

IMPORTANT NOTICE:

A Land Use Bylaw Amendment Application will only be processed when it is completed in its entirety. In order for the application to be considered complete, it must include the required items indicated below AND any applicable additional supportive information requested as indicated below or during the process of reviewing your application. All required information must be attached to the application.

INCOMPLETE APPLICATIONS MAY BE RETURNED OR EXPERIENCE DELAYS

Note: The Development Authority has up To 40 DAYS after receipt of a COMPLETE APPLICATION to issue a final decision. Safety Codes permits will also be required for development of any structures regulated under the Safety Codes Act.

Required Items. (Applicant: Please check off (☑) each item to verify that the required information is attached.)

Documents and Drawings submitted with an application shall be legible. ALL Drawings MUST BE submitted to the County in digital format. If colors are used, please ensure that all map and graphic information is readable in both: color and black and white.

- Pre-application Meeting.** Held with Planning & Development on (Date: _____)
- Land Use Bylaw Amendment Form.** Must be fully completed and signed by applicant and registered owner(s).
- Application Fees.** As per County Fee Schedule payable in cash or debit card, or by cheque or money order to *County of Vermilion River*.
- Certificate of Title (if map amendment).** Obtained from a Registries office within **30 days** prior to the application. (Otherwise, Planning & Development will obtain one for an additional fee). Include copy of any restrictive covenants, utilities right-of-way, easements, or County caveats registered on the title(s).
- Rural Address.** To be obtained and signage paid for (required for all homes built on rural properties after June 1, 2015).
- Land Use Map.** A legible map showing the location, dimensions and boundaries of the land to be amended and the land uses 1/2 a mile adjacent to the 1/4 Section of the proposed amendment.

Additional Supportive Information Required

Documents submitted with an application shall be legible. ALL Drawings MUST BE submitted to the County in digital format. If colors are used, please ensure that all map and graphic information is readable in both: color and black and white.

- Public Consultation.** Provide details of the proposed community consultation, including the pre-application consultation with potentially affected landowners.
- Other:**

Acknowledgement

I / We, the Applicant and/or registered owner/s understand that failure to provide complete and accurate information to satisfy all the required items for my application may deem my application incomplete and may result in project processing delays*. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in an issued permit becoming null and void.

Applicant Signature

Registered Owner Signature

Registered Owner Signature

Print Name

Print Name

Print Name

The personal information requested on this form is being collected by the County of Vermilion River for purposes provided under Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have any questions about this collection, contact the County Administrator at (780)846-2244 or (780)853-5492.

***All development and construction that occurs prior to permit issuance may be subject to penalty fees. A Stop Order may also be issued.**

LAND USE BYLAW AMENDMENTS PROCESS/GUIDELINES

Below are the requirements for all Land Use Bylaw Amendment applications. Further requirements specific to your application are included in the checklist.

1. Introduction

All amendments to the Land Use Bylaw shall be made by an amending Bylaw in accordance with the Municipal Government Act.

2. Applicant

City Council may initiate amendments to the Land Use Bylaw, or any person may apply for an amendment. However, no person, other than the owner of a site, his authorized agent, or any person who has a legal or equitable interest in a site may apply to have the district designation of a site amended.

3. Method of Application

a. An application on the prescribed form shall be submitted to the Planning & Development Department and shall be accompanied by:

i. a statement of the reasons for the application;

ii. payment of fees:

1. Text or Map Amendment: \$1,200 ea.

iii. in the case of an application to amend the district designation of a site (Map Amendment):

1. a copy of the certificate of title for the site issued no more than 30 days prior to the date of the application;

2. evidence satisfactory to the Development Authority/Officer that the application is authorized by the registered owner of the site, if the registered owner is not the applicant; and

3. a map of an appropriate scale indicating the location of the site and its relationship to existing land uses and developments as indicated in the checklist.

iv. In the case of a Text Amendment:

1. A statement explaining the reasons for the proposed change and why the current text is considered not appropriate.

4. Applications Procedure

a. An application to amend the Land Use Bylaw shall be referred by the Development Authority/Officer for comments. In addition, the applicant will arrange for the preparation of the appropriate amending Bylaw and its presentation to Council for First Reading.

b. After the proposed amending Bylaw receives First Reading, the Development Authority/Officer shall forthwith cause to be published, in the local newspaper as required by the Municipal Government Act, a notice of the proposed amendment stating:

i. The legal description of the land,

ii. The civic address of the property,

iii. The purpose of the proposed amending Bylaw,

iv. The one or more places where a copy of the proposed amending Bylaw may be inspected by the public during reasonable hours,

v. The one or more dates, places, and times that Council will hold a Public Hearing on the proposed amending Bylaw, which shall be at least five (5) days before the Public Hearing,

vi. An outline of the procedure to be followed by anyone wishing to be heard at the Public Hearing, and

vii. In addition to the legal advertising, written notice as required by the Municipal Government Act will be given to the assessed owner of the land involved as well as to each owner of adjacent land.

5. Public Notice and Hearing

- a. Council shall hold the Public Hearing at the time and place stated in the Public Notice, at which it may hear:
 - i. The applicant or a person acting for the applicant,
 - ii. Any person who claims to be affected by the proposed amending Bylaw,
 - iii. Any other person that Council agrees to hear, and
 - iv. Public Notice and Hearing of Land Use Bylaw amendments shall be conducted in accordance with the Municipal Government Act.

6. Council Decision

- a. Council, after considering the submissions made at the Public Hearing by various parties pertaining to the amending Bylaw, may at its sole discretion:
 - i. approve the amending Bylaw,
 - ii. approve the amending Bylaw with conditions, or
 - iii. refuse the amendment to the Bylaw.

7. Re-Application

- a. When an application for a Land Use Bylaw Amendment has been refused by Council, another application for the same or similar change may not be made by the same or any other applicant until six (6) months after the date of the refusal of the application.