

# TOWN OF CARSTAIRS



## PLANNING PROCEDURES POLICIES

Date: April 2009

Revised Date: April 2017

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# 1.0 Town of Carstairs Planning Acknowledgement Form

Town of Carstairs Planning Acknowledgement Form

The purpose of this charter is to provide confirmation that the proponent of a development has received and understands the policies, procedures, application process and other information provided in the Town of Carstairs Planning Requirements document.

I, on \_\_\_\_\_ acknowledge receipt of the Town of Carstairs Planning Requirements document. I understand that the onus is on the developer and/or applicant to review the information provided in the binder and understand its contents. If I have any questions, I will contact the Town of Carstairs Planning Department.

This binder may be issued either by the Town or the Town's Planner. In either case, a copy with the original signature will be retained and a copy made for insertion into the document.

This binder will be updated from time to time. Please ensure you contact the Town for any updates to supplement the information provided herein

\_\_\_\_\_  
Developer/Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Official

\_\_\_\_\_  
Date

## 2.0 Planning Process

### 2.1 Introduction and Purpose

Land use planning deals with the management of growth in a responsible, effective and economic manner. It takes into account a variety of issues such as compatibility, environment, health, aesthetics, equity and efficiency. Land use planning has evolved to provide planning policies which respond to the development and preservation of communities, the conservation of the natural environment, the protection of cultural heritage and the promotion of healthy communities through improvements to the quality of life.

Land use planning in Alberta is governed by the Municipal Government Act (M.G.A) and the Subdivision and Development Regulations. There are a number of other documents that influence the planning process such as The Land Titles Act and The Water Act.

### 2.2 Municipal Government Act

Planning within the Province of Alberta is governed by the Municipal Government Act (MGA). The MGA establishes a hierarchy of plans and develops statutory guidelines for the development and adoption of municipal improvements. Procedures for preparing and implementing planning policies are outlined within the MGA along with the relevant planning material to be considered during the planning process.

The purpose of the Planning & Development Section within the Municipal Government Act:

“Is to provide means whereby plans and related matters may be prepared and adopted

- a) To achieve the orderly, economic and beneficial development, use of land and patterns of human settlement, and
- b) To maintain and improve the quality of the physical environment within which patterns of human settlement are situated in Alberta, without infringing on the rights of individuals for any public interest except to the extent that is necessary for the greater public interest.”

The Municipal Government Act allows the Town of Carstairs to create statutory plans and a Land Use Bylaw. These plans and documents enable the Town to evaluate and make decisions on redesignation, subdivision, development and building issues. Figure 1 illustrates a hierarchy of planning documents and the planning process.

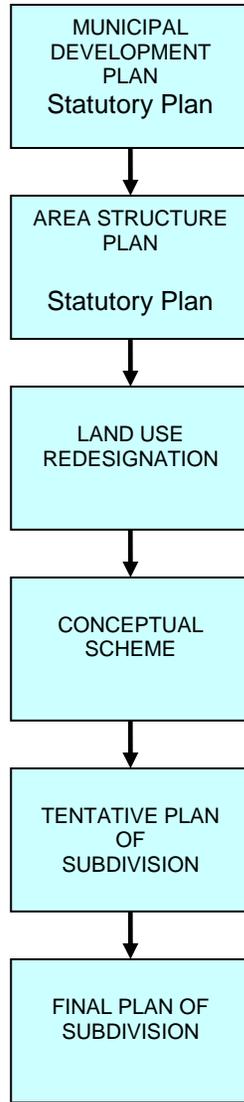


Figure 1 – Hierarchy of Plans

## 3.0 Municipal Development Plan

### 3.1 Purpose and Intent of the Municipal Development Plan (MDP)

The Municipal Government Act requires all municipalities to prepare and adopt a municipal development plan (MDP). The plan must address such issues as future land use and development within the Municipality, the provision of municipal services and facilities, and inter-municipal issues such as the future growth areas and the co-ordination of transportation systems and infrastructure. Although it is not required by the Act to prepare and adopt an MDP, the Town of Carstairs believes it is beneficial to do so.

The Carstairs Municipal Development Plan was approved by Council on September 27<sup>th</sup>, 2004. The MDP is the highest order statutory planning document which provides overall direction for development in the Town of Carstairs.

The overall purpose of the Carstairs Municipal Development Plan is to guide future growth and development to ensure that it is sustainable, orderly, appropriate, complementary, and efficient and that it enhances the quality of life for the citizens of Carstairs. The MDP is primarily a policy document that can be utilized as a framework for the physical development of the community within which both public and private sector decision making can occur. As a policy document, it is, for the most part, general in nature and long range in its outlook. The MDP provides the means whereby Council can evaluate immediate situations or proposals in the context of a long range plan.

# 4.0 Area Structure Plan

## 4.1 Purpose and Intent of an Area Structure Plan (ASP)

An Area Structure Plan (ASP) is a statutory plan prepared and adopted by bylaw according to the requirements of Section 633 and 636 of the Municipal Government Act (MGA). The purpose of an area structure plan (ASP) is to provide a framework for the subsequent subdivision and development of an area of land and evaluate how this plan impacts adjacent land or the existing community. It is the responsibility of Council, on the recommendation of staff, to determine if an Area Structure Plan will be required.

According to the Municipal Government Act, an Area Structure Plan must describe:

- I. the sequence of development proposed for the area,*
- II. the land uses proposed for the area, either generally or with respect to specific parts of the area,*
- III. the density of population proposed for the area either generally or with respect to specific parts of the area, and*
- IV. the general location of major transportation routes and public utilities, and*
- V. may consider any other matter that council considers necessary.*

Area Structure Plans deal with a range of technical issues pertaining to transportation, servicing, the location of schools, open space and commercial nodes along with the density and the type of permitted uses. Specific issues may also be addressed such as sour gas wells and environmental or geotechnical concerns.

Area Structure Plans are prepared in close consultation with landowners, developer, municipal service providers, outside agencies (e.g. school boards) and affected local interest groups.

## 4.2 Requirements of an Area Structure Plan (ASP)

The Town of Carstairs requires an Area Structure Plan to include:

- Vision statement and goals
- Natural environment – topographical features, vegetation, wildlife, etc.
- Physical or environmental constraints that may impact the development
- Future land uses
- Estimated population densities
- Open space and pathways
- Need and location of schools, public services or recreational facilities
- General location of major transportation routes servicing the area and impact on existing routes, including the general alignment of collectors and arterial roads
- Municipal utilities required to service the area and impact on existing utilities
- Preliminary stormwater management
- Social impact on the existing community

- Sequence of development (phasing)
- Any other matters Council may consider necessary.

\* Other studies listed below may be required depending on the specific site and the requirements of the Municipal Development Committee or Council.

- Geotechnical Report including Slope Stability Analysis (if slope is greater than 15%)
- Historical Resources Overview (may require an Historical Resources Impact Assessment (HRA))
- Phase I Environmental Site Assessment
- Transportation Impact Assessment (TIA)
- Master Drainage Plan
- Biophysical Assessment

### **4.3 Area Structure Plan (ASP) Approval Process**

A complete application for an ASP including written text, plans and supporting documentation is submitted for review to the Town of Carstairs planning staff. The planning staff may request additional information for clarification and further study depending on site specific circumstances. Once received, the application will be reviewed to ensure it conforms to the Municipal Development Plan. Variations from this document may result in a request to have the ASP amended or possibly refused. The proposed Area Structure Plan is also evaluated in terms of compatibility with adjacent uses and the community at large

After review of the ASP by the planning staff and the Municipal Development Committee (MDC), Council will be requested to give first reading of the bylaw. The ASP is circulated to municipal service providers, outside service agencies, and affected interest groups. An ASP requires public consultation including a minimum of one (1) open house and one (1) public hearing. The purpose of the open house is to provide information to the general public and to provide an opportunity for comments and questions to be addressed. The open house shall be arranged and organized by the applicant and the Town. Input received at the open house may be used to modify the ASP. A public hearing will be scheduled after first reading of the bylaw and the open house. The public hearing must be advertised for two weeks in a local newspaper and to adjacent landowners. A Public Hearing is held whereby interested parties are provided an opportunity to voice their concerns (in favour or against) on the application before Council. Council will then consider Second and Third reading of the amending Bylaw.

After consideration of the presentations made at the Public Hearing, Council may:

- a) Pass the ASP bylaw
- b) Make amendments considered necessary and pass the ASP bylaw as amended
- c) Defeat the bylaw

Once passed, the ASP bylaw becomes law and the framework for the development agreement.

All costs associated with advertising, conducting open houses, public hearings or professional assistance required by the Town to assess the application, will be the responsibility of the Developer.

