



TOWN OF CARSTAIRS

FOR OFFICE USE ONLY	
Date of Receipt	Accepted by
Fee Submitted	File No.
Decision	

Land Use Re-designation Application Form, Checklist and Fee Schedule

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all material submitted must be clear, accurate and legible. Only complete applications will be accepted. Thank you for your cooperation.

Please be advised that the information and materials required by the "Application Checklist" is part of this application.

APPLICANT/OWNER INFORMATION

Name of Applicant _____ Email _____

Mailing Address (include postal code) _____

Telephone (B) _____ (H) _____ Fax _____

Registered Owner (if not applicant) _____

Mailing Address (include postal code) _____

Telephone (B) _____ (H) _____ Fax _____

LEGAL DESCRIPTION

Lot _____ Block _____ Plan _____ in the _____ ¼ section _____ Township _____ Range _____
West of the _____ meridian

Municipal Address (if applicable) _____

Total area of the above parcel of land to be subdivided is _____ hectares (_____ acres)

AMENDMENT PROPOSED

Existing Land Use Designation (according to the Land Use Bylaw) _____

Proposed Land Use Designation _____

To accommodate (describe the proposed development) _____

REGISTERED OWNER OR PERSON ACTING ON HIS/HER BEHALF

I _____ hereby certify that I am the registered owner
(please type or print full name) I am authorized to act on the owner's behalf

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 land use re-designation.

Signed

Dated

Application Checklist

The following information must be included with your application. If this information is not provided at the time the application is submitted, your application will be deemed incomplete and it will not be processed until the information is provided.

- Completed Application form
- Current copy of the **Certificate of Title(s)** search within 30 days prior to the application.
- Current copies of Restrictive Covenants, Utility Right-of-Ways, Easements or Town Caveats registered on Title
- Letter of Authorization from the Registered owner of the land authorizing their agent to make the application
- Provide the names of the principles if the parcel is owned by an incorporate or numbered company.
- Application fee as calculated from Council's approved **Fee Schedule** (next page).
- Coloured photographs (min. 4) of the site and adjacent area
- Applicant's submission sheet explaining the reason(s) for the Redesignation
- Five (5) copies of a Site Plan showing the land involved in the application and the existing land uses.

The Site Plan shall contain:

- Scale of Plans
- North Arrow, pointing to the top or left of page
- Municipal Address (i.e. street address)
- Legal Address (i.e. plan/block/lot)
- Plot and dimension property lines
- Location of existing buildings
- Location of free standing signs
- Bylawed setbacks
- Easements, Utility Right-of-Ways etc dimensioned and labelled
- Adjacent Street plotted and labelled,
- Curbs and sidewalks
- Access and egress points
- Topography and geodetic points

Land Use Re-designation Fee Schedule

TYPE OF DOCUMENT	FEE
Flat fee for the first 5 lots, if <u>outside</u> an Area Structure Plan Area	\$4,000.00
Flat fee for the first 5 lots, if <u>inside</u> of an Area Structure Plan Area	\$2,500.00
Plus per lot fee for each additional lot up to 50 lots	\$250.00
Plus per lot fee for each additional lot after 50 lots up to 100 lots	\$125.00
Plus per lot fee for each additional lot thereafter	\$100.00

* Additional fees may be required if the plan area is located within the Newly Annexed Lands.

** Pre-application fees will be based on an hourly rate as per current UMA Fee Schedule (UMA 2008 Fee Schedule is \$120.00 per hour)