



# AREA STRUCTURE PLAN Application

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For Office Use Only

File #: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Roll #: \_\_\_\_\_ Division: \_\_\_\_\_  
Bylaw #: \_\_\_\_\_  
File Manager: \_\_\_\_\_

### 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: \_\_\_\_\_

Total area of the parcel of land within the Area Structure Plan: \_\_\_\_\_

Name of Area Structure Plan: \_\_\_\_\_

**AN AREA STRUCTURE PLAN SHALL CONTAIN THE FOLLOWING INFORMATION:**

|   |   |
|---|---|
| Future land use identifying residential (low and high density), commercial and industrial development nodes..       | Proposed methods of water supply, waste water disposal and storm drainage.  |
| Physical and Topographic features including proposed lot layout and phasing.  | Allocation of municipal and environmental reserve.  |
| Access, arterial roadways, collector roads, internal circulation, and ties to existing transportation network.      | Existing and proposed utility networks, easements and right-of-ways.  |
| Boundaries and phasing of future plan areas.  | Identify locations of open areas, school sites, emergency services sites, parks, trail networks, and proposed future areas. |
| Identify all wetlands, environmentally sensitive areas, impacts on adjacent uses, including provisions for buffers. | Table of contents, including purpose, objectives, vision of long term development, policies, goals, objectives, etc.        |
| Identify any oil wells and abandoned wells.   | Identify any sour gas wells within 1.5 kilometers.  |

**EXISTING AND PROPOSED USE OF LAND**

- a) Existing use of the land \_\_\_\_\_
- b) Proposed use of the land \_\_\_\_\_
- c) Number of proposed lots \_\_\_\_\_
- d) Current Zoning of parcel (as per the Land Use Bylaw) \_\_\_\_\_

**PHYSICAL CHARACTERISTICS OF LAND**

- a) Describe the nature of the topography of the land (flat, rolling, steep, mixed)  
 \_\_\_\_\_
- b) Describe the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc., sloughs, creeks, etc.)  
 \_\_\_\_\_
- c) Describe the kind of soil on the land (sandy, loam, clay, etc.)  
 \_\_\_\_\_

**EXISTING BUILDINGS**

Describe all buildings and any structures on the land and whether they are to remain, be demolished or removed:

- 
- residence
- 
- garage
- 
- shop
- 
- quonset
- 
- grain bin
- 
- none
- 
- other – please describe \_\_\_\_\_

**WATER AND SEWER SERVICE**

Current Water Supply Used

- 
- dugout
- 
- well
- 
- municipal service
- 
- cistern and hauling
- 
- none
- 
- other – please describe \_\_\_\_\_



# AREA STRUCTURE PLAN Application

### 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:

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## COMPLIANCE OF THE PROPOSED AREA STRUCTURE PLAN WITH WHEATLAND COUNTY DOCUMENTS

Explanation and justification of this proposed Area Concept Plan in compliance with the following documents.

|                                     |
|-------------------------------------|
| Intermunicipal Development Plan     |
|                                     |
|                                     |
|                                     |
| Regional Growth Management Strategy |
|                                     |
|                                     |
|                                     |
| Municipal Development Plan          |
|                                     |
|                                     |
|                                     |
| Other Plans                         |
|                                     |



**AREA STRUCTURE PLAN  
Application**

**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

**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



## ABANDONED WELL DECLARATION

The Municipal Government Act's Subdivision and Development Regulations requires Developers/Landowners to identify abandoned oil and gas wells, where present, to comply with setback requirements. If abandoned wells do exist, subdivision and development applications must show exactly where the wells exist, what the setback distances are (if setbacks are required) and how they have been taken into account. To assist Applicants in collecting the required information, the AER has released an "Abandoned Well Map Viewer" that provides the location, name of the licensee and status of abandoned wells across Alberta. This can be accessed through the AER Abandoned Well Map Viewer website.

Through use of the viewer, subdivision and development applications must contain the following:

1. A map of the search area from the viewer and a statement that there are no wells in the project area or;
2. A list and map identifying the locations of abandoned wells within the search area, including the surface coordinates, as provided by the viewer or AER Information Services;
3. A sketch of the proposed development incorporating the necessary setback area for each well.