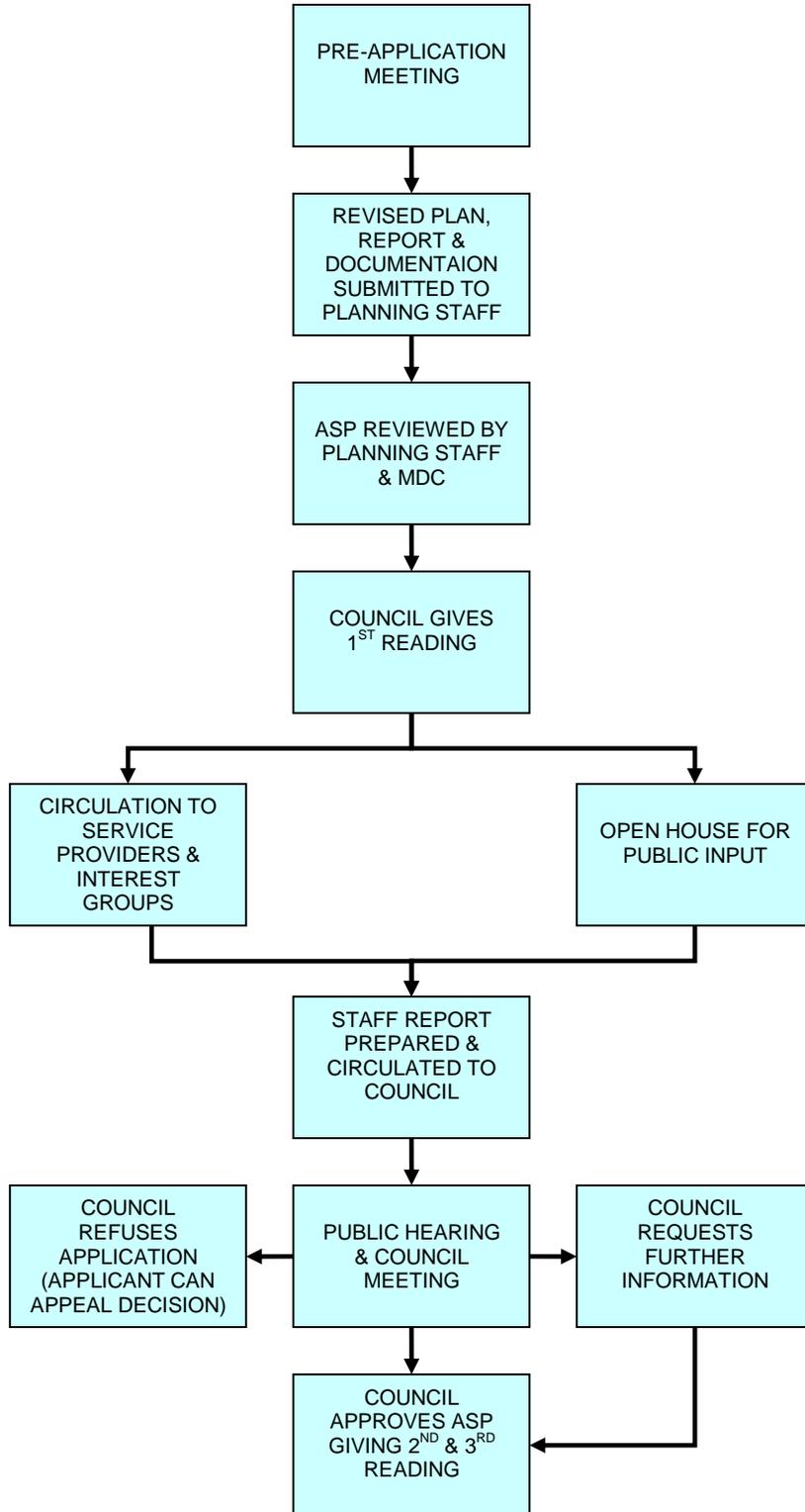


Figure 2 – Area Structure Plan Approval Process

# 5.0 Land Use Redesignation

## 5.1 Purpose and Intent of an Land Use Redesignation

The land use designation is the legal organization or control of the use and intensity of development on a parcel of land. Each designation or land use district includes a list of permitted and discretionary uses and the rules for each land use district. A land use amendment is required when a new use is added to a land use district or the landowner would like to change the land use designation of a site.

An application for Land Use district redesignation is a formal process in which the land use district of a particular parcel or area of land is assigned by council through an amending bylaw. In order for this to occur, the proposed land use district must reflect one of the land use categories established in the land use bylaw or the applicant may propose to create a new land use district.

## 5.2 Requirements of a Land Use Redesignation

The Town of Carstairs requires a Land Use Redesignation to include:

- Plan indicating the parcel of land to be redesignated
- Completed application form including a letter of authorization from the land owner
- Brief explanation of the reasons for the redesignation including the intended use
- All application fees

\* Other studies listed below may be required at the discretion of MDC or Council, depending on the specific area and use involved.

- Storm Water Management Plan (provides greater detail of Master Drainage Plan)
- Geotechnical Report including Slope Stability Analysis (if slope is greater than 15%)
- Historical Resources Overview (may require an Historical Resources Impact Assessment (HRA))
- Phase I Environmental Site Assessment
- Transportation Impact Assessment (TIA)
- Plan showing the location of any sour gas wells and facilities within 1.5 kilometres of the outline plan area
- Biophysical Assessment

### **5.3 Land Use Redesignation Approval Process**

Depending on the complexity of the application, the applicant may choose to meet with the planning staff to discuss any issues or potential problems associated with the application.

Applications shall be submitted to the Planning staff for review and processing. Once received, the application will be reviewed to ensure it conforms to any existing Area Structure Plans or Conceptual Schemes covering the area. Variations from either of these documents may result in a request to have the document amended or possibly refused. The proposed Land Use Redesignation is also evaluated in terms of compatibility with adjacent uses and the community at large. After a thorough review, the planning staff will make recommendations to the Municipal Development Committee.

Council will be requested to give first reading of the land use bylaw amendment adopting the new land use designation. An amendment to the land use bylaw requires public consultation including a minimum of one (1) open house and one (1) public hearing. The purpose of the open house is to provide information to the general public and to provide an opportunity for comments and questions to be addressed. The open house shall be arranged and organized by the applicant and the Town. Input received may be used to modify the land use redesignation. A public hearing will be scheduled after first reading and the open house. The public hearing must be advertised for two weeks in a local newspaper and to adjacent landowners. A Public Hearing is held whereby interested parties are provided an opportunity to voice their concerns (in favour or against) on the application before Council. Council will then consider Second and Third reading of the amending Bylaw.

After consideration of the presentations made at the Public Hearing, Council may:

- d) Pass the Land Use Bylaw
- e) Make amendments considered necessary and pass the Land Use Bylaw as amended
- f) Defeat the bylaw

As per the Municipal Government Act, Council may defeat the application and the applicant may not apply for land use changes for the same parcel until three (3) months have expired, unless in the opinion of the Development Officer, the reasons for the refusal have been adequately addressed or the circumstances of the application have changed significantly.

