



Area Structure Plan Application Package

Version 4 – October 2021

FORM 1

Application Form

***** PLEASE CONTACT A PLANNER TO DISCUSS THE CHECKLIST REQUIREMENTS FOR ALL AREA STRUCTURE PLAN 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 Area Structure Plan

Legal Address	Lot	Block	Plan
Long Legal			
Existing Land Use District(s):			

Description of Plan Area

Describe the existing development if a new ASP, OR if an amendment to an existing ASP, why you're requiring the amendment.

For Office Use Only

Bylaw #:	File #:
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Application Fee:

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

Area Structure Plan 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>	
		Certificate of Title dated within 30 days of the date of your application submission
		Copies of all instruments and documents registered on the Certificate of Title
		Owner Authorization Form (see Form 3)
		Right of Entry Form (see Form 3)
		Affidavit of Corporate Signing Authority (Form 4)
		Area Structure Plan Application Fee
		Complete Site Plan (2 copies) that includes the following:
		a. North Arrow and Key Map (showing adjacent properties within 200m of the site)
		b. Plan Boundary
		c. Proposed Road Network
		d. Proposed Green Spaces/Parks
		e. Waterbodies
		Site Contamination Disclosure (see Form 5)
		Digital Copies of the Entire Application Package

Additional Items that may be Required					
<i>Applicant</i>	<i>Office</i>		<i>Applicant</i>	<i>Office</i>	
		Environmental Review			Storm Water Management
		Environmental Site Assessment			Wetland Impact Assessment
		Geotechnical Study			Traffic Impact Assessment
		Historical Resources Assessment/Overview			Architectural Guidelines
		Slope Stability Study			Landscape Plan
		Drainage Plan			Biophysical Impact Assessment

Area Structure Plans Are Required to Contain the Following Information

Future Land Use identifying Residential (low and high density), commercial, and industrial development nodes.	Estimated water and waste water requirements, showing connection to existing Town water and wastewater systems.
Physical and topographic features including proposed lot layout and phasing	Storm water management, showing connection to existing Town storm water system.
Access, arterial roadways, collector roads, internal circulation, and ties to existing transportation network	Allocation of municipal and environmental reserves
Boundaries and phasing of future plan areas.	Existing and proposed utility networks, easements and rights-of-way
Identify all wetlands, environmentally sensitive areas, impacts on adjacent uses including provisions for buffers	Identify locations of open areas, school sites, emergency services, sites, parks, trail networks, and proposed future areas.
Identify any oil wells, abandoned wells and any sour gas wells within 1.5km	Table of Contents, including purpose, objectives, vision of long term development, policies, goals, objectives, etc.
Constraints map, showing setbacks from developments such as sewage lagoons.	Summary of public engagement

NOTE: Applicants are required to complete the (Interim) Regional Evaluation Framework application for review by the Calgary Metropolitan Regional Board. This application is submitted after Second Reading by Town Council.

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

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

FORM 4

Affidavit of Corporate Signing Authority

I, _____, of _____ make oath and say:

- 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:

- 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
 - 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 above-mentioned 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.**

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