

LAND USE BYLAW AMENDMENTS (TEXT AMENDMENTS & REDISTRICTING)

The Land Use Bylaw is a policy document that regulates the details of land uses. It is approved by City Council and required by the Province of Alberta in the Municipal Government Act. The Land Use Bylaw is a highly detailed set of rules used by Planning and Development to guide land uses and development that occurs on a specific site. There are two primary components of the Land Use Bylaw. The text of the bylaw describes specific land use districts and their requirements. Examples of the detail found in this document include:

- the land uses that are allowed,
- required setbacks from property lines and other buildings,
- minimum and maximum density,
- height requirements and parking requirements.

The second major component of the Land Use Bylaw is the Land Use Bylaw map, which graphically identifies each parcel in the City and its current land use district.

Any changes to the Land Use Bylaw must be completed through the public hearing process, and be presented to City Council for the final decision.

What is a Text Amendment?

A text amendment is a change to the wording of any part of the Land Use Bylaw (excluding the Land Use Bylaw map).

When is a Text Amendment Necessary?

When an existing land use district does not fit the plans of the applicant, a text amendment to the Land Use Bylaw may be recommended.

What is Redistricting?

Districting (or Zoning) is the identification of land parcels by districts which identify the permitted uses on that site. Redistricting is a change to the specific land use district applied to a parcel of land which changes the kinds of uses and requirements of development on that parcel. Redistricting is a map amendment made to the Land Use Bylaw map and does not change any text.

When is Redistricting Necessary?

Redistricting is required when a landowner wishes to change the existing land use district of a parcel of land to a different land use district. This would typically be done when the planned land use is not a permitted or discretionary use under the current land use district.



The Land Use Bylaw Amendment Process

Pre-Application Meeting

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 to determine what would be required to make your application a reality.

Public Consultation

For larger or potentially controversial projects, public consultation *may* be required and *must* follow the guidelines laid out in the City of St. Albert's Public Consultation Policy. Planning and Development will determine if public consultation will be required at your pre-application meeting. Public consultations are to be held in a public meeting format and are organized, advertised and presented by the applicant at the applicant's expense and is conducted before a formal application is submitted. The services of a court reporter are required and the transcripts from the meeting must be submitted at the time the application is made. Public consultation is required by the Municipal Government Act as it establishes a transparent planning process and provides the public an opportunity to learn about the plan, provide feedback, and voice concerns that must be addressed by the applicant prior to the application being submitted.

Application Submission

Once your application is complete, it is submitted to the City for review and processing. Please see the Application Checklist attached to this package for the specific technical requirements of application.

Circulation

Once the application is accepted as complete, planning staff will review the application and prepare a series of letters and maps that will be sent to a number of stakeholders.

LAND USE BYLAW AMENDMENTS (TEXT AMENDMENTS & REDISTRICTING)

Stakeholders include:

- Other government agencies (provincial & federal),
- Utility companies,
- Other city departments, and
- Neighbours

Stakeholders have a time limit of 30 days to voice in writing any concerns or support for the project. The applicant will be provided copies of the comments received, and will be expected to address and rectify any issues that arise. The circulation of all land use applications is required by law under the Municipal Government Act and helps to facilitate a transparent planning process.

Report Preparation

Once all comments are received, the planner assigned to your application will prepare a report to Council in preparation of the public hearing. This report is then reviewed by a number of City departments.

The Public Hearing Process & Approval

The final step in the redistricting process is a Public Hearing by City Council. It provides a final opportunity for the public to voice their concerns or support, or non-support, for the Land Use Bylaw change(s). If the amendment is approved by Council, it becomes an amendment to the Land Use Bylaw. Council's approval or refusal of redistricting is final and cannot be appealed.

Other Costs

In the case of a redistricting, the applicant will be required, at a minimum, to supply a redistricting plan prepared by a professional surveyor. Some of the other costs that may or may not be incurred by your redistricting application could include, but, are not limited to:

- Capital Recreation Contribution Fee
- Municipal and School Reserves
- Engineering studies and reports
- Off site charges
- Transportation Levies
- Consultant Fees
- Surveying Fees
- Other costs associated with meeting the conditions of subdivision approval

