

<b>POLICY NO:</b>	PD 007
<b>POLICY TITLE:</b>	SUSTAINABLE PLANNING AND DEVELOPMENT REQUIREMENTS
<b>DEPARTMENT:</b>	PLANNING & DEVELOPMENT
<b>APPROVAL DATE:</b>	24-12-12 (December 11, 2012)
<b>REVISION DATE:</b>	27-07-15 (July 28, 2015)
<b>REVIEW DATE:</b>	

**Policy Statement:**

The County of Vermilion River continues experiencing an increased amount of development within the municipality. As development pressures intensify, the need for an approval and finalization process that is more up-to-date and thorough, concerning both subdivision and development permit applications, has become evident. PD 007 intends to address this need by providing County the guidelines for the creation of a document (“checklist”) for the minimum requirements for development and/or subdivision of ASPs within the County of Vermilion River. The checklist created, from here on “Schedule A,” and is intended to be a stand-alone, living document. Schedule A shall be used as an example for this policy and may be updated from time to time by administration to assure that the most current practices are being followed.

Adopting Policy PD 007 will ensure that the County receives a complete package of information, which contains all relevant and up-to-date documentation with concise and usable information. The responsibility for the organization and submission of information is that of the applicant.

**Purpose:**

1. Provide applicants the information requirements necessary to allow consideration and timely decision making by Administration and / or Council regarding subdivision and development applications.
2. Provide clarity regarding the applicant’s responsibilities concerning subdivision and development within the County.
3. Provide a greater level of detail in prediction of possible costs associated with the development and/or subdivision.
4. Provide a framework for applicants regarding a) responsibilities b) possible costs (e. g. roadwork, drainage), and c) applicable Municipal, Provincial and Federal Bylaws, Acts, and Regulations to consider regarding subdivision and development within the County.

## **Definitions:**

**“Policy Framework”** shall mean all those applicable Municipal, Provincial and Federal Bylaws, Acts, and Regulations to consider regarding subdivision and development within the County.

**“Applicant”** shall mean the agent submitting an application for subdivision or development of land or property.

**“Developer”** shall mean an owner, agent or any person, firm or company required to obtain or having obtained a development permit to build on or improve on land or property.

**“Multi-lot”** shall mean a subdivision or development that will create five (5) or more parcels on a quarter section, as per County of Vermilion River Municipal Development Plan, regardless of location in the County.

**“Site Plan”** essentially a drafted view of the proposed area of construction, identifying all pertinent adjacent landscaping, bodies of water, roads, and buildings, and may also locate or identify features that may affect construction, such as rights-of-way, buried utilities, or soil conditions.

**“Schematic Drawings”** refers to the drafted documents that establish the general scope, scale, and relationships among the components of the project, the placing of the proposed building on the building site, along with the various necessary site improvements such as landscaping, walkways, roads, utilities connections, and service drives.

**“Agent”** shall mean a representative lawfully entitled to make decisions, enter agreements, signing-off, and / or securing works and actions related to the subdivision of a property or a development project on behalf of the owner or developer, respectively.

**“Development Agreement”** shall mean an agreement with the County pursuant to the Municipal Government Act. To ensure compliance with the conditions in the agreement, the County may be protected by caveat registered in favour of the County. The agreement will include any and all provisions determined necessary by the Development Authority.

## **Policy:**

1. The minimum information required for submission from all applicants to the County of Vermilion River shall be, but not limited to, the information identified under section 5 of this policy. Furthermore the Planning and Development department may require that a checklist be filled out, which shall be approved by the Director of Planning & Development.
2. The developer remains accountable for ensuring the design and construction of infrastructure addresses the specific needs of the site and integration to existing infrastructure. The County of Vermilion River shall require a final package of the minimum information prior to deeming the submissions as ‘complete’ and providing consideration of the proposal.
3. The current version of all referenced Acts, Policies, Regulations, or Bylaws shall constitute the policy framework applicable for development within the County of Vermilion River.
4. The submittal of a completed Schedule A will be required as part of the following type of development and / or subdivision applications:
  - a. Multi-lot Residential, Business, Commercial, Industrial Subdivision

- b. Single Lot Business, Commercial, Industrial Subdivision
- c. Business, Commercial, Industrial Development Application

**Important note:** In accordance with Policy PD 011, submitting a detailed Area Structure Plan (ASP) must precede submission on an application for subdivision for all multi-lot developments that would create more than four (4) out of a quarter section. (MDP 4.1.3.21)

**“Schedule A” Required Items:**

1. The following is an outline of the minimum requirements contained in Schedule A. Please note that this document may be periodically updated in order to ensure that the most current practices are in place. When referring to SCHEDULE A, be sure it is the most current version.
  - a. A preliminary meeting with Planning and Development
  - b. Right of ownership and authorization to contract
  - c. Titles and covenants
  - d. Land Use and policy compliance statement
  - e. Justification of variances requested, if any.
  - f. Abandoned wells information
  - g. Declaration of developer’s agents scope of work
  - h. Fees and costs
  - i. Site plans
  - j. Schematic drawings
  - k. Utility plans
  - l. Site stormwater management plans
  - m. Site grading plans
  - n. Landscaping plans
  - o. Signage
  - p. Development Agreement
  - q. Other supporting information depending on site conditions