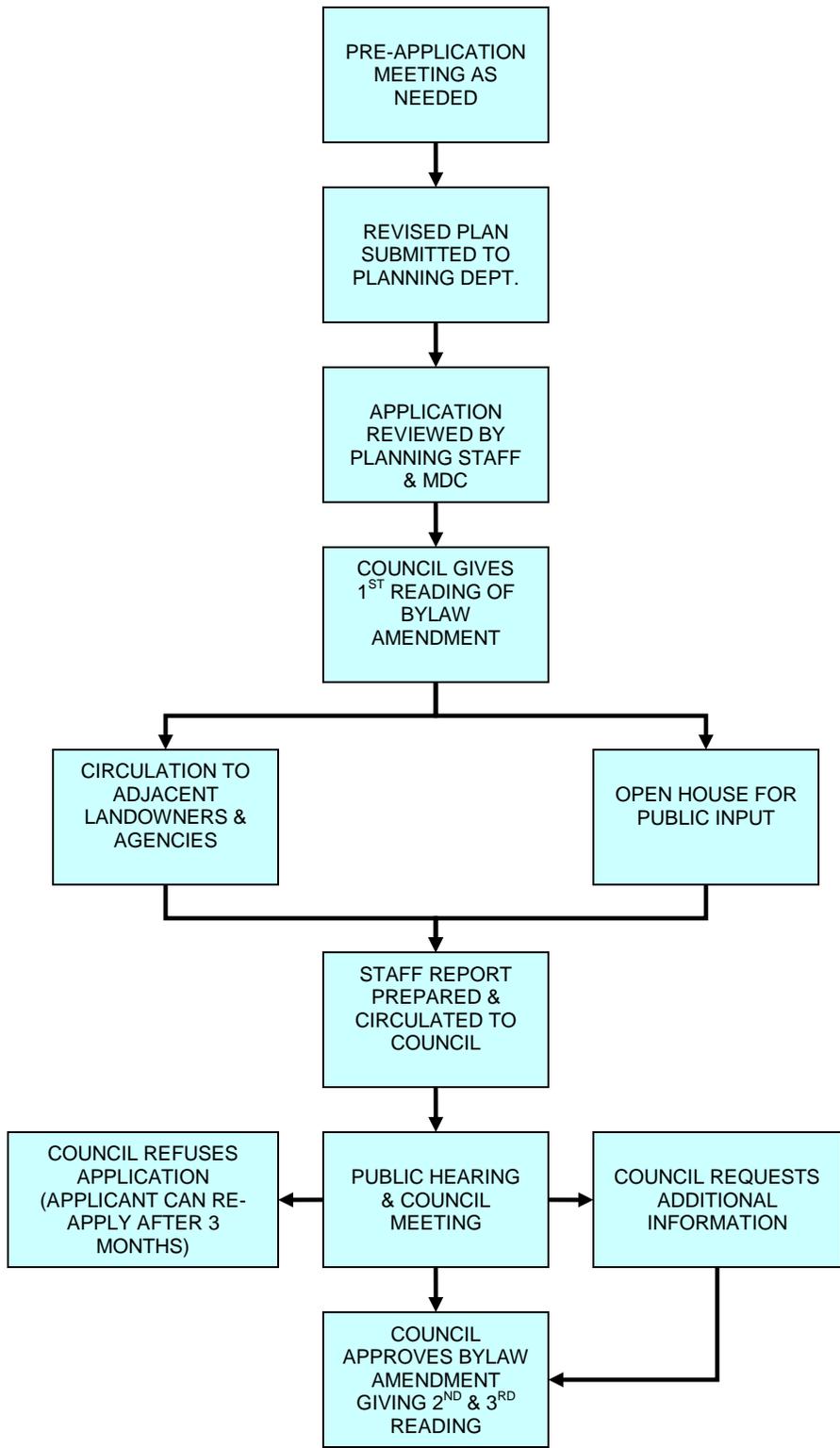


Figure 3 – Land Use Redesignation Approval Process

# 6.0 Conceptual Scheme

## 6.1 Purpose and Intent of a Conceptual Scheme

The Conceptual Scheme document is intended to expand on the development plans presented and established within the respective ASP for the lands under study. In cases where no ASP has been prepared and the ASP requirements have been waived, some or all of the ASP requirements identified previously may be requested with the preparation of the Conceptual scheme.

A Conceptual Scheme is prepared by the applicant or developer at the initial stage of a major subdivision application. It is usually processed together with a Land Use Amendment to ensure a workable solution of land use, open space, servicing, and road networks is developed. The Conceptual Scheme is a non-statutory document that is approved by resolution of Council. As it does not become a bylaw, there is no requirement for a public hearing or formal reading before council. The development committee or council may request that an open house be held to notify and inform the community of their development intentions.

## 6.2 Requirements of a Conceptual Scheme

The Town of Carstairs requires a Conceptual Scheme to include:

- Proposed land use scheme reflecting the yields and densities identified within the written report
- Preliminary grading plan establishing road, confirming servicing schemes and showing the tie-in to adjacent lands and elevations.
- Municipal reserve concept plan detailing both active and passive recreation areas, proposed features including playing fields, playground equipment and pedestrian linkages and pathway systems all drawn to scale
- Complete development statistics including areas, anticipated yields based on land use proposed, municipal reserve dedication, population projections for residential areas
- A comprehensive report supporting the conceptual scheme detailing items including, but not limited to:
  - A description of the study area in its present state with reference to special or unique features and how they are to be addressed within the development plan
  - An explanation of the proposed plan including land uses, site servicing schemes, transportation requirements and implications, and implementation
  - An explanation on how the 10% municipal reserve dedication requirement is being met
- Other studies required in support of the conceptual scheme (if not previously completed with the preparation of the area structure plan):
  - A Phase I Environmental Site Assessment completed to provincial standards
  - A Geotechnical investigation addressing soils, water table
  - A Stormwater Management Plan detailing projected post development volumes, collection and release strategy

\* Other studies listed below may be required at the discretion of MDC or Council, depending on the specific area and use involved.

- A Transportation Impact Assessment
- A Biophysical Impact Assessment
- Sound Attenuation Study
- Historical Resources Overview (may require an Historical Resources Impact Assessment (HRA)) if not previously completed

### **6.3 Conceptual Scheme Approval Process**

It is recommended that the proponent and/or their consultants meet with the (MDC) to delineate the scope of work and studies required to satisfy the respective submission requirements

Applications shall be submitted to the Planning staff for review and processing. Once received, the application will be reviewed to ensure it conforms to the Municipal Development Plan and any existing Area Structure Plans covering the area. Variations from either of these documents may result in a request to have the document amended or possibly refused. The proposed Conceptual Scheme is also evaluated in terms of compatibility with adjacent uses and the community at large. After a thorough review, the planning staff will make recommendations to the Municipal Development Committee.

The Conceptual Scheme will then be reviewed and approved by the Municipal Development Committee. If deemed necessary, the development committee may request further information be provided or changes made to the plan. Planning staff or the development committee may request that the applicant hold an open house. The purpose of the open house is to provide information to the general public and to provide an opportunity for comments and questions to be addressed. The open house shall be arranged and organized by the applicant and the Town. Input received may be used to modify the conceptual scheme.

Once reviewed and approved by resolution by council, the conceptual scheme shall be used as the framework to guide phased development of the area and if changes are requested, the development committee may request the conceptual scheme is revised to reflect the changes.

All costs associated with advertising, conducting open houses, preparation of the plan or professionals assistance required by the Town to assess the plan will be the responsibility of the developer.

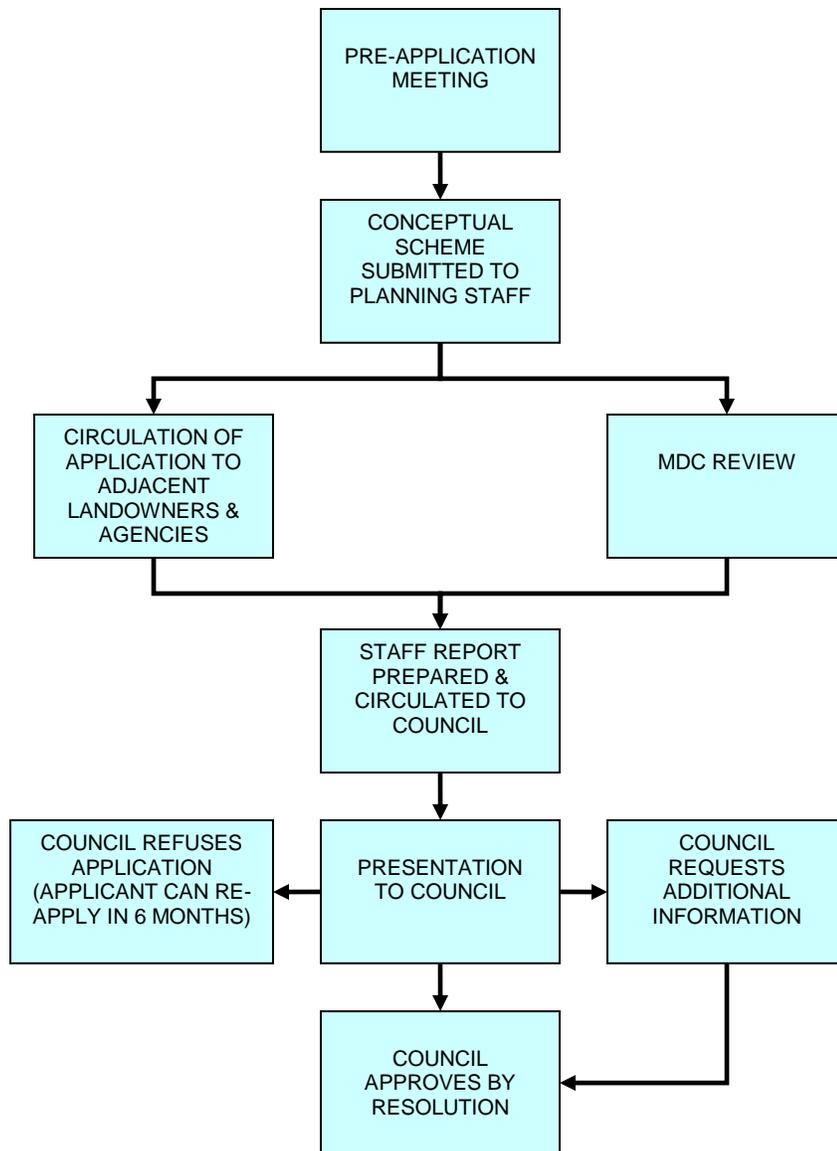


Figure 4 – Conceptual Scheme Approval Process

# 7.0 Plan of Subdivision

## 7.1 Purpose and Intent of a Plan of Subdivision

Subdivision involves dividing land into smaller parcels. There are several different types of subdivision which serve different purposes.

