



Town of Strathmore
680 Westchester Road
Strathmore, AB T1P 1J1
(403) 934 3133
Mon – Fri 8:30am – 4:30pm

Land Use Bylaw Amendment Application Package

Version 2 – January 2020

The Municipal Government Act authorizes requiring information for the purpose of a Land Use amendment application. The Freedom of Information & Protection of Privacy Act applies. If you have any questions, please contact the FOIP Coordinator at 403-934-3133.



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FORM 1

Application Form

***** PLEASE CONTACT A PLANNER TO DISCUSS THE CHECKLIST REQUIREMENTS FOR ALL LAND USE BYLAW AMENDMENT APPLICATIONS *****

Applications can be submitted electronically by emailing all required documents to: development@strathmore.ca or in person to the Development Services Counter at Town Hall. **Application fees must be paid at the time of submission.**

Applicant & Property Owner Information					
Applicant			Property Owner (if different than Applicant)		
Phone			Phone		
Email			Email		
Mailing Address			Mailing Address		
Town/City	Province	Postal Code	Town/City	Province	Postal Code

Location of Land Use Amendment			
Civic Address			
Legal Address	Lot	Block	Plan

Description of Land Use Amendment
Describe why the proposed Land Use Bylaw amendment is needed to accommodate your project:

Existing Land Use District:	
Proposed Land Use District:	
Application Fee:	
For Office Use Only	
Bylaw #:	File #:

1. Failure to fully complete this form and/or supply the required information may delay your application.
2. All application fees must accompany this application prior to its review.
3. Application fees will not be refunded if Council does not approve your amendment application.

I have read, understood, and agree to the above information. The information I have provided is true, and to the best of my knowledge and abilities, is accurate and complete.

Owner/Applicant Signature

Date

*Application Screened for Completion By:
(Planner)*

Date



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FORM 2

Land Use Amendment Application Checklist

All information in the following checklist must be attached to every Land Use Amendment application. **THIS LIST MUST BE SIGNED AND SUBMITTED WITH THE APPLICATION FORM.**

Required Documentation and Information

<i>Applicant</i>	<i>Office</i>	
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Title dated within 30 days of the date of your application submission
<input type="checkbox"/>	<input type="checkbox"/>	Copies of all instruments and documents registered on the Certificate of Title
<input type="checkbox"/>	<input type="checkbox"/>	Owner Authorization Form (see Form 3)
<input type="checkbox"/>	<input type="checkbox"/>	Right of Entry Form (see Form 3)
<input type="checkbox"/>	<input type="checkbox"/>	Land Use Bylaw Amendment Application Fee
<input type="checkbox"/>	<input type="checkbox"/>	Complete Site Plan (2 copies) that includes the following:
<input type="checkbox"/>	<input type="checkbox"/>	a. North Arrow and Key Map (showing adjacent properties within 200m of the site)
<input type="checkbox"/>	<input type="checkbox"/>	b. Existing and proposed zoning (E.g. R1N to R2 or CHWY to M1 etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Digital Copies of the Entire Application Package
<input type="checkbox"/>	<input type="checkbox"/>	For Direct Control (DC) Districts only, a written explanation of why the Town's existing Land Use Districts cannot accommodate the proposed development.
<input type="checkbox"/>	<input type="checkbox"/>	Site Contamination Disclosure (see Form 4)

NOTE: The Planner may request additional information beyond the checklist requirements.

NOTE: By signing your name on the signature line below, you agree that all information submitted on this form is true.

Owner/Applicant Signature

Date

*Application Screened for Completion By:
(Planner)*

Date



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FORM 3

Right of Entry & Owner Authorization Form

All information in the following form must be filled-out and submitted with every Land Use Amendment application.

OWNER AUTHORIZATION

I/We _____

Print name(s) of registered owner(s)

Being the registered owner(s) for _____

Legal description and/or municipal address of land

Do hereby authorize _____

Individual or firm making application

To submit a Land Use Amendment application on our behalf for the above described property.

Owner Signature

Date

RIGHT OF ENTRY

I/We _____

Print name(s) of registered owner(s)/applicant(s)

Being the registered owner(s)/applicant(s) for _____

Legal description and/or municipal address of land

Do hereby authorize representatives of the Town of Strathmore to enter upon the subject lands for the purpose of site inspection(s) to evaluate the proposed Land Use Amendment application.

Owner/Applicant Signature

Date



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FORM 4

Site Contamination Disclosure

Please be aware further site assessments may be required as part of the review of your application.

ACTIVE ENVIRONMENTAL SITE INVESTIGATIONS

1. Are you aware of any active environmental investigations for this site? *E.g. audits, assessments, tests, surveys or studies.*

YES

NO

2. If you answered YES to question #1 above, please provide a brief description of each environmental investigation.

HISTORICAL SITE REMEDIATION

3. Are you aware of any historical site remediation or a request for such to occur on this site? *E.g. audits, assessments, tests, surveys or studies.*

YES

NO

4. If you answered YES to question #3 above, please provide a brief description.

Owner/Applicant Signature

Date