



FOR OFFICE USE ONLY	
Date of Receipt	File Number
Fee Submitted	Accepted by

# PLANNING SERVICES FORM 1 LOCAL PLAN APPLICATION

Please note that the information provided in these forms is crucial to the assessment of your Application. Further, that in making this Application you are certifying the accuracy of the information contained in the pages of this form and any other material submitted with your application. Erroneous or inaccurate information provided in these forms or within the material submitted with your application may prejudice the validity of the Application and/or any decision issued regarding the Application. This form is to be completed in full wherever applicable by the registered owner of the land that is the subject of the application or by a person authorized to act on the registered owner's behalf.

### NATURE OF PROPOSED APPLICATION

- Area Structure Plan (Minor Amendment)       Conceptual Scheme or Concept Plan  
 Master Site Development Plan                       Other \_\_\_\_\_

### 1. APPLICANT / AGENT

Applicant / Agent \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Telephone (B) \_\_\_\_\_ (H) \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 Owner same as applicant

### 2. OWNER

Registered Owner \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Telephone (B) \_\_\_\_\_ (H) \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

### 3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All / part of the \_\_\_\_\_ ¼ section \_\_\_\_\_ township \_\_\_\_\_ range \_\_\_\_\_ west of \_\_\_\_\_ meridian  
 Being all / parts of lot \_\_\_\_\_ block \_\_\_\_\_ Registered Plan Number \_\_\_\_\_ Certificate of Title Number \_\_\_\_\_  
 Municipal Address (if applicable) \_\_\_\_\_  
 Total Area of the above parcel of land to be subdivided is \_\_\_\_\_ hectares ( \_\_\_\_\_ acres)

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## 4. LOCATION OF LAND

- (a) The land is situated in the municipality of **ROCKY VIEW COUNTY**.  YES  NO
- (b) Is the land situated immediately adjacent to the municipal boundary?  YES  NO  
If "yes", the adjoining municipality is \_\_\_\_\_
- (c) Is the land situated within 0.8 kilometres of the right-of-way of a highway?  YES  NO  
If "yes", the highway is Number \_\_\_\_\_
- (d) Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water, or by a canal or drainage ditch?  YES  NO  
If "yes", state its name \_\_\_\_\_
- (e) Are there any oil or gas wells on or within 100 metres of the subject property(s)?  YES  NO
- (f) Is the proposed parcel within 1.5 kilometres of a sour gas facility?  YES  NO
- (g) Is the sour gas facility  active,  abandoned, or currently being  reclaimed
- (h) Is there an abandoned oil or gas well or pipeline on the property?  YES  NO

## 5. EXISTING AND PROPOSED USE OF LAND

- Describe:
- (a) Existing use of the land \_\_\_\_\_
- (b) Proposed use of the land \_\_\_\_\_
- (c) The designated use of the land as classified under a Land Use Bylaw \_\_\_\_\_

## 6. PHYSICAL CHARACTERISTICS OF LAND

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

## 7. EXISTING BUILDINGS ON THE LAND

Describe **any** buildings (historical or otherwise), and any structures on the land whether or not they are to be demolished or moved: \_\_\_\_\_

## 8. WATER AND SEWER SERVICES

If the proposed development is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal:  
\_\_\_\_\_

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## 9. PROPOSED LOTS

- (a) Number of parcels ultimately proposed \_\_\_\_\_
- (b) Size of parcels ultimately proposed \_\_\_\_\_

## 10. MUNICIPAL RESERVE STATUS

(a) Disposition of Municipal Reserve, please check appropriate box:

- Deferral  If dedicated, area of Reserves and designation
- Deferral to balance  Cash in lieu of land, value to be determined by appraisal.