The **Conceptual Scheme or Outline Plan** follows an Area Structure Plan is prepared at the initial stage of a major subdivision process. It is usually processed with the land use redesignation. The combined application helps to ensure that the plan is balanced and meets all of the necessary requirements. An Outline Plan describes the location and size of roads; the distribution of parks, school sites and general location of land uses. It does not show individual lots. The Outline Plan forms the basic concept for subsequent Tentative Plans of Subdivision.

The **Tentative Plan of Subdivision**, unlike the Outline Plan, is a statutory plan. As per the MGA, the subdivision authority must reach a decision within 60 days of receipt of a complete application. A Tentative Plan of Subdivision is prepared when creating two or more lots. Tentative plans can conform to previously approved concept plans, refer to a bare land condominium or be submitted independent of any other plans. When the Tentative Plan of Subdivision is approved, it becomes a legal document that is valid for one year. Decisions and conditions relating to the Tentative Plan of Subdivision may be appealed by the applicant.

**Subdivision by Instrument** can also take place when only one additional parcel is created by dividing a lot through description without a survey. Subdivision by instrument often occurs in established communities when the landowner is splitting lots for infill development.

The **Final Plan of Endorsement**, also known as the “linen”, provides an accurate record of the survey markers placed in the ground marking out the new subdivision. It provides details as to the location, orientation and size of the entire newly created parcel. The final plan must be submitted to the Town of Carstairs for endorsement within one year of the approval of the Tentative Plan. Within a year of the final plan being endorsed by the Town, it must be submitted to the Land Titles office for registration. Once the legal plan is registered, titles for each parcel can be created and land can be transferred.

## 7.2 Requirements of Subdivision

The Town of Carstairs requires a Subdivision application to include:

- A completed application form
- Copy of the Certificate of Title of the parcel to be subdivided;
- A copy of the Tentative Plan of Subdivision as per the application requirement list
- All applicable application fees
- Letter of authorization from the landowner if the applicant is not the landowner.
- Real Property Report if there is a structure on site and it will not be removed.

In addition, other studies may be required at the discretion of MDC.

### **7.3 Subdivision Approval Process**

Applications shall be submitted to the Planning staff for review and processing. Once the application has been initially reviewed by the planner, it will then be circulated and reviewed to ensure conformance to the Municipal Development Plan, the Area Structure Plan and/or Conceptual Scheme, and the Land Use Bylaw. The plan will also be checked to ensure all required utility easements and right of ways have been accommodated, the guidelines and standards have been met, regulatory agencies have been contacted and the proper design requirements can be satisfied for adjacent lands and/or roadways.

The Planner will assemble all of the comments received. The applicant will receive a copy of all of the comments received and advised to address any issues prior to submission to the Municipal Development Committee. Based on the comments received and the internal review process, the Subdivision Authority will prepare a report for presentation to council including any conditions of the subdivision approval.

The Subdivision Authority (AECOM) will then issue a written decision to the applicant. If rejected or with conditional approval, the applicant may appeal the decision to the Subdivision and Development Appeal Board as outlined below within 14 days of receiving the written decision.

### **7.4 Dedicated Lands**

According to the MGA, at the time of subdivision, lands are to be dedicated to the province or municipality, without compensation, for the purpose of roads, public utilities, environmental reserves and municipal reserves. Lands dedicated for the purpose of municipal reserves shall equal 10% of the parcel of land less that land required for the purpose of environmental reserves and/or environmental easements.

The MGA states that the Town “may require the owner of a parcel of land that is subject to a proposed subdivision:

- a) to provide part of the parcel of land as municipal reserve, school reserve or municipal reserve or / and,
- b) to provide money in place of municipal reserve, school reserve or municipal and school reserve, or
- c) to provide any combination of land or money referred to in clauses (a) and (b).”

Each development area, upon subdivision, shall provide ten percent (10%) of the lands as municipal or school reserve pursuant to Division 8 of the Municipal Government Act. This reserve may be deferred to future development phases providing, the development follows an approved ASP or Conceptual Scheme identifying where the future reserve areas are located. In lieu of reserve dedication, the Town may request money representing the fair market value of the land to be dedicated. Cash-in-lieu of land dedicated is determined through a market value appraisal of the existing parcel of land with-in 35 days of the submission of the application of subdivision to the Town. The total amount of money provided may not exceed 10% of the appraised market value of the land less those lands dedicated as environmental reserve. Areas of limited size (not serving as a pedestrian linkage), for the purposes of placement of utilities, or considered as non-developable lands may not be accepted as satisfying the 10% reserve dedication requirement. In no case shall pedestrian links less than 6m in width qualify for reserve dedication. Storm water ponds, dry or wet below the 100-year flood level are considered Public Utility Lots, not reserve.

## **7.5 Subdivision and Development Appeal**

Appeals regarding decisions on subdivision or development applications are governed by Division 10 of the Municipal Government Act which outlines procedures, process, who can appeal and time requirements. A notice of appeal must be filed with the Subdivision and Development Appeal Board within the Town of Carstairs within 14 days of the receiving the written decision of the Subdivision Authority.