Other Documents to Consult

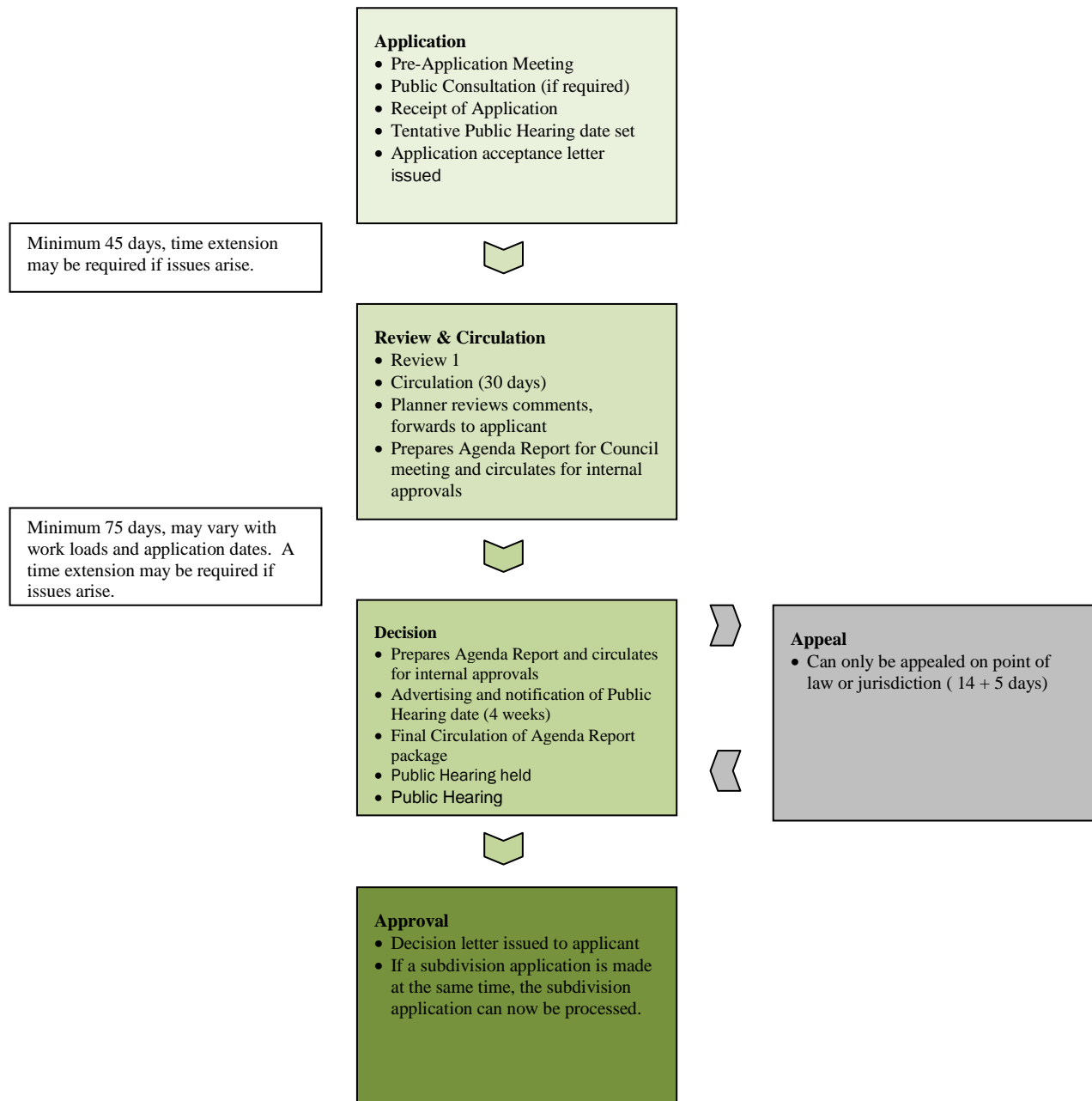
- Intermunicipal Development Plan (If applicable)
- City of St. Albert Municipal Development Plan
- City of St. Albert Land Use Bylaw
- Area Structure Plan for the neighbourhood impacted (if applicable)
- City Council Policy: Public Consultation requirements for Planning and Development Processes
- City of St. Albert Engineering Standards
- Urban Village Planning and Design Guidelines (where applicable)
- Municipal Government Act RSA 2000 Chapter M-26

For additional information:

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

LAND USE BYLAW AMENDMENTS (TEXT AMENDMENTS & REDISTRICITING)

The Land Use Bylaw Amendment Process*



*NB: this timeline is provided for illustrative purposes only, and is geared to individual landowners not developers. It outlines a redistricting that does not require second public consultations or referrals to third party such as the Capital Regional Board. Each application is unique and will be dealt with on a case by case basis.



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

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

LAND USE BYLAW 9/2005 AMENDMENT APPLICATION
 (TEXT AMENDMENTS AND REDISTRICTING PROPOSALS)

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
Redistricting Proposal (if applicable):	Current Land Use District(s)	Proposed Land Use District(s)	
Description of Proposed Text Amendment (if applicable): (Additional information can be attached to application.)			
Reasons for Proposed Redistricting or Text Amendments: (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.

LAND USE BYLAW 9/2005 AMENDMENT APPLICATION CHECKLIST

In addition to the information required on the Land Use Bylaw 9/2005 Amendment Application form, the following information is required in support of applications to amend the Land Use Bylaw:

- 1. Application fee of \$5,304.50.
- 2. Clearly reproducible map showing the lands proposed to be redistricted, complete with dimensions and areas of each district (in hectares).
- 3. Digital file of redistricting map (in AutoCAD DWG format)
- 4. Owners Authorization Form, if applicant is not legal landowner.
- 5. 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.
- 6. Other information requested at pre-application meeting (please list).



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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

Subdivisions & Redistrictings



The City of St. Albert regularly updates its municipal land base by referencing legal plans registered with Alberta Land Titles and the AltaLIS parcel fabric. As part of the application process, we require the submission of AutoCAD drawings to perform functions such as lot checks, area calculations, figure creation, and to ensure a proposal's conformance with our statutory plans.

Submissions

- E-mail all tentative Subdivision and Redistricting Plans to planapp_drawings@st-albert.net where they will be received by the Planning Manager and the Planning Technicians
- In addition to the AutoCAD dwg file, please provide a reference pdf, jpg or tiff of the plan
- A disc (CD or DVD) with the above files may be provided as an alternative to an e-mailed submission

Digital Plan Standards

- All plans submitted must be spatially referenced in 3TM NAD83 CM114 degrees West longitude, bearings grid
- All digital drawings must be in AutoCAD dwg format, in their true scale
- AutoCAD linework must be delineated by layers to clearly define proposed lotlines, block lines, outlines and other required data
- AutoCAD layers must be logically named (ie. Proposed lotlines) or be to 2010 LTO layer standards (see Land Titles link <http://www.servicealberta.com/1075.cfm>)
- 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)

Additional Requirements

- Lots and blocks must be numbered (where applicable)
- If streets are to be named on the Plan of Subdivision, they must be names approved by the City

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.