authorized to apply on an owner's behalf.

The County shall only accept an application for a Conceptual Scheme when **all** of the following information has been submitted to the County's satisfaction:

1. Application form (1 original)
 - a. The entire Conceptual Scheme Application shall be completed.
 - b. The name, address and telephone number(s) of the applicant shall be printed in the proper areas on the application form and be signed by the applicant. If the applicant is acting on behalf of the registered owner(s), it is required that the owner(s) sign the authorization on the first page of the application form, or provide a letter authorizing the applicant to apply. Please note that if the subject property is under an agreement for sale as indicated by a caveat on the Certificate of Title, a copy of the signed agreement for sale or caveat shall be submitted along with the application. In those instances where an application is being made on behalf of a developer which has an option on the land, an application would also require a written authorization from the developer.
2. Application fees - The application fees shall be included in accordance with the current County fee schedule.
3. Biophysical Assessment – Permission to Enter Property Agreement (for each property in the plan area), or a letter indicating for which lot(s) and the reason(s) why permission was not acquired.
4. Current copy of the Certificate of Title for each property in the plan area. A current copy of title can be obtained from any **registries office**.