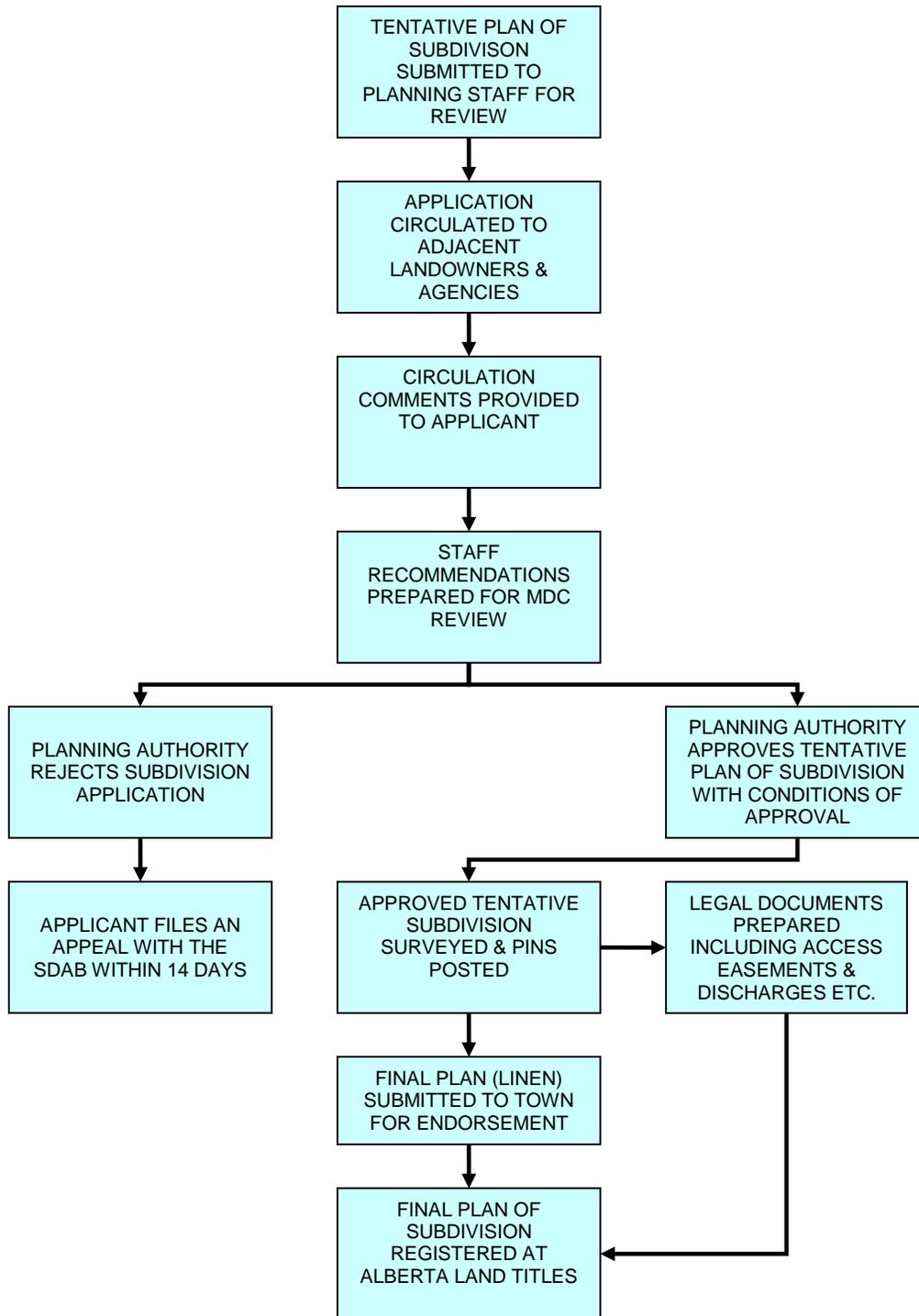


Figure 5 – Plan of Subdivision Approval Process

# 8.0 Site Development Permit

## 8.1 Purpose and Intent of a Site Development Permit

A Site Development Permit is required for multifamily sites. This process allows the approving authority the opportunity to examine the entire project in terms of form, intensity and appearance. The project is reviewed in terms of the land use bylaw, building design, internal circulation, landscaping and servicing. Each of these components is measured as to the impact it will have on the adjacent land owners and the surrounding community.

## 8.2 Requirements of a Site Development Permit

The Town of Carstairs' requires a Site Development Permit application to include:

- A completed application form
- All applicable application fees
- A summary of the development including residential component, construction component, site characteristics, parking facilities, architecture and amenities
- Development statistics
- Site Plans
- Landscaping Plans and details
- Building Elevations
- Site servicing Plan

## 8.3 Site Development Permit Approval Process

Due to the complexity of the application, the applicant of a Site Development Permit is recommended to meet with the planning staff to discuss any issues or potential problems associated with the project prior to submission.

Applications shall be submitted to the Planning staff for review and processing. Once received, the application will be reviewed to ensure it conforms to any existing Area Structure Plans or Conceptual Schemes covering the area. The proposed Site Development Permit is also evaluated in terms of the land use bylaw, building design, compatibility with adjacent uses and the community at large.

Once reviewed in detail, the applicant will receive a report listing any issues that need to be addressed prior to the Municipal Development Committee reaching a decision. When these issues have been addressed to the satisfaction of the MDC, the application will be approved with a set of condition that need to be addressed prior to the release of the permit and conditions that need to be met during the development of the project. Advisory comments will also be included ensuring the applicant is aware of existing standards or conditions related to the project. A condition of the approved Site Development Permit will be a Development Agreement between the Town of Carstairs and the Developer.

# 9.0 Development Agreement

## 9.1 Purpose and Intent of a Development Agreement

The development agreement is a legal document that details the developer's obligation and the standards required by the Town for among other things, access to the development, construction of internal subdivision roads and the approaches to the new lots, site drainage requirements, water and wastewater servicing, the installation of other utilities, and the improvements required, to reserve and other open space areas in the proposed development. Financial security, normally in the form of a letter of credit, will be requested by the Town to ensure that the necessary work is carried out by the developer.

All developments require the Developer, as a condition of approval, to enter into an agreement with the Town for the development of the property; The Town has prepared a Standard Developers Agreement that outlines the following:

- Construction of municipal improvements and standards
- Payment of off-site levies and boundary changes
- Security requirements
- Indemnification and insurance requirements
- Sharing or cost recoveries
- Plan of subdivision and right of way requirements

# 10.0 Standard Stripping and Grading Conditions

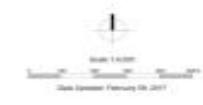
## 10.1 Purpose and Intent of a Standard Stripping and Grading Conditions

A person wishing to strip or grade a subdivision or site shall provide the information set out in the Standard Stripping and Grading Conditions. Stripping and grading of the subdivision or site cannot proceed until the developer obtains a written letter of authorization from the Development Officer.

**Appendix A**  
**Carstairs Land Use Map**

# TOWN OF CARSTAIRS LAND USE MAP

<p><b>LEGEND</b></p> <p><b>Map Symbols</b></p> <ul style="list-style-type: none"> <li> Town Boundary</li> <li> Land Use Designation Boundary</li> <li> R10 General Low Density Residential District</li> <li> R20 Low Density Residential - Single Detached Dwelling</li> <li> R30 Medium Density Residential District</li> <li> R40 Medium Density Residential - Two Detached Dwellings</li> <li> R50 Medium Density Residential - Attached Dwelling District</li> <li> R60 High Density Residential - Multi-Dwelling District</li> <li> M200 Manufactured Home District (Apex-200)</li> </ul>	<ul style="list-style-type: none"> <li> C1 Central Commercial District</li> <li> C20 Neighbourhood Commercial District</li> <li> C30 Commercial Service District</li> <li> C40 Highway Commercial District</li> <li> I1 Light Industrial District</li> <li> I2 Medium Industrial District</li> <li> P100 Public Facility and Recreation District</li> <li> P101 Public Utility Lot</li> <li> O100 Office/Professional District</li> <li> B2000 Direct Control Business Plan</li> </ul>
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## **Appendix B**

### **ASP Application and Fee Schedule**



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

## Policy Document Review

- Area Structure Plan
- Conceptual Scheme

### 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

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

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

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

Additional Lands \_\_\_\_\_

**Current Certificate of Titles Required – Please Attach All Titles**

**REGISTERED OWNER OR PERSON ACTING ON HIS/HER BEHALF**

I \_\_\_\_\_ hereby certify that  
(Print full name)

- I am the registered owner  
 I am 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 subdivision approval.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated

**FOR OFFICE USE ONLY**

**LIST ALL AFFECTED ROLL NUMBERS** \_\_\_\_\_

**APPLICATION #** \_\_\_\_\_

## 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(s) of Title(s)** search within 30 days prior to the application
- Copy of all Caveats or easements registered on title
- Application fee as calculated from Councils approved **Fee Schedule** – attached
- Coloured photographs (min.4) of the site and adjacent area
- Proposed Plan to include the following:
  - Future land uses
  - Estimated population densities
  - Sequence of development (phasing)
  - Vision for the site along with accompanying goals
  - Preliminary stormwater management
  - Natural Environment – topographical features, vegetation, wildlife, etc.
  - General ground contours of the area
  - Open space and pathways
  - Transportation – external road connections and internal road network
  - Need for schools, public service or recreational areas and general location of each
  - General location of major transportation routes servicing the area and impact on existing routes – this to include the general alignment of collectors and arterial roads
  - Municipal services required to service the area and impact on existing services
  - Identify any development or environmental constraints that may impact the development
  - Social impact on the existing community
  - Any other matters Council may consider necessary

Additional Support Documentations Required with Application:

- Geotechnical Report including Slope Stability Analysis (if slope is greater than 15%)
- Historical Resources Overview (may require an Historical Resources Impact Assessment (HRA))
- Phase 1 Environmental Site Assessment
- Transportation Impact Assessment (TIA)
- Master Drainage Plan
- Biophysical Assessment

# Policy Document Review Fee Schedule

The Town of Carstairs Planning and Development Service Fees as contained in Bylaw 1038

## Policy Document Review Fees

Payable with initial application:

TYPE OF DOCUMENT	FEE
Conceptual Scheme Review minimum fee per application (up to a ¼ Section, and pro-rated on a per hectare basis above that)	\$6,000.00
Conceptual Scheme Review additional fee per hectare over 65 ha	\$50.00
Conceptual Scheme amendment fee	\$2,000.00
Area Structure Plan Reviews minimum fee per application (up to ½ section of land, and pro-rated on a per hectare basis above that)	\$10,000.00
Area Structure Plan Review additional fee per hectare over 130 ha	\$50.00
Area Structure Plan amendment fee	\$2,500.00
Advertising Fee	\$200.00

TYPE OF DOCUMENT	SIZE OF PARCEL	BASE FEE	ADDITIONAL FEE	ADVERTISING FEE	TOTAL
Conceptual Scheme	Up to 65 ha	\$6000.00		\$200.00	\$6200.00
EXAMPLE: Conceptual Scheme	80 ha	\$6000.00	15 x \$50.00 = \$750.00	\$200.00	\$6950.00
Area Structure Plan	Up to 130 ha	\$10,000.00		\$200.00	\$10,200.00
EXAMPLE: Area Structure Plan	200 ha	\$10,000.00	70 x \$50.00 = \$3500.00	\$200.00	\$13,700.00

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

\*\* Additional fees may be required depending on the complexity of the process.