## 11. MANDATORY SUPPORTING INFORMATION – LOCAL PLAN

For the purposes of this checklist a Local Plan is defined as a Conceptual Scheme, Master Site Development Plan, Outline Plan, an Area Structure Plan, Local Area Plan or another document set out in the County Plan. A Local Plan Application typically constitutes an application for adoption of a Master Site Development Plan, Conceptual Scheme (or Concept Plan) or an Area Structure Plan Amendment (minor amendment). An amendment to an Area Structure Plan determined by the County to constitute a major amendment requires the direction of Council considered in accordance with the Area Structure Plan Priority Policy.

### General requirements

- Application forms.
- Authorization from owner of the parcel for the making of the application.
- A copy (hardcopy and digital copy) of the proposed Local Plan or Local Plan Amendment (identifying proposed general location of existing and proposed buildings and uses, and showing any proposed subdivision layout).
- The items identified in the relevant County Plan, Area Structure Plan and/or other Local Plan.
- Payment of Fees.
- Land title for all properties affected by the Local Plan (must be within 30 days of the date of application).
- Description of the use or uses proposed for the land that is the subject of the application.
- A detailed assessment of the proposed development against the relevant Statutory Plan and any relevant Local Plans.
- Signed appraisal agreement and time extension agreement (if applicable)

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## Master Site Development Plan

The requirements for a Master Site Development Plan are set out in the relevant Statutory Plans or Local Plans. The requirements for Master Site Development Plans associated with Aggregate Extraction are detailed in the County Plan.

## Conceptual Scheme

The requirements for a Conceptual Scheme or Concept Plan are set out in the relevant Statutory Plans or prior approvals issued regarding the development of land.

## Area Structure Plan Amendment

An Area Structure Plan amendment (minor amendment) may be pursued by way of a Local Plan Application. Prior to proceeding with such an application, the Applicant must possess correspondence from the County identifying that the proposed development is considered to fall within the category of minor amendment. It should be noted that upon detailed application review, a minor amendment may be reclassified as a major amendment subject to the Area Structure Plan policy consideration process.

## **Terms, conditions and additional notes regarding redesignation applications**

The following terms, conditions and additional notes are not limiting on Council or the County in the requirement of supporting information for an application or the imposition of conditions on a future approval.

**(a) It should be noted that all information provided with an application is available for public review and comment.**

(b) Applicants must be aware that at subdivision or development permit stage:

1. The Subdivision Authority or Development Authority may include any condition necessary to satisfy a Land Use Bylaw provision, a County Plan, Area Structure Plan, Conceptual Scheme, or Master Site Development Plan policy or County Servicing Standard.
2. Where on-site works are proposed the relevant Authority may, by condition, require the provision of a Construction Management Plan.
3. The relevant Authority may impose any condition to meet a requirement of the Municipal Government Act or Subdivision and Development Regulation.
4. As a condition of approval, the relevant Authority may include the requirement to update technical reports submitted with the application.
5. The relevant Authority will impose requirements for the payment of levies associated with Bylaws for transportation, wastewater, water supply and stormwater:
  - i. Transportation Offsite Levy Bylaw;
  - ii. Water and Wastewater Offsite Levy Bylaw; and
  - iii. Such other Bylaws as may be in force or come into force and be applicable to development or activities on or services provided to the subject land from time to time.
6. The relevant Authority will determine any oversizing requirements for services and infrastructure required to be constructed as part of the proposed development. The County will determine Cost Recovery arrangements through preparation and execution of documents prior to endorsement of a plan or survey for registration.

