

AREA STRUCTURE PLANS

An Area Structure Plan (or ASP) is a Statutory Plan for turning undeveloped areas into new neighbourhoods and can be used for residential, commercial, industrial or a combination of these uses. An ASP generally describes how development will proceed in an area, land uses, the density of population, and the location of transportation, parks and public utilities. An ASP must comply with the overriding MDP and must be approved by Council before development can begin. An ASP will become a city bylaw, with which the City and all development must comply. An ASP is approved through the Public Hearing process.

When is an ASP Required?

An ASP is required when a landowner wants to develop a piece of undeveloped land. Typically, ASPs are for areas made up of approximately 200 hectares and would not already have an existing ASP on the land. New ASPs are typically developed for the City's undeveloped annexed areas. If you are a land owner in an annexed area, please contact the City's Planning Department to discuss your options, as any changes to your land, including farmstead separations or single lot subdivisions, may require an ASP to be developed or amended prior to a subdivision and/or redistricting application.

Who Can Apply?

The landowner or someone appointed by the landowner can apply. Generally, the highly technical nature of ASP applications requires them to be prepared by a professional planning consultant.

Time Frames

The preparation of an ASP is a time consuming process which requires a large financial investment by the applicant. A typical ASP takes between 12 and 18 months to complete the technical and engineering reports and studies. After the application is accepted as complete, the City will require between 4 and 6 months to process the application and prepare the final ASP prior to the application being taken to a Public Hearing for approval by Council. If an application must be taken to the Capital Region Board for approval, time frames may be longer.

Approval Process

Pre-application Consultation

Before any application is submitted, planning requires a meeting with the applicant and may include staff from the City's Planning and Engineering Departments. This is required to discuss the proposed development, and helps both the applicant and staff identify potential



issues and determine what would be required to make an application reality.

Public Consultation

Public consultation will most likely be required and must follow the guidelines in the City's Public Consultation Policy. Public consultations are organized, advertised and presented by the applicant, at the applicant's expense, and are conducted early in the plan preparation process to help identify potential issues. The services of a court reporter are required and the transcripts from the meeting must be submitted at the time the formal application is made. Public consultation is a part of a transparent planning process. As well, it provides the public with an opportunity to learn about the plan, provide feedback and voice concerns that can be addressed by the applicant as the plan is developed.

Prepare Technical Studies & Reports

At the time of your pre-application meeting staff will discuss a number of studies and reports that may be required to support your ASP application. These reports will require contracting engineering professionals at the applicant's expense. These studies and reports are required to ensure future development minimizes impacts on the land, environment and the public, and suggests ways to limit negative impacts. In addition to the ASP Technical Report, they form the technical basis of the ASP. Some of the studies and reports that may be required, depending on the characteristics of the parcel of land, could include, but are not limited to:

- Water and Waste Water Servicing Studies
- Traffic Impact Studies
- Environmental Studies
- Geo-technical Studies
- Fiscal Impact Analysis

AREA STRUCTURE PLANS

Plan Submission

Once the ASP application is accepted as complete by Planning and Development, the City requires a minimum of 4-6 months to process the application and prepare the ASP. If additional information, changes or approval by the Capital Region Board are required, time frames may be longer.

Your ASP application package must include the following:

- ✓ Fees as prescribed by City Council
- ✓ Statutory Plan Application Form and Checklist
- ✓ ASP Technical Report
- ✓ Technical Studies and Reports
- ✓ Fiscal Impact Analysis
- ✓ Records from Public Consultation

Public Hearing

The final step in the process is a Public Hearing by City Council. It provides a final opportunity for the public to voice any concerns and declare their support or non-support for the plan. If the plan is approved by Council, it becomes a bylaw and all development within the plan area must comply with the ASP.

Additional Documents to Consult

- Intermunicipal Development Plan Sturgeon County and City of St. Albert (if applicable)
- City of St. Albert Municipal Development Plan
- City of St. Albert Land Use Bylaw
- Terms of Reference for Area Structure Plans and Technical Reports
- City of St. Albert Engineering Standards
- City Council Policy: Public Consultation requirements for Planning & Development Processes
- Urban Village Planning and Design Guidelines (where applicable)
- Municipal Government Act RSA 2000 Ch. M-26
- Capital Regional Board
<http://www.capitalregionboard.ab.ca/>

For Additional Information
Planning Branch City of St. Albert
Second floor, 5 St. Anne Street
St. Albert, AB T8N 3Z9
Phone: 780-459-1642

