

LUB amendment - Application

For office use only

File number _____

Date of receipt of application as complete _____

Advertising fee submitted _____

Application fee submitted _____

This form is to be completed in full wherever applicable by the **registered owner of the land or by an authorized person** acting on behalf of the owner.

1. Name of registered owner(s) of land to be subdivided _____ Address, postal code, and telephone number (home and work) _____

2. Authorized person acting on behalf of the registered owner _____ Address, postal code, and telephone number (home and work) _____

3. Legal description and area of land to be subdivided
 All/part of the _____ ¼ section _____ township _____ range _____ west of the 4th meridian
 Being all/parts of lot _____ block _____ plan _____ C.O.T. No. _____
 Area held in current title(s) _____ hectare _____ acres

4. Purpose of application _____

Registered owner of person acting on his behalf

I, _____ hereby certify that I **a) am the registered owner or b) am authorized to act on behalf of the registered owner(s)**, and that the information given on the form is complete and is, to the best of my knowledge, a true statement of the facts relating to this application. I/We hereby give my/our consent to allow Council or a person appointed by it the right to enter the above land with respect to this application only.

Signed _____

Home phone _____ work phone _____

Date _____

Authorization from registered owner(s) of land subject to amendment

Registered owner's signature _____

Collection and use of personal information
 This personal information is being collected in accordance with the Municipal Government Act (MGA) and is protected by the privacy provisions of the Freedom of Information and Privacy Act (FOIP), unless disclosures are authorized under the LUB. This information will be used to process and approve the application. If you have any questions about the collection and use of your information, contact Town of Legal FOIP Coordinator at 780-961-3773.

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Date of first reading _____

Public hearing advertisements _____

Date of public hearing _____

Date of second reading _____

Date of third reading _____

Additional comments _____

- Application form (2 copies)
- Current certificate of Title(s)
- Proposed LUB amendment document (4 copies)
- Fees (application and advertising)

Information required accompanying any Land Use bylaw amendment approval – application

Note: An application for land use bylaw amendment approval can only be made by the registered owner of the land that is the subject of the application or a person authorized to apply on his/her behalf.

An application for land use bylaw amendment approval will only be accepted by the Town when **all** of the following information has been submitted.

1. Application fee
 - a. The application fee of \$2500 must be included
2. Application form (1 original)
 - a. Application for Land Use bylaw (LUB) amendment approval form must be completed in its entirety.
 - b. The name, address, and telephone number(s) of the registered owner(s) and the authorized person(s) acting on behalf of the registered owner(s) must be printed in the proper areas on the application form. The application must be signed by one of the above mentioned persons. If a person is acting on behalf of the registered owner(s), it is essential that the owner(s) sign the authorization at the back of the application form. Please note that if a company or individual is the owner of the said land under an agreement for sale as indicated by caveat on the back on the certificate of title, please submit a copy of the signed agreement for sale or caveat along with the application. In those instances where making an application on behalf of a developer which has an option on the land, this office also requires a written authorization form from the developer.
3. Current copy of Certificate of Title
 - a. A current copy of the title as it now exists at Land Titles Office can be obtained from any **licenses and registrations office**.

- b. If there are any caveats or easements registered on the title pertaining to the Town (i.e. deferred reserve caveats or utility easements) please submit copies of these documents along with the application.
4. Proposed LUB amendment document outlining the following (4 copies)
- a. Purpose of LUB amendment. A clear and concise statement of the development objectives, use, and naming of this bylaw.
 - b. Compliance with the Municipal Development Plan and applicable Town policies/standards. A short statement on the plan's compliance with applicable existing statutory plans and Town policies/standards.
 - c. Definition of the LUB amendment area and relationship with surrounding lands. A precise delineation of the plan's geographic boundaries, and a concise statement on the plan's relationship and linkages with surrounding lands, such as roads and walkways, school/park sites and accessibility, environmental features, etc.
 - d. Land use, population, and development density policies and plans for all private, semi-public, and public lands, and their location with statistics on percentages of total land area and gross developable area calculations.
 - e. Transportation policies and plans for arterial roads, major and minor collectors, public and school transit routes, pedestrian and bicycle routes, and their locations including, if the development may impact traffic on provincial highways or intersections of municipal roads with provincial highways, a Traffic Impact Assessment.
 - f. Utility servicing policies and plans for major water, sanitary sewer, storm management, electric power, natural gas, and other systems, and their locations.
 - g. Other policies and plans as specified by the Town to address any unique circumstances of the LUB amendment area.
 - h. Metric plans and maps at a minimum scale of 1:5000 and the appropriate graphs to support the area structure plan policies, including (where appropriate¹) but not limited to the following:
 - i. A legal composite map showing the amendment area,
 - ii. Other plans and graphs to illustrate clearly the requirements of d-k above for the amendment area, including but not limited to the requirements of iii.-vii. listed below:
 - iii. Proposed land ownership pattern,
 - iv. Proposed land features, water bodies, tree covers, environmental protection, and wildlife areas,
 - v. Proposed land use and densities,
 - vi. Proposed roads, pedestrian/bicycle routes, transit routes, and utilities,
 - vii. Proposed development phasing scheme.

If colours are used please ensure that all map and graphic information is readable in both colour and black and white.

Checklist

- ✓ Appropriate application fee
- ✓ Application form – 1 original
- ✓ Current copy of Certificate(s) of Title
- ✓ Proposed LUB amendment document – 4 copies
- ✓ Completed right-of-entry

¹ Where this information has already been submitted as part of an Area Structure Plan application only (i) will be required.