

# Land Use Bylaw Redesignation Application Package

Version 4 – October 2021

**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](mailto: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**

<b>Applicant</b>			<b>Property Owner (if different than Applicant)</b>		
<b>Phone</b>			<b>Phone</b>		
<b>Email</b>			<b>Email</b>		
<b>Mailing Address</b>			<b>Mailing Address</b>		
<b>Town/City</b>	<b>Province</b>	<b>Postal Code</b>	<b>Town/City</b>	<b>Province</b>	<b>Postal Code</b>

**Location of Land Use Amendment**

<b>Civic Address</b>					
<b>Legal Address</b>	<b>Lot</b>	<b>Block</b>	<b>Plan</b>		

**Description of Land Use Amendment**

**Describe why the proposed Land Use Bylaw amendment is needed to accommodate your project:**

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Town of Strathmore  
1 Parklane Drive  
Strathmore, AB T1P 1K2  
(403) 934 3133

<b>Existing Land Use District:</b>	
<b>Proposed Land Use District:</b>	
<b>For Office Use Only</b>	
<b>Bylaw #:</b>	<b>File #:</b>
<b>Application Fee:</b>	

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*

**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>	
		<b>Certificate of Title</b> dated within 30 days of the date of your application submission
		Copies of all <b>instruments and documents</b> registered on the Certificate of Title
		<b>Owner Authorization Form/Affidavit of Corporate Signing Authority</b> (see Form 3 and Form 4)
		<b>Right of Entry Form</b> (see Form 3)
		<b>Land Use Bylaw Amendment Application Fee</b>
		<b>Complete Site Plan (2 copies)</b> that includes the following:
		a. North Arrow and Key Map (showing adjacent properties within 200m of the site)
		b. Existing and proposed zoning (E.g. R1N to R2 or CHWY to M1 etc.)
		<b>Site Contamination Disclosure</b> (see Form 5)
		<b>For Direct Control (DC) Districts only, a written explanation of why the Town's existing Land Use Districts cannot accommodate the proposed development.</b>
		<b>Digital Copies of the Entire Application Package</b>

**Additional Items that may be Required**

		<b>Environmental Review</b>
		<b>Environmental Site Assessment</b>
		<b>Geotechnical</b>
		<b>Historical Resources Assessment/Overview</b>
		<b>Slope Stability Study</b>
		<b>Drainage Plan</b>

**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.

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*Owner/Applicant Signature*


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*Date*


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*Application Screened for Completion By: (Planner)*


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*Date*

**FORM 3**

**Right of Entry & Owner Authorization Form**

All information in the following form must be filled-out and submitted with every Development Permit application.

<b>OWNER AUTHORIZATION</b>	
I/We _____ <div style="text-align: center;"><i>Print name(s) of registered owner(s)</i></div>	
Being the registered owner(s) for _____ <div style="text-align: center;"><i>Legal description and/or municipal address of land</i></div>	
Do hereby authorize _____ <div style="text-align: center;"><i>Individual or firm making application</i></div>	
To submit a Development Permit application on our behalf for the above described property.	
_____ <i>Owner Signature</i>	_____ <i>Date</i>

<b>RIGHT OF ENTRY</b>	
I/We _____ <div style="text-align: center;"><i>Print name(s) of registered owner(s)/applicant(s)</i></div>	
Being the registered owner(s)/applicant(s) for _____ <div style="text-align: center;"><i>Legal description and/or municipal address of land</i></div>	
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 development and to ensure compliance with any subsequent conditions in the event the Development Permit application is approved.	
To submit a Development Permit application on our behalf for the above described property.	
_____ <i>Owner/Applicant Signature</i>	_____ <i>Date</i>

**FORM 4**

**Affidavit of Corporate Signing Authority**

I, \_\_\_\_\_, of \_\_\_\_\_ make oath and say:

1. I am an officer or director of \_\_\_\_\_ being the corporation named in the Land Use Rezoning / Subdivision / Area Structure Plan / and/or Development Permit application as submitted to the Town of Strathmore affecting lands legally described as:

\_\_\_\_\_

2. (a) I am authorized to sign the Land Use Rezoning / Subdivision / Area Structure Plan / and/or Development Permit application on behalf of the corporation without affixing a corporate seal; and

(b) I am authorized to sign a letter appointing an agent to act on behalf of the corporation regarding the Land Use Rezoning / Subdivision / Area Structure Plan / and/or Development Permit application(s) without affixing a corporate seal; and

I hereby appoint \_\_\_\_\_ as our agent for the abovementioned application(s)

If Corporate seal is not used

SWORN before me at \_\_\_\_\_)

\_\_\_\_\_

Print Name

In the \_\_\_\_\_)

This \_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_)

\_\_\_\_\_

Signature

Affix Corporate Seal here

\_\_\_\_\_)

Commissioner of Oaths

In and For the Province of Alberta

## FORM 5

### 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.**

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#### 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.**

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\_\_\_\_\_  
*Owner/Applicant Signature*

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