CITY USE ONLY	
File Number:	_____
Date Received: (MM/DD/YYYY)	_____
Completion Date: (MM/DD/YYYY)	_____
Fees Paid \$ _____	

NEW AREA STRUCTURE PLAN APPLICATION

PLEASE PRINT

Municipal Address or General Location:			
Legal Description:	Lot (Parcel)	Block	Plan
	Other legal description		
Applicant:	Name		Daytime Phone
	Mailing Address		E-mail Address
	City	Postal Code	Fax Number
Owner (if Different from Applicant):	Name		Daytime Phone
	Mailing Address		E-mail Address
	City	Postal Code	Fax Number
Area Structure Plan Proposal:			
Description of Proposed Area Structure Plan: (Additional information can be attached to application.)			
Reasons for Proposed Area Structure Plan: (Additional information can be attached to application.)			
Signature _____	Date (MM/DD/YYYY) _____		

Collection and use of personal information

The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the Municipal Government Act, and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the Municipal Government Act.

NEW AREA STRUCTURE PLAN APPLICATION CHECKLIST

In addition to the information required on the New Area Structure Plan Application form, the following information is required in support of New Area Structure Plan Applications:

- 1. Application fee of \$10,979.80.
- 2. Hard copies of all technical reports, maps and studies.
- 3. Digital files of all technical reports, maps and studies.
- 4. Records from Public Consultation
- 5. Area Structure Plan Technical Report
- 6. Fiscal Impact Analysis
- 7. Owners Authorization Form, if applicant is not legal landowner.
- 8. Current Certificate of Title and one (1) copy of each easement document, right-of-way or other legal document registered on the property that affects the use of the lands.
- 9. Please list all supporting documents submitted



5 St. Anne Street
St. Albert, AB T8N 3Z9
Phone: 780-459-1642
Fax: 780-458-1974

CITY OF ST. ALBERT OWNER'S AUTHORIZATION

PLEASE PRINT

Date (MM/DD/YYYY): _____

File No.: _____

MUNICIPAL GOVERNMENT ACT, RSA, 2000, CHAPTER M-26

I, _____
(owner's name)

of _____
(company, if applicable)

being the registered owner of _____
(legal description)

_____ *(legal description)*

do hereby allow _____
(applicant)

To make application for:

- Redistricting
- Subdivision
- New or Amended Area Structure Plan or Area
Redevelopment Plan
- Development Permit

_____ *(owner's name)*

_____ *(owner's signature)*

_____ *(date—MM/DD/YYYY)*

DIGITAL PLAN SUBMISSIONS

Area Structure & Redevelopment Plans



Digital plans are required as part of any Area Structure/Redevelopment Plan applications.

Submissions

- All plans for ASPs or ARPs should be emailed to planapp_drawings@st-albert.net where they will be received by the Planning Manager and the Planning Technicians.
- All digital drawings must be in AutoCAD dwg format, in their true scale.
- In addition to the AutoCAD dwg file, an accompanying pdf, jpg or tiff of the plan is required.
- A disc (CD or DVD) with the AutoCAD files may be provided as an alternative to an e-mailed submission.
- If using software other than AutoCAD, please contact the Planning Techs prior to submission.

Digital Plan Standards

- All plans submitted must be spatially referenced in 3TM NAD83 CM114 degrees West longitude, bearings grid.
- AutoCAD linework must be delineated by layers (preferably), or by object properties (colour or line weight), to clearly define the following:
 - ASP Boundary
 - Municipal Reserve (MR)
 - Environment Reserve (ER)
 - Public Utility Lots (PUL)
 - Storm Water Management Facility
 - Trails
 - School Sites
 - Arterial Roadways
 - Collector Roadways
 - Local Roadways
 - Servicing
 - Future Land Use Categories
 - Existing Base/Parcel Linework
- AutoCAD layers must be logically named
- Dimensions must match linework
- Linework must be clean (GIS ready) using Drawing Clean Up tools or equivalent within AutoCAD (no duplicates, gaps, overshoots or undershoots).

Contacts for Digital Plan Submission Information

Planning Technicians:

Kim Hamson
780-459-1635
khamson@st-albert.net

Mike Mitchell
780-418-6616
memitchell@st-albert.net

NOTE: The City of St. Albert Planning Technicians will determine if submitted digital plans meet the above requirements. If they do not, they will be returned to the applicant for adjustment and resubmission. If this is required, it may affect processing times of applications.