\*\*\* Pre-application fees will be based on an hourly rate as per current Planning Agreement.

## **Appendix C**

### **Land Use Application and Fee Schedule**



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 (a minimum of 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

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The Town of Carstairs Planning and Development Service Fees as contained in Bylaw 1038

### LAND USE RE-DESIGNATION FEES

**Payable with initial application:**

Flat fee for the first 5 lots, if <b>outside</b> an Area Structure Plan Area.....	\$ 4,000.00
Flat fee for the first 5 lots, if <b>inside</b> 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 up to 50 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 Planning Agreement

**Appendix D**

**Subdivision Application and Fee Schedule**



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

# Subdivision Application

## 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 OF LAND TO BE SUBDIVIDED

All/part of the \_\_\_\_\_ ¼ section \_\_\_\_\_ township \_\_\_\_\_ range \_\_\_\_\_ west of \_\_\_\_\_ meridian

Being all/part of lot \_\_\_\_\_ block \_\_\_\_\_ Registered Plan No. \_\_\_\_\_ Certificate of Title No. \_\_\_\_\_

Municipal Address (if applicable) \_\_\_\_\_

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

### LOCATION OF LAND TO BE SUBDIVIDED

Is the land situated within 0.8 kilometres of the right-of-way of a highway? Yes  No

If yes, the Highway No. is \_\_\_\_\_

Does the proposed parcel contain or is it bounded by a coulee, swale, drainage ditch or other body of water?

Yes

No

If yes, state it's name \_\_\_\_\_

Are there any oil or gas wells on or within 100 metres of the subject property(s)?

Yes

No

Is the proposed parcel within 1.5 kilometres of a sour gas facility?

Yes

No

Is the sour gas facility active, abandoned, or currently being reclaimed? \_\_\_\_\_

Is there an abandoned oil or gas well or pipeline on the property?

Yes

No

*Is the land situated within:*

450 metres of an operating or non-operating landfill or hazardous waste management facility?

300 metres of an area that is currently being used for the processing of waste water?

300 metres of a livestock feeding lot?

#### EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe the existing use of the land \_\_\_\_\_

Describe the proposed use of the land \_\_\_\_\_

If known, state the designated use of the land as classified under the Town of Carstairs Land Use Bylaw.

#### PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

Describe the topography of the land (flat, rolling, steep, mixed) \_\_\_\_\_

Describe the nature of the vegetation and water on the land (brush, shrubs, tree stand, woodlots, etc. sloughs, creeks, etc.) \_\_\_\_\_

Describe the type of soil on the land (sandy, loam, clay, etc.) \_\_\_\_\_

#### WATER AND SEWER SERVICES

Existing source of water (please check one):

None  Cistern

Water Well

Piped Water Source

Other (please describe)

Describe the proposed water supply: \_\_\_\_\_

Existing sewage disposal (please check one):

None

Septic Field

Piped Sewer System

Other (please describe)

Describe the proposed sewage disposal: \_\_\_\_\_

### EXISTING BUILDINGS ON THE LAND PROPOSED TO BE SUBDIVIDED

Describe any buildings (historical or otherwise) and any structures on the land and whether they are to be demolished or moved including the foundation, water well and septic tank/field. \_\_\_\_\_

### ADDITIONAL INFORMATION FOR SUBDIVISION PURPOSES

Proposed land use district (if amendment is required) \_\_\_\_\_

Number of parcels being created \_\_\_\_\_ Size of parcels being created \_\_\_\_\_

Proposed land use of remaining land in title \_\_\_\_\_

Disposition of Municipal Reserves (please check the appropriate box):

Land dedication (indicate the area of Reserves and show dedication on drawing)

Money in place of land (value to be determine by appraisal)

Deferral

Not applicable (e.g. existing title less than 2 acres, first parcel out of quarter sections, reserves previously dedicated)

### REGISTERED OWNER OR PERSON ACTING ON HIS/HER BEHALF

I \_\_\_\_\_ hereby certify that  I am the registered owner

(Print full name)

I am 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 subdivision approval.

### RIGHT OF ENTRY

I hereby authorize the Town of Carstairs or their representative to enter my land for the purpose of conducting a site inspection in connection with my application for subdivision approval.

Owner's Signature \_\_\_\_\_

## 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.
- Application fee.
- A copy of the **Certificate(s) of Title(s)**.
- Copy of any utility rights-of-way, easements, etc. registered on title(s).
- A **Key Plan** showing the lands to be subdivided as described in the Certificate(s) of Title. The portion to be registered must be indicated within this Key Plan.
- Letter of authorization. This is required when the applicant is not the registered owner of the land and/or the person authorized to act on their behalf (if any).
- Three (3) copies of the proposed subdivision plan (or **Tentative Plan**)

### The Tentative Plan shall contain:

- North arrow
- Scale
- Municipal address (street address)
- Legal description
- Location, dimension, areas and boundaries of the land to be subdivided in relation to the rest of the titled lands
- Existing and proposed property lines
- Adjacent roads, highways and public pathways or trails adjacent to the site
- Curbs and sidewalks
- All street names
- Easements, utility rights-of-way, railways, canals or other feature on or adjacent to the land and proposed subdivision.
- Existing and proposed site grades, contours and any special topographical features or site conditions (e.g. unstable areas, escarpments, etc.)  
***NOTE:** the topographic contours must not be greater than 1.5 metre intervals*
- Existing and proposed access to the proposed parcels and the remainder of the titled area
- Proposed road system, identifying all road types (with carriageway, and right-of-way dimensions). The road system must show and label:
  - the proposed roads, lanes, etc. right-of-ways
  - the standard corner radii and corner cuts for all roads and lanes
  - all emergency and temporary access roads, including any temporary turn-a-rounds and interim intersections.

- Location, use and dimensions of existing buildings (temporary and permanent) and specify those buildings that are proposed to be demolished or moved. Show driveways and road approaches on the property with their distances to existing and proposed property lines showing the:
  - foundation outline of the building, including existing cantilevers, decks and other projections
  - outline of any accessory buildings (e.g. detached garages, garden sheds and other buildings, complete with dimensions)
  - location of existing wells, septic fields, fences, trees and any permanent bodies of water
  - all buildings must be shown even if they may not be affected by the proposed subdivision.
- Floodway and floodplain limits
- Location and boundaries of the bed and shore of any river, stream, watercourse, lake or other body of water that is contained within the bounds of the proposed parcel of land
- If the proposed lots are to be served by individual wells and private sewage disposal systems, the location of any existing or proposed wells, the location and type of any private sewage disposal systems and the distance from these to existing or proposed buildings and property lines.
- A line marking the 1.5 km radius from a sour gas facility, where any of the lands affected by the tentative plan are within 1.5 km of a sour gas facility
- Setbacks from high pressure gas lines and land fill sites
- Any significant existing natural vegetation areas
- Existing services and site constraints (e.g. hydrants, utility poles)



## Subdivision Service Fees

The Town of Carstairs Planning and Development Service Fees as contained in Bylaw 1038.

### SUBDIVISION APPLICATION FEES

#### Payable with initial application:

##### Small Lot Subdivision (1 to 5 lots):

Flat fee, 1 – 2 lots .....	\$ 2,000.00
Flat fee, 3 – 5 .....	\$ 3,500.00

##### Large Lot Subdivision (6 or more lots):

Flat fee for the first 5 lots.....	\$ 2,000.00
Each additional lot thereafter.....	\$ 200.00
Phased approvals - fee per phase .....	\$ 250.00

#### Payable prior to endorsement:

##### Endorsement Fees - *excluding reserve and utility parcels*

Per lot fee, first 10 lots.....	\$ 200.00
Per lot fee for each additional lot.....	\$ 50.00
Per unit fee for Building Condominium Plan.....	\$ 50.00

#### Payable at time of request:

##### Subdivision Approval Time Extension or Re-activation Requests

Each request .....	\$ 250.00
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Subdivision Appeal Fee.....	\$ 1,000.00
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- \* These fees represent the Planning Review Fees Only
- \* Municipal and Engineering Fees will be in addition to the Planning Fees

### APPLICATION FEE REFUNDS

If requested prior to circulation.....	75% of original fee
Before staff report is initiated .....	50% of original fee
After completion of staff report .....	No Refund

**Appendix E**  
**Site Development Permit Application and Fee Schedule**



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

# Site Development Permit

## 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) \_\_\_\_\_ Email \_\_\_\_\_

### 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)

### APPLICATION DETAILS

To accommodate (describe the proposed development)

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**REGISTERED OWNER OR PERSON ACTING ON HIS/HER BEHALF**

I \_\_\_\_\_ hereby certify that  
(Print full name)

- I am the registered owner
- I am 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 subdivision approval.