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7. The relevant Authority will determine any outstanding municipal reserve dedications, cash-in-lieu payments or deferrals where applicable.
- (c) *Technical reports* are defined as any report or any information regarding a matter identified in the Municipal Government Act, Subdivision and Development Regulations, Statutory Plan, County Policy, Servicing Standards or Bylaw.
  - (d) Additional technical reports may be required after the time of application, based upon the ongoing assessment of the application.
  - (e) All costs of development are borne by the landowner or developer including, but not limited to, all on and off-site construction works, infrastructure development, securities, levies, contributions, reserve payments, additional fees associated the preparation and review of reports and technical assessments, endorsement fees imposed by the County, registration fees and such other costs as may be associated with the development of the land and the registration of any and all documents to create separate title for proposed parcels. Further, that it is the landowner's and developer's responsibility to identify and consider all costs of development.
  - (f) The applicant and landowner acknowledge that not providing the information required in this form or failing to provide accurate information may prejudice the assessment of the application.
  - (g) The applicant and landowner acknowledge that the County including individual staff members have not provided an advisory role with respect to the preparation and making of this application and that the decision to make the application is entirely that of the applicant and landowner.

## 12. REGISTERED OWNER OR PERSON ACTING ON HIS 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 and the material provided with this application is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application. Further, I have read, understood and accept the contents, statements and requirements contained and referenced in this document – **LOCAL PLAN APPLICATION PLANNING SERVICES FORM 1**.

Address \_\_\_\_\_ (Signed) \_\_\_\_\_  
Phone Number \_\_\_\_\_ Date \_\_\_\_\_

## 13. RIGHT OF ENTRY

I hereby authorize Rocky View County to enter my land for the purpose of conduction a site inspection in connection with my application for subdivision approval.

Applicant / Owner's Signature

\_\_\_\_\_



## LETTER OF AUTHORIZATION

I, (We) \_\_\_\_\_ being the owner (s) of

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

**Legal:**

NW/NE/SE/SW Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W \_\_\_\_\_ M

give \_\_\_\_\_ permission to act on my (our) behalf in  
the Redesignation and/or Subdivision of the subject property.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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*Owner(s) contact information:*

*Mailing Address:*

\_\_\_\_\_

\_\_\_\_\_ *Postal Code* \_\_\_\_\_

*Telephone (H)* \_\_\_\_\_ *Cell (C)* \_\_\_\_\_ *Other* \_\_\_\_\_

*Email* \_\_\_\_\_

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**PLANNING SERVICES**  
**APPRAISAL AGREEMENT**

**APPLICANT:** \_\_\_\_\_

**LEGAL DESCRIPTION:** \_\_\_\_\_  
\_\_\_\_\_

Section 667(1)(a) of the Municipal Government Act states that

*If money is required to be provided in place of municipal reserve, school reserve or municipal and school reserve, the applicant must provide*

- (a) a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made*

In accordance with Section 667(1)(a) of the Municipal Government Act the applicant agrees:

- To provide Rocky View County with a market value appraisal of the subject property within 35 days of the subdivision application fees being paid

or

- To pay the subdivision appraisal fee (refer to Master Rates Bylaw) and have Rocky View County obtain the market value appraisal on your behalf

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature



## Planning Services

\_\_\_\_\_ **File Number**

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### Time Extension Agreement for Subdivision Applications

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APPLICANT: \_\_\_\_\_

LEGAL  
DESCRIPTION: \_\_\_\_\_

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Section 6 of the Subdivision and Development Regulations requires Rocky View County to make a decision on a completed application within **60 days** of its receipt, unless an agreement is entered into with the applicant to extend this period.

In order to permit Rocky View County to make a decision on your application, we are requesting that you enter into the Time Extension Agreement as set out below. Without this agreement, we will be unable to deal with your application after the 60 day period has expired.

If you concur with our request, please complete the agreement set out below and forward it to:

**ROCKY VIEW COUNTY**  
**Planning and Development Services**  
911 – 32<sup>nd</sup> Avenue N.E.  
Calgary, Alberta T2E 6X6

In accordance with Section 681 (1)(b) of the Municipal Government Act,

I/We, \_\_\_\_\_  
hereby enter into an agreement with Rocky View County to extend the time prescribed under  
Section 6 of the Subdivision and Development Regulations

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\_\_\_\_\_ **Date**

\_\_\_\_\_ **Applicant's Signature**