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For Office Use Only

 File #: _____ Date Received: _____
 Fee: _____ Receipt #: _____
 Roll #: _____ Division: _____
 Bylaw #: _____ Within ASP: _____
 File Manager: _____

NATURE OF APPLICATION (check box)

- Redesignation
 Textual Amendment to Land Use Bylaw
 Amendment to Direct Control District
 New Direct Control District

PRE-APPLICATION MEETING

 Date of Meeting: _____ Planner(s) in Attendance: _____
 Applicant(s)/Owner(s) in Attendance: _____
 Result of Meeting: _____

OWNER AND APPLICANT INFORMATION

 Name of Registered Landowner(s): _____
 Mailing Address: _____ City: _____
 Province: _____ Postal Code: _____ Email: _____
 Phone: Home _____ Work _____ Cell _____

 Applicant: _____
 Mailing Address: _____ City: _____
 Province: _____ Postal Code: _____ Email: _____
 Phone: Home _____ Work _____ Cell _____

Do you want communication/documents sent to you via email?

- Yes Provide email _____
 NO (If no, all communication will be sent via Canada Post to the applicants address identified below which may delay the process.)

LEGAL LAND DESCRIPTION

 Long Legal: Part of the _____ Section _____ Township _____ Range _____ Meridian W4 (Eg: SW-3-24-25-W4)
 Short Legal: Plan _____ Block _____ Lot _____ Descriptive (if applicable) _____
 Rural/Civic Address: _____



LAND USE BYLAW AMENDMENT
Application

Size of existing parcel(s): _____ acres

Size of proposed parcel(s): _____ acres

EXISTING AND PROPOSED USE OF LAND (as prescribed in the Land Use Bylaw)

Existing Land Use District _____

Proposed Land Use District _____

Description of proposed new development on site: _____

WATER AND SEWER SERVICE

Current Water Supply Used

[] dugout [] well [] municipal service [] cistern and hauling [] none [] other - please describe _____

Proposed Water Supply

[] dugout [] well [] municipal service [] cistern and hauling [] none [] other - please describe _____

Current Sewage Disposal Used

[] open discharge [] tile field [] municipal service [] sewage lagoon [] holding tank [] none [] other _____

Proposed Sewage Disposal

[] open discharge [] tile field [] municipal service [] sewage lagoon [] holding tank [] none [] other _____

PURPOSE OF THE APPLICATION

Explanation of future intentions about the subject property/properties and description of the reasons for making this application:

Multiple horizontal lines for text entry.

COMPLIANCE OF THE PROPOSED LAND USE BYLAW AMENDMENT WITH THE FOLLOWING WHEATLAND COUNTY DOCUMENTS - Explanation and justification of this proposed Area Concept Plan in compliance with the following documents.

Intermunicipal Development Plan
<hr/> <hr/> <hr/>
Regional Growth Management Strategy
<hr/> <hr/>
Municipal Development Plan
<hr/> <hr/> <hr/>
Area Structure Plan (Identify which Area Structure Plan)
<hr/> <hr/>
Area Concept Plan
<hr/>

REGISTERED LANDOWNER(S) OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

 I, _____ hereby certify that
 (Print Full Name)

 I am the registered owner(s), or I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for an Area Concept Plan.

 Signature

 Print Name

 Date



LAND USE BYLAW AMENDMENT Application

RIGHT OF ENTRY

I hereby authorize representatives of Wheatland County and referral agencies to enter my land for the purpose of conducting a site inspection with respect to my development application.

This right is granted pursuant to Section 542(1)(a)(b)(c) of the Municipal Government Act.

Signature of Registered Landowner(s)

Date



AFFIDAVIT VERIFYING CORPORATE SIGNING AUTHORITY

I, _____, of _____ make oath and say:

1. I am an officer or director of _____ being the corporation named in the Land Use Redesignation / Subdivision / Area Concept Plan / and/or Area Structure Plan application as submitted to Wheatland County affecting lands legally described as: _____
2. (a) I am authorized to sign the Land Use Redesignation / Subdivision / Area Concept Plan / and/or Area Structure Plan application(s) on behalf of the corporation without affixing a corporate seal; and
(b) I am authorized to sign a letter appointing an agent to act on behalf of the corporation regarding the Land Use Redesignation / Subdivision / Area Concept Plan / and/or Area Structure Plan application(s) without affixing a corporate seal; and

I hereby appoint _____ as our agent for the above mentioned Application(s).

Print Name

Signature
(Affix Corporate Seal here)

If Corporate seal not used

SWORN before me at _____) in the _____) this _____ day of _____ A.D. 20____) _____ Commissioner of Oaths In and For the Province of Alberta



LETTER OF AUTHORIZATION

I (We), _____ being the Landowner(s) of

Lot ____ Block ____ Plan _____; NW / NE / SE / SW Section ____ Township ____ Range ____ W4M.

Give _____ permission to act on my (our) behalf for the purposes of the (please circle that which applies):

Redesignation / Subdivision / Concept Plan / Area Structure Plan

application affecting the above noted property as submitted to Wheatland County.

Signature

Date

Signature

Date



PEER REVIEW OF TECHNICAL STUDIES

The Wheatland County Planning and Development Fee Schedule states **additional fees may apply if a review from outside consultants is required **e.g. Engineering.

Wheatland County requires a professional peer review of all technical documents (e.g. Transportation Impact Assessments, Environmental Site Assessments, Stormwater Management Studies and Groundwater Evaluations, etc.) submitted in support of a planning application.

In addition, Wheatland County may require preparation of development agreements (for road construction, stormwater facilities, etc.) once a subdivision application or development permit is approved.

Peer reviews and development agreements are performed by County staff and outside consultants.

