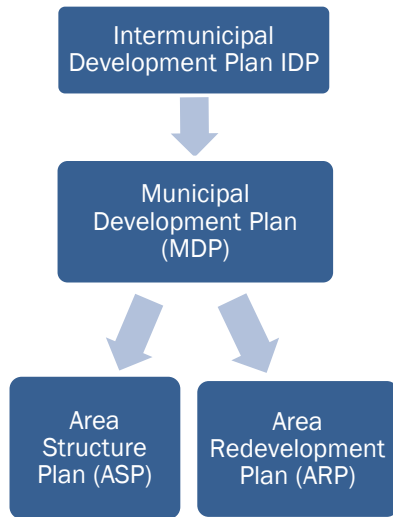


# STATUTORY PLAN AMENDMENTS

Statutory plans are defined by the Municipal Government Act and include:



## Public Consultation

For large or potentially controversial projects, public consultation is 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 is conducted early in the plan preparation process. The use of a court reporter is required and the transcripts from the meeting must accompany the formal application. 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 proposal is developed.

Landowners can apply to make a change to any one of these plans in order to facilitate development on their land. Statutory Plans must conform with each other as well as to the Land Use Bylaw (LUB). Approval of Statutory Plans is granted after a Public Hearing by City Council.

## When is a Statutory Plan Amendment Required?

A Statutory Plan Amendment is needed when a proposed development will not comply with one or more Statutory Plans. In some cases it may be necessary to amend more than one plan for a project; such applications can be submitted and processed at the same time. If an application does not comply with a Statutory Plan, it will be refused.

## Who Can Apply?

The landowner or someone appointed by the landowner can apply. Generally, ASP amendments are prepared and submitted by development companies or their designated planning consultant.

## 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 to identify potential issues and determine what would be required for the application and whether or not a plan amendment would be necessary.

## Prepare Technical Reports & Studies

At the time of your pre-application meeting, City staff will discuss a number of studies and reports, or updates to existing reports that could be required to support your Statutory Plan Amendment application. These reports will require contracting engineering professionals. 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. They also form the technical basis of the Statutory Plan Amendment. In addition to the Technical Statutory Plan Report Update, some of the studies and reports that may be required, depending on the characteristics of the parcel, could include, but are not limited to:

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

## Plan Submission

The time required to prepare a Statutory Plan Amendment is dependent on the complexity and the number of amendments that will be required, the

# STATUTORY PLAN AMENDMENTS

technical background work that is required, and on the timelines the applicant and/or their consultants are able to meet. Once the plan amendment is accepted as complete, the City will require between 4 and 6 months to prepare the final plan amendments prior to the application being taken to a Public Hearing for approval by Council. If an application requires additional information or changes or must be taken to the Capital Region Board, time frames may be longer.

A Statutory Plan Amendment Application must include:

- ✓ Fees as prescribed by City Council
- ✓ Statutory Plan Amendment Application Form
- ✓ Required Technical Studies and/or Updates
- ✓ The Plan Amendment
- ✓ Records from Public Consultation

## Public Hearing

The final step in the Statutory Plan amendment process is a Public Hearing by City Council. It provides a final opportunity for the public to let any concerns be known and voice their support or non support for the amendment. If the amendment is approved by Council, it becomes a part of the bylaw and all development must comply with the amendment.

## 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:<br>(MM/DD/YYYY)   | _____ |
| Completion Date:<br>(MM/DD/YYYY) | _____ |
| Fees Paid \$                     | _____ |

## STATUTORY PLAN AMENDMENT APPLICATION

PLEASE PRINT

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

**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.

STATUTORY PLAN AMENDMENT APPLICATION CHECKLIST

In addition to the information required on the Statutory Plan Amendment Application form, the following information is required in support of Statutory Plan Amendment Applications:

- 1. The appropriate application fee (\$1,687.00 for MDP amendments and \$10,979.80 for an ASP/ARP amendment).
- 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 (if required)
- 5. The Plan Amendment
- 7. Owner 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

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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)*