*If No Wells are listed on site:*

I, \_\_\_\_\_ being the registered Owners(s) or Agent acting on behalf of the  
registered Owner(s) of \_\_\_\_\_  
(Legal Description)

Have reviewed information provided by the Alberta Energy Regulator (AER) and can advise that the information shows the absence of any abandoned wells within the site of proposed development.

DATED: this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*If Wells are listed on site:*

I, \_\_\_\_\_ being the registered Owners(s) or Agent acting on behalf of the  
registered Owner(s) of \_\_\_\_\_  
(Legal Description)

Do hereby confirm that I have done by due diligence as required by Alberta Municipal Affairs, Wheatland County and the AER, by obtaining required information from the "Abandoned Well Map Viewer" and/or through the AER Information Services, and hereby attach "Schedule A" containing a list and map identifying the locations of abandoned wells within the search area, including the surface coordinates, written confirmation that I have contacted the licensee for each well and that the exact location of each well has been confirmed, a sketch of the proposed development incorporating the necessary setback area for each well.

DATED: this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

***This form shall accompany all applications for Subdivision and Development Permits.***



## AREA STRUCTURE PLAN 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"/> | <b>APPLICATION FEE</b> - Applicants are encouraged to contact staff to determine the proper fees required for their application.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>APPLICATION FORM(S)</b> - 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"/> | <b>LETTER EXPLAINING THE PROPOSAL AND ANY FUTURE DEVELOPMENT INTENTIONS</b> - The letter should describe the reasons for making this application and reasons for approval.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>TENTATIVE PLAN OF THE PROPOSED AREA</b> - 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"/> | <b>LETTER OF AUTHORIZATION</b> - Required when the registered owner(s) grant you authorization to legally act on their behalf.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>AFFIDAVIT, LETTER OF AUTHORIZATION, AND/OR COMPANY SEAL</b> - 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"/> | <b>PEER REVIEW OF TECHNICAL STUDIES</b> - 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"/> | <b>CURRENT CERTIFICATE OF TITLE</b> - 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"/> | <b>CURRENT COPIES OF REGISTERED INSTRUMENTS ON THE CERTIFICATE OF TITLE</b> - Including, easements, utility right-of-ways, restricted covenants, caveats.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>PROVINCIAL APPROVALS</b> - Alberta Transportation, Western Irrigation District, Alberta Environment, etc.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>PHASING PLAN</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>PUBLIC CONSULTATION</b> - Open house and/or proof of circulation to adjacent landowners.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>STORM WATER MANAGEMENT STUDY</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>ENVIRONMENTAL SITE ASSESSMENT</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>WATER AND WASTE WATER SERVICING PLAN</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>WETLAND IMPACT ASSESSMENT</b>   |



|                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | LANDSCAPE PLAN                             |
| <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                   |
| <input type="checkbox"/> | <input type="checkbox"/> | HYDROGEOLOGICAL STUDY                      |
| <input type="checkbox"/> | <input type="checkbox"/> | HISTORICAL RESOURCES ASSESSMENT / OVERVIEW |
| <input type="checkbox"/> | <input type="checkbox"/> | ARCHITECTURAL GUIDELINES                   |
| <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.**



## 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"> <li>• North arrow</li> </ul>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Municipal address (street address) if applicable</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Legal address (quarter section and/or plan /block/lot)</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• 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</li> </ul>          |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Existing &amp; proposed property lines</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Adjacent county roads, provincial highways and any public pathway or trails adjacent to the site, dimensioned from the property lines</li> </ul>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• 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)</li> </ul>                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Identify location of easements, utility / access right-of way, railways, canals or any other feature on or adjacent to the property</li> </ul>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Location of existing and proposed site grades, contours and any special topographical features or site conditions (eg: escarpments, break of – slope, and unstable areas)</li> </ul>               |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• 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</li> </ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Existing and proposed land use districts (if applicable) as per the Land Use Bylaw</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Foundation, outline of dwellings, all accessory structures, farm structures, complete with all dimensions.</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Location of existing water wells and septic fields/tanks.</li> </ul>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• 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.</li> </ul>     |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Floodway, flood fringe and overflow</li> </ul>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Location of any sewage treatment facilities / lagoons</li> </ul>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Location of land fill sites</li> </ul>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Confined Feeding Operations (CFO)</li> </ul>   |