\_\_\_\_\_  
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(s) 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 Councils approved **Fee Schedule** – attached
- Coloured photographs (min.4) of the site and adjacent area
- Applicant's submission sheet explaining the reason(s) for the Redesignation
- Construction Management Plan
- 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. lot/block/plan)
- Plot and dimension property lines
- Label all elements of plan existing and proposed
- Bylawed setbacks – front, side and rear setbacks dimensioned from property line and labelled
- Easements, Utility Right-of-Ways etc. dimensioned and labelled
- Utilities on and adjoining the parcel (deep, shallow and overhead)
- Adjacent street plotted and labelled
- Curbs and back of sidewalks dimensioned to property line
- Width of sidewalk and public paths dimensioned
- Locate catch basins, utility poles, guy wires/pole anchors, hydrants, utility fixtures or boxes
- Access and egress points
- Geodectic datum points/contours

- Outline and dimension all buildings
  - Projections and structures (bay windows, cantilevers)
  - Detached buildings (sheds, garages)
  - Existing and proposed buildings
  - Location of all openings (doors, windows, overhead doors)
- Calculate parcel Coverage – area covered by buildings, parking facilities, driveways storage sheds and display areas
- Calculate Density – number of existing and proposed units and total units per hectare
- Garbage and recycling collection areas
- Parking areas, drive aisles and circulation roads
- Internal sidewalks dimensioned and surface material labelled
- Fencing labelled and height noted. Detail showing type of fencing required
- Retaining walls – label height, provide geodetic datum points at top and bottom of wall, cross reference to elevation (if wall over one metre in height, provide structural design drawings, including a cross-section)
- Lighting – plot location of light fixtures and light standards, noting maximum wattage. Provide details of light fixture.
- Plot location and dimension of all signage on parcel to property line
- Phasing of multi-building development must be included, outlining areas included in each phase and the sequencing of phases

- Five (5) copies of Landscaping Plan showing the land involved in the application (The landscaping plan and the site plan may be combined if the site plan doesn't become cluttered)

**The Landscaping 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. lot/block/plan)
- Plot and dimension property lines
- Label all elements of plan existing and proposed
- Dimension and label bylawed setbacks – front, side and rear building setbacks from property lines
- Easements, Utility Right-of-Ways etc. dimensioned and labelled
- Utilities on and adjoin the parcel (deep, shallow and overhead)
- Adjacent street plotted and labelled
- Outline and dimension buildings

- Plot and label fencing, retaining walls, sidewalks (dimension width)
- Geodetic datum points/contours
- Trees and shrubs – plot location of trees and shrubs by symbol, label number of shrubs in each shrub bed, indicate trees and shrubs to be added, removed and retained
- Landscape legend – label by symbol (each symbol should be unique to size and type of tree and shrub), provide species, provide calliper of deciduous, provide height of coniferous, provide height and spread of shrubs (greater than 0.6 m), provide total of each type of tree and shrub (by height and size)
- Surface treatment of all new and existing soft landscaped area
- Surface treatment of all new and existing hard landscaped area
- Method of irrigation (underground sprinkler irrigation system or hose and bib system)

Three (3) copies of Elevation Drawings

- Include Elevations for:
  - Buildings
  - Fences
  - Retaining walls
  - Garbage collection areas
  - Screening
- Include on Elevations:
  - Doors, windows, overhead doors (including dimensions)
  - Projections, service meters
  - Decorative elements
  - Screening
  - Label exterior finishing material, roof material and colours
  - Location of light fixtures and dimensions from grade to bottom of fixture
  - Grade – existing and proposed, extending to property line
  - Building height – main floor, roof
  - Signage

# Site Development Permit Fee Schedule

The Town of Carstairs Planning and Development Service Fees as contained in Bylaw 1038

## Site Development Permit Fees

**Payable with the initial application:**

<b>Residential</b>	<b>FEE</b>
Flat fee for the first 5 units,	\$2,750.00
Plus per unit fee for each additional unit up to 50 units	\$225.00/unit
Plus per unit fee for each additional unit after 50 units up to 100 units	\$110.00/unit
Plus per unit fee for each additional unit thereafter	\$75.00/unit

## **Appendix F**

### **Sample Development Agreement**

**SEE SECTION 5  
OF COMPLETE  
PLANNING PROCEDURES BINDER**

## **Appendix G**

### **Request for Subdivision Time Extension**



FOR OFFICE USE ONLY	
Date of Receipt	Accepted by
Expiry Date	File No.
Extension Date	

# Request for Subdivision Time Extension

## Municipal Government Act Section 657 (6)

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.

### 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) \_\_\_\_\_

### TIME EXTENSION

Expiry Date of Subdivision Approval: \_\_\_/\_\_\_/\_\_\_ (M/D/Y) Extension Time Requested \_\_\_/\_\_\_/\_\_\_ (M/D/Y)

**Please describe your progress made towards meeting the outstanding conditions of approval and your reasons for the time extension request (Please use the reverse of this form if necessary)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REGISTERED OWNER OR PERSON ACTING ON HIS/HER BEHALF**

I \_\_\_\_\_ hereby certify that  
(Print full name)

- I am the registered owner  
 I am 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 subdivision time extension.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated

**FOR OFFICE USE ONLY**

Initial Date of Subdivision Approval: \_\_\_\_/\_\_\_\_/\_\_\_\_ (M/D/Y)

Extension Request Number: \_\_\_\_

PLANNERS COMMENTS:

**DECISION:**

- GRANTED – Date or Amount of Time Granted: \_\_\_\_\_  
 NOT GRANTED

Decision By: \_\_\_\_\_

Date of Decision: \_\_\_\_/\_\_\_\_/\_\_\_\_ (M/D/Y)

**Appendix H**  
**Public Hearing Information**



**Town of Carstairs  
Public Notice**

The Town of Carstairs will hold a public hearing will be held on April 24<sup>th</sup>, 2017 @ 7:00 p.m. in Council Chambers at the Carstairs Municipal Office, 844 Centre Street, Carstairs, AB for the purpose of hearing public opinion regarding the proposed Land Use Redesignation of Scarlett Ranch Ptn. SE ¼ 08-30-01-W5M from R2 to R1. The public may obtain a copy of the proposed and related documents at the Carstairs Municipal Office during regular office hours 8:30 a.m. to 4:00 p.m., Monday through Friday.

REPRESENTATION: Oral and written comments and suggestions invited. They may be made by any person or group of persons, or person(s) acting on their behalf who claim to be affected and from any other whom, at the hearing, the Council of the Town of Carstairs agrees to hear.

Written submissions should be type written and must be received at the Carstairs Municipal Office by April 21<sup>st</sup> 2017 (1 copy). Any written submission received at the public hearing should be accompanied by ten (10) duplicate copies.

Oral presentations may be made at the hearing whether or not the presenter had submitted a written presentation. Oral presentations are subject to a five (5) minute time limit.

Dated this day, April 11<sup>th</sup>, and April 18<sup>th</sup>, 2017 at Carstairs, AB.

Carl McDonnell

Carl McDonnell, C.A.O.

