

POLICY # PD 007	SUSTAINABLE PLANNING AND DEVELOPMENT REQUIREMENTS
------------------------	--

APPROVAL DATE:	December 11, 2012 (24-12-12)	CROSS-REFERENCE:	
RESPONSIBILITY:	Planning & Development Department		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	July 28, 2015 (27-07-15); February 2022 (2022-02-72)	REVIEW DATE:	February 22, 2022

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 the County the guidelines for the creation of a checklist for the minimum requirements for larger developments and/or subdivisions (ASPs/SDPs) 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.

OBJECTIVE

1. Provide the 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. To provide the adjacent or otherwise impacted properties of information considered at the time of development and/or subdivision.
 5. 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.

SCOPE

INTERNAL STAKEHOLDERS	EXTERNAL STAKEHOLDERS
Administration	Developers
Council	

DEFINITIONS

Council shall mean the County of Vermilion River Council.

Agent shall mean a representative lawfully entitled to make decision, 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.

Applicant shall mean the agent submitting an application for subdivision or development of land or property

Area Structure Plan (ASP) shall mean a subdivision and/or development of more than four (4) parcels per quarter, as per County of Vermilion River Municipal Development Plan, regardless of location in the County. ASPs are documents that are approved by County Council as bylaws (statutory document) to provide a framework for the development of lands for residential, business, commercial, and industrial purposes. They ensure that development is conducted in a manner that is consistent with the goals, objectives, and policies of the County. ASPs are prepared in accordance with the Municipal Government Act, Subdivision and Development Regulation, and the County's Municipal Development Plan.

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.

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

Policy Framework shall mean those applicable Municipal, Provincial and Federal Bylaws,

Acts and Regulations to consider regarding subdivision and development within the County

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

Site Development Plan shall mean a plan specifically focused on one area (non-statutory document) within an established Area Structure Plan. This plan is more detailed in regards to development.

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

GUIDING PRINCIPLES

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. An ASP will be required if a proposal is more than four (4) parcels per quarter that are clustered and using a common access road, regardless of location in the County.
5. A Redesignation Bylaw will be processed in conjunction with the ASP Bylaw if it is needed.
6. The submittal of a completed Schedule A will be required as part of the following type of development and/or subdivision applications:
 - a. Area Structure Plans
 - b. Single Lot Business, Commercial, Industrial Subdivision
 - c. Business, Commercial, Industrial Development Application

7. **“Schedule A” Required Items:**

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 contact
 - 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
8. The County will establish minimum standards for roads, drainage, engineered studies, and information that will be required, which may be amended from time to time.
9. Development charges will be based on the work required to develop the parcel and adjacent infrastructure.
10. The Developer may be responsible for widening, upgrades, and/or completion of all required roadwork and infrastructure located beyond the development's property line to the satisfaction of County Standards.
11. All widening, upgrades, and/or completion of roadwork as a condition of subdivision and/or development approval that the County may require are subject to the provisions established in PD 003 and the sole responsibility of the Developer.

Implementation of the Area Structure Plan (ASP) or Site Development Plan (SDP)

As a condition of the subdivision, the Developer will be required to enter into a “Development Agreement” as per Part 17 of the Municipal Government Act in order to deal with any commitments and the implementation of the ASP including:

1. The Developer will acknowledge the internal and external adjacent road work(s) and surface criteria that the County has established and that this will require an irrevocable letter of credit, as set out in Policy AD 021, with a cost escalation clause to guarantee the work is completed to the County Standards and satisfaction with the requirement that:

- a. The Developer must achieve the ultimate standard and surfacing before the County will sign off on any road – surfacing to be completed upon 80% development or two (2) years, whichever is sooner.
 - b. Internal road surfacing must extend into approaches for each parcel to the property line.
 - c. A corner parcel may affect two adjacent roads.
 - d. A central parcel may affect one adjacent road and other landowners.
 - e. A three (3) year warranty from the date of acceptance by the County on all surfacing and underground work as per Policy AD 021.
2. The Developer will acknowledge that they may impinge on a road that is not adjacent but provides access and may require an off-site levy requirement.
 3. The County accepts that phasing can impact when road surfacing will be required:
 - a. If a phase is 80% developed within two (2) years, whichever is sooner, and will be turned over to the County for maintenance even though other phases are not complete.
 - b. Should road maintenance of phasing require travel through undeveloped phases, then road surfacing may be required prior to the phase being completed.
 4. The County will not accept lots within the subdivision as collateral for the Development Agreement.
 5. The Developer will acknowledge that the development will be carried out as approved. Modifications or amendments that, under the determination of the Development Authority, constitute a major change to the approved ASP/SDP will require a new application and Schedule A to be presented. New assessments might need to be conducted.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Director of Planning and Development
MONITORING REVIEWS AND REVISIONS	Director of Planning and Development in conjunction with the Executive Secretary
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Chief Administrative Officer