



APPLICATION
Heartland Area Structure Plan Amendment Approval

Planning and Development Department, 5303 – 50 Avenue, Lamont, Alberta T0B 2R0 Phone (780) 895-2233 Fax (780) 895-7404

For office use only

File number _____

Date of receipt of application as complete _____

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 which ASP applies _____ 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
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 Area Structure Plan _____

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 Area Structure Plan

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). 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 the Director of Planning and Development, Lamont County at (780) 895-2233.

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Date of public information meeting _____
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)
- Plan/amendment (40 copies)
- Design brief (12 copies)
- Public information program
- Fees (application and advertising)

Information required to accompany any Area Structure Plan Approval OR Amendment Approval – Application

Note: An application for Area Structure Plan/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 Area Structure Plan/Amendment Approval will only be accepted by the County when **all** of the following information has been submitted.

1. Application fee
 - a. The application fee must be included in accordance with County Bylaws. (see fee schedule for applicable fees)
2. Application form (1 original)
 - a. The application for Area Structure Plan/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 Lamont County (i.e. deferred reserve caveats or utility easements) please submit copies of these documents along with the application.

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4. Proposed Plan/Amendment document outlining the following (12 hard copies plus 2 CD or DVD copies)
 - a. Purpose of Plan/Amendment. A clear and concise statement of the development objectives, use, and naming of this Area Structure Plan.
 - b. Compliance with the Municipal Development Plan and applicable County policies/standards. A short statement on the Area Structure Plan’s compliance with applicable existing statutory plans and County policies/standards.
 - c. Planning forecasts and effective time period of the Area Structure Plan. A summary of development planning forecasts for the Plan Area; and a clear statement on the Plan’s effective time period or the inclusion of a sunset clause specifying a date for the Plan’s termination or conditions for its continuation if suitable.
 - d. Definition of the Area Structure Plan 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.
 - e. Policies and plans addressing environmental protection, habitat, and tree retention elements.
 - f. 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.
 - g. Transportation policies and plans for arterial roads, major and minor collectors, public and school transit routes, pedestrian and bicycle routes, and their locations.
 - h. Utility servicing policies and plans for major water, sanitary sewer, storm management, electric power, natural gas, and other systems, and their locations.
 - i. Urban design, landscaping, and architectural policies and proposals.
 - j. Other policies and plans as specified by the County to address any unique circumstances of the Area Structure Plan area.
 - k. Proposed development phasing.
 - l. Maps (in metric) at a minimum scale of 1:5000 and appropriate graphs to support the Area Structure Plan/Amendment’s policies, including but not limited to the following:
 - i. A legal composite map showing the Area Structure Plan/Amendment area,
 - ii. Other plans and graphs to illustrate clearly the requirements of items d. to k. above for the Plan/Amendment area, including but not limited to the requirements of iii. to vii. listed below:
 - iii. Land ownership pattern,
 - iv. Current and proposed land features, water bodies, tree covers, environmental protection, and wildlife areas,
 - v. Proposed land use and densities,
 - vi. Proposed roads, pedestrian/bicycle routes, and utilities,
 - vii. Proposed development phasing scheme.

Use of colours should be avoided.

5. Design brief (12 hard copies plus 2 CD or DVD copies).
6. Public information program.

Checklist

- ✓ Appropriate application fee
- ✓ Application form – 1 original
- ✓ Current copy of Certificate(s) of Title
- ✓ Design brief (12 hard copies plus 2 CD or DVD copies)
- ✓ Proposed plan/amendment document (12 hard copies plus 2 CD or DVD copies)
- ✓ Completed right-of-entry
- ✓ Public information program