**Appendix I**  
**Circulation Agencies**  
**Adjacent Landowners**

Agency	Contact Person	Email/Mail
Telus Communications		<a href="mailto:circulations@telus.com">circulations@telus.com</a>
ATCO Gas	Land & Claims Department Bow Valley Engineering 5th Floor, 909 - 11 Avenue SW Calgary, AB T2R 1L8 Attn: Maria Franssen, Admin Coord	<a href="mailto:maria.franssen@atco.com">maria.franssen@atco.com</a>  Direct: 403-245-7442 Fax: 403-245-7405
ATCO Pipelines	Isabel Solis	<a href="mailto:Isabel.Solis@atco.com">Isabel.Solis@atco.com</a>
AltaLink Management Ltd.	Danny MacDonald	<a href="mailto:3rdpartyrequest@altalink.ca">3rdpartyrequest@altalink.ca</a>  403-387-3561
Fortis Alberta	Direct Gary Simpson, Senior Land Coord: 403-514-4241 Direct Jay Brar, Land Assistant 403-514-4119 Main Fax: 403-514-5241 Web: <a href="http://www.fortisalberta.com">www.fortisalberta.com</a> FYI ONLY: <a href="mailto:garry.simpson@fortisalberta.com">garry.simpson@fortisalberta.com</a> <a href="mailto:jay.brar@fortisalberta.com">jay.brar@fortisalberta.com</a>	<a href="mailto:landserv@fortisalberta.com">landserv@fortisalberta.com</a>
Shaw Cable systems	Marty Stanvick	<a href="mailto:projectmanagersouthernalberta@sirb.ca">projectmanagersouthernalberta@sirb.ca</a> <a href="mailto:marty.stanvick@sirb.ca">marty.stanvick@sirb.ca</a>
Alberta Environment and Parks	Red Deer office 403-340-5451	Pervez Sunderani <a href="mailto:Pervez.sunderani@gov.ab.ca">Pervez.sunderani@gov.ab.ca</a>
Alberta Transportation	Lee Bowman (for specific enquires or questions)	<a href="mailto:TransDevelopmentRedDeer@gov.ab.ca">TransDevelopmentRedDeer@gov.ab.ca</a> <a href="mailto:Carly.cowles@gov.ab.ca">Carly.cowles@gov.ab.ca</a> <a href="mailto:lee.bowman@gov.ab.ca">lee.bowman@gov.ab.ca</a>
Calgary Health Services (Alberta Health Services)	Main: 403-943-8050 Fax: 403-943-8056 Web: <a href="http://www.calgaryhealthregion.ca/envhealth">www.calgaryhealthregion.ca/envhealth</a> ; or <a href="http://www.albertahealthservices.ca">www.albertahealthservices.ca</a>	<a href="mailto:chr.landapplications@albertahealthservices.ca">chr.landapplications@albertahealthservices.ca</a>
Canada Post	Malcolm Nevers	<a href="mailto:Malcolm.Nevers@canadapost.postescanada.ca">Malcolm.Nevers@canadapost.postescanada.ca</a>
CPR	TBD	<a href="mailto:Heidi_kalyniuk@cpr.ca">Heidi_kalyniuk@cpr.ca</a>
Chinook's Edge School Division	Alan Tarnoczi	<a href="mailto:atarnoczi@chinooksedge.ab.ca">atarnoczi@chinooksedge.ab.ca</a>
Mountain View County		<a href="mailto:lgaudette@mountainviewcounty.com">lgaudette@mountainviewcounty.com</a>
STANTEC Red Deer	Cody Gillrie	<a href="mailto:Cody.gillrie@stantec.com">Cody.gillrie@stantec.com</a>

### **Adjacent Landowners**

As per the municipal Government Act section 653 (4.4) (a), adjacent landowners to the subject parcel of land refer to those persons or companies that own

- i) Land that is contiguous if not for a highway, road, river or stream, and
- ii) Any other land identified in the land use bylaw as adjacent land for the purpose of notification under this section

**Appendix J**  
**Standard Stripping and Grading Conditions**



# Town of Carstairs

Box 370, 844 Centre Street, Carstairs, AB T0M 0N0  
(403) 337-3341 Fax (403) 337-3343  
www.carstairs.ca

## Stripping and Grading Permit

Developer: \_\_\_\_\_ Subdivision Phase \_\_\_\_\_

Consultant: \_\_\_\_\_ Consultant Representative: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contractor Representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Stripping and grading shall comply with the following conditions:

1. Erect fencing and provide other measures satisfactory to the Town to ensure the stripping and grading does not encroach into ER or MR lands where applicable.
2. Erect "Private Property" and "No Trespassing" signs on the perimeter of the Lands, stating the Developer's name and the phone number of a representative.
3. The stripped loam shall be stock piled in the location shown outlined in green on the attached plan and the loam stockpile shall be neat in appearance, free from any hazardous condition and treated to prevent soil erosion from wind and rainfall and be posted against dumping and designated "Private Property", "No Trespassing" and "No Unauthorized Personnel Beyond This Point". The stripped loam pile shall not be higher than as shown on the drawing provided.
4. The Developer shall be responsible for controlling noxious weeds and excessive vegetative growth within the development site.
5. The loam stockpile shall be removed by the completion of the second phase of development or within three years of commencement of the stripping and grading, whichever ever first occurs, unless an extension of time is given by the Development Authority. Extension applications must be requested in writing in advance of the above date or the request will be denied and removal procedures will be initiated.

6. No grading, filling or excavation is permitted within utility and road rights-of-way, under any overhead utility lines, or over any underground utilities, unless prior written authorization has been obtained from the utility agencies concerned.
7. The Developer shall submit any modification to the Drainage Plans and Erosion and Sediment Control Report that may be necessary from time to time for various reasons, including but not limited to, portions of the Lands becoming developed, adjacent lands becoming developed, or drainage and or erosion control facilities that may require rerouting or redesigning.
8. The Developer, at no expense to the Town, before, during and after the stripping and grading and development of the area, shall implement the drainage control guidelines as established by the Storm Management Plan approved by the Town and forming part of the Development Agreement, for the control and disposal of all storm water in and from the Lands and storm water which may be cut off from its natural drainage route by the development, including but not limited to inlet protection to any adjacent storm water sewer system.
9. The Developer or the owner of the lands being stripped and rough graded shall employ appropriate measures to control any dust, particularly in the vicinity of highways or occupied dwellings, to ensure traffic safety and minimize dust nuisance complaints from the public, and to minimize drainage, soil erosion, soil instability and other problems arising from stripping, rough grading, the loam stock pile and all related operations.
10. If, during the stripping and grading process, the Developer or the owner of the development site, or any of their agents or contractors becomes aware of any contamination the person discovering such contamination shall forthwith report the contamination to Alberta Environmental and Parks and the Town and shall immediately cease work and submit a Phase 2 Environmental Site Assessment prepared by a qualified professional to Alberta Environmental and Parks and the Town.
11. The Developer, at its expense, shall rehabilitate the adjacent Lands to the satisfaction of the owners immediately after completion of the stripping and rough grading of the adjacent lands.
12. The Developer, at its sole expense, and to the satisfaction of the Town's Engineer, shall rehabilitate in a timely manner any offsite areas or facilities disturbed or damaged as a result of stripping and grading operations, storm water runoff, soil erosion, soil instability, sedimentation, dust or other problems which may arise from the stripping and grading, and shall employ the use of gravel pads to curb track out onto the street and reduce or stop activity when the site has excessive dust emissions.

13. The Developer shall submit a letter under corporate seal indemnifying and saving harmless the Town and owners of adjacent properties or such other affected parties from any losses or damages which the Town and owners of adjacent properties or such other affected parties may sustain as a result of the storm water runoff, soil erosion, soil instability, sedimentation, loam stock pile, dust and any other problem which may arise from the stripping and rough grading of the Lands. In addition, the Developer, at its sole expense, shall take corrective action(s) deemed necessary to rectify the problem(s) and to do so in a timely manner to the satisfaction of the Town and the Town's Engineer.
14. In the event the Developer fails to maintain the Lands or rehabilitate any of the Land stripped or disturbed, or to remove the loam stockpile or to remedy the dust, drainage, soil instability, soil erosion, sedimentation, nuisance or hazardous conditions, the Town upon 30 days written notice to the Developer may enter upon the Lands and rectify any deficiencies at the Developer's expense.
15. Notwithstanding Clause 15, in the event of an emergency (in the opinion of the Town CAO or his/her designate), the Town shall have the right, but not the obligation, to enter upon the Lands and rectify any dust, storm water runoff, soil instability, soil erosion, sedimentation, grading, dust, nuisance or hazardous condition(s) at the Developer's sole cost.
16. The CAO, within three (3) working days following such work, is to give written notice to the Developer as to what work was undertaken during the emergency.
17. All costs incurred by the Town in exercising its rights under items 13, 14 and 15 shall be due and payable by the Developer within 30 days of receipt of the invoice of such work. In the event the Developer fails to pay the Town, the Town has the right to recover its costs from the (performance security) letter of credit posted by the Developer or cause the costs and expenses incurred to be placed on the tax roll as an additional tax against the Lands concerned.
18. The Developer shall submit a Geotechnical Report for Deep Fills by a qualified Geotechnical Engineering Consultant. The report, amongst other things, shall certify that all the fill material was placed and compacted in accordance with Towns Construction and Infrastructure Design Standards and the report shall also make recommendations or special foundation designs, necessary to ensure the integrity of any structure constructed in fill areas.
19. The Developer shall submit a stripping and grading plan, including a plan for soil erosion and sedimentation control for review by the Town's Engineer. The Developer shall be responsible for all costs associated with the review and amendments resulting from the review.



## **Acronyms**

**ASP** - Area Structure Plan

**BIA** - Biophysical Impact Assessment

**EIA** - Environmental Impact Assessment

**HRA** - Historical Resources Impact Assessment

**MDC** - Municipal Development Committee

**MDP** - Municipal Development Plan

**MGA** - Municipal Government Act

**TIA** - Transportation Impact Assessment