Date: _____ Legal Description: _____

Owner(s): _____

I am aware 50% of the total engineering fees may apply for peer reviews and the preparation of development agreements and hereby give my consent for billing purposes.

Owner(s) Signature

TENTATIVE PLAN CHECKLIST FOR PLANNING APPLICATIONS

Tentative plans must be professionally prepared by an Alberta Land Surveyor (ALS). The following information is required on tentative plans for all planning applications.

APPLICANT	OFFICE USE	REQUIRED ITEMS WITH DIMENSIONS
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • North arrow
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Municipal address (street address) if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Legal address (quarter section and/or plan /block/lot)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • The accurate location, dimension, areas (ac+/- and ha+/-), and boundaries of the proposed subdivision in relation to the rest of the titled lands affected by this application
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Existing & proposed property lines
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Adjacent county roads, provincial highways and any public pathway or trails adjacent to the site, dimensioned from the property lines
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Existing and proposed access to the new lots must be indicated (please note: each lot requires both physical and legal access to an existing / proposed public road)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Identify location of easements, utility / access right-of way, railways, canals or any other feature on or adjacent to the property
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Location of existing and proposed site grades, contours and any special topographical features or site conditions (eg: escarpments, break of – slope, and unstable areas)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Natural and man-made features such as sloughs, dugouts, wetlands, and/or other bodies of water, rivers, creeks, and intermittent water courses and wooded areas along with shelterbelts
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Existing and proposed land use districts (if applicable) as per the Land Use Bylaw
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Foundation, outline of dwellings, all accessory structures, farm structures, complete with all dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Location of existing water wells and septic fields/tanks.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • An accurate location of all existing buildings (temporary and permanent), driveways and road approaches on property within their distances to existing and proposed property lines.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Floodway, flood fringe and overflow
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Location of any sewage treatment facilities / lagoons
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Location of land fill sites
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Confined Feeding Operations (CFO)



LAND USE BYLAW AMENDMENT APPLICATION CHECKLIST

The following information must be included with your application. Without it, your application will be considered **incomplete** and it will not be processed until all the information has been supplied to the satisfaction of Wheatland County:

APPLICANT	OFFICE USE	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	APPLICATION FEE - Applicants are encouraged to contact staff to determine the proper fees required for their application.
<input type="checkbox"/>	<input type="checkbox"/>	APPLICATION FORM(S) - The form is to be completed in full and signed by the registered owners(s) of the land and/or the person authorizes to act on their behalf (if any).
<input type="checkbox"/>	<input type="checkbox"/>	LETTER EXPLAINING THE PROPOSAL AND ANY FUTURE DEVELOPMENT INTENTIONS - The letter should describe the reasons for making this application and reasons for approval.
<input type="checkbox"/>	<input type="checkbox"/>	TENTATIVE PLAN OF THE PROPOSED AREA - Tentative plan must be professionally prepared by an Alberta Land Surveyor (ALS) and show all required information demonstrating the proposed development is achievable. See attached Tentative Plan Checklist for Planning Applications.
<input type="checkbox"/>	<input type="checkbox"/>	LETTER OF AUTHORIZATION - Required when the registered owner(s) grant you authorization to legally act on their behalf.
<input type="checkbox"/>	<input type="checkbox"/>	AFFIDAVIT, LETTER OF AUTHORIZATION, AND/OR COMPANY SEAL - Required when the registered owner(s) shown on the title of the property is listed as a Company and if you do have a Company Seal granting you authorization to legally act on behalf of the Company.
<input type="checkbox"/>	<input type="checkbox"/>	PEER REVIEW OF TECHNICAL STUDIES - The form is to be signed by the owner(s) of the land. Wheatland County requires that all technical documents submitted in support of a planning application be reviewed by the County's engineering consultant.
<input type="checkbox"/>	<input type="checkbox"/>	CURRENT CERTIFICATE OF TITLE - A current copy of the certificate of title, pulled within 30 days of the application submission date, can be obtained from any Provincial Registry Office.
<input type="checkbox"/>	<input type="checkbox"/>	CURRENT COPIES OF REGISTERED INSTRUMENTS ON THE CERTIFICATE OF TITLE - Including, easements, utility right-of-ways, restricted covenants, caveats.
<input type="checkbox"/>	<input type="checkbox"/>	WATER SUPPLY - The existing and proposed source of water must be indicated on the application forms and any supporting information must be attached to the application.
<input type="checkbox"/>	<input type="checkbox"/>	PRIVATE SEWAGE DISPOSAL SYSTEM (PSDS) MODEL PROCESS REPORT
<input type="checkbox"/>	<input type="checkbox"/>	STORM WATER MANAGEMENT STUDY
<input type="checkbox"/>	<input type="checkbox"/>	ENVIRONMENTAL SITE ASSESSMENT
<input type="checkbox"/>	<input type="checkbox"/>	WETLAND IMPACT ASSESSMENT
<input type="checkbox"/>	<input type="checkbox"/>	BIOPHYSICAL IMPACT ASSESSMENT



<input type="checkbox"/>	<input type="checkbox"/>	SLOPE STABILITY REPORT
<input type="checkbox"/>	<input type="checkbox"/>	GEOTECHNICAL STUDY
<input type="checkbox"/>	<input type="checkbox"/>	FLOOD RISK ASSESSMENT
<input type="checkbox"/>	<input type="checkbox"/>	TRAFFIC IMPACT ASSESSMENT
<input type="checkbox"/>	<input type="checkbox"/>	MARKET FEASIBILITY STUDY

Additional information may be required subsequent to a preliminary review or determined at a pre-application meeting and/or during circulation of the application for comments.