

Area Structure Plan (ASP) Adoption Process:

1. Pre-Application Meeting with Town Staff:

Town Staff will meet with the applicant to help determine any issues that may arise from the proposal, and address any potential problems, if any, before plan submission.

2. Plan Preparation:

Using feedback and comments from the Pre-Application Meeting, the applicant will prepare the Area Structure Plan for submission.

3. Plan Review:

a. Circulation:

Town Staff will circulate the completed draft of the ASP internally and review the plan and corresponding documents that have been submitted. The plan may also be circulated to external agencies and departments at the discretion of the Approving Authority. Any comments and/or revisions will be forwarded to the applicant.

b. Open House:

The applicant will facilitate an Open House at a suitable location which will be open to the community. The applicant will present their proposal and address any questions or concerns that community members may have.

c. First Reading:

Town Council will be presented with the proposed ASP. At First Reading, the date for the Public Hearing will be scheduled.

d. Advertisement & Notification:

Town Staff will advertise the proposed ASP once a week for 2 consecutive weeks in a local newspaper and notify any affected persons or agencies.

e. Public Hearing:

A Public Hearing will be held by Town Council and any affected persons or agencies can address the proposed ASP.



Town of Strathmore

680 Westchester Road
Strathmore, Alberta T1P 1J1

T: (403) 934-3133
W: strathmore.ca

F: (403) 934-4713
E: development@strathmore.ca

f. Second and Third Reading:

After the Public Hearing, Town Council will give Second and Third Reading to the proposal. Town Council may require further amendments to the ASP prior to adoption.

4. Adoption:

The Area Structure Plan will be adopted after it has received Second and Third Reading from Town Council.

For more information on Area Structure Plans, the Area Structure Plan Adoption Process, or Amending an Adopted Area Structure Plan, please contact the Director of Planning & Development at 403 934 3133



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APPLICATION
Area Structure Plan Approval
Area Structure Plan Amendment Approval

For Office Use Only

File Number
Date of Receipt of Complete Application
Application Fee Submitted

This form is to be completed in full by the registered owner of the land or by an authorized person acting on behalf of the owner.

1. Name of registered owner(s) of land to which ASP applies
Address, postal code, phone numbers (home & work)
email:

2. Authorized person acting on behalf of the registered owner
Address, postal code, phone numbers (home & work)
email:

3. Legal description and area of land
All/part of 1/4 sec Twp Rge W4M
Being all/parts of Lot Block Plan C.o.T. No
Area held in current title hectares acres

4. Purpose of Area Structure Plan

Registered owner or person acting on his behalf
I, hereby certify that I (circle):

- a) am the registered owner, or
b) am authorized to act on behalf of the registered owners(s), and that the information given on the form is complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Signed

Home Phone Work Phone

Date

Authorization from registered owner(s) of land subject to Area Structure plan

Registered owner's signature _____

For Office Use Only

Dates of Public Information Meetings _____

Date of first Reading _____






Dates of Public Hearing Advertisements _____

Date of Public Hearing _____

Date of Second Reading _____

Date of Third Reading _____

Additional Comments _____

-  Application Form
-  Current Certificate of Title
-  Plan/amendment (40 copies)
-  Public Information Program
-  Fees

AREA STRUCTURE PLAN REQUIREMENTS

A. GENERAL

Applications for Area Structure Plans are required for the new development of all land within the Town of Strathmore. The following information is required for all applications and applications will not be deemed complete until such time as all of the following criteria which apply to the application have been met.

B. SPECIFIC AREA STRUCTURE PLAN REQUIREMENTS

AT THE TIME OF APPLICATION

1. Application Fee
2. Application Form completed in its entirety
3. The name, address, email (as applicable) and phone numbers of the registered owner(s) and the authorized person(s) acting on behalf of the registered owner(s) on the application form. The application must be signed by the titled landowner, or a letter is to be provided to the Town delegating authority for application to the authorized person noted on the application. **Original signatures must be on the application.**
4. Current Copy of Certificate of Title, dated no greater than 30 days prior to the date of application
5. Copies of the instruments registered by caveat or any easements registered on title to the land must be submitted with the application.
6. Proposed Area Structure Plan Document outlining the following:
 - Purpose of Plan/Amendment. A clear concise statement of the development objectives, use, and the name of the particular Area Structure Plan.
 - Compliance with the Municipal Development Plan and any applicable policies and standards. Specific information must be given on how the Area Structure Plan complies with applicable existing statutory plans, the Town policies and standards.
 - Planning forecasts and effective time period of the Area Structure Plan. A summary of development planning forecasts for the plan area; and a clear concise statement on the plan's effective time period or the inclusion of a sunset clause specifying a date for the Plan's termination or conditions for its continuation if suitable.
 - Definition of the Area Structure Plan area and relationship with surrounding lands. A precise delineation of the Plan's geographic boundaries, and a concise statement on the Plan's relationship and linkages with surrounding lands, such as roads and walkways, school/park sites and accessibility, environmental features, etc.
 - Policies and plans addressing environmental protection, wetlands or other environmentally sensitive areas
 - Land Use, population, and development density plans for all private, semi-public, and public lands, and their location, with statistics on percentage of total land area and gross developable area calculations.
 - Transportation plans for arterial roads, major and minor collectors, public and school transit routes, pedestrian and bicycle routes, and their locations.
 - Utility servicing policies and plans for major water, sanitary sewer, storm management, electric power, natural gas, and any other systems, and their locations.
 - Urban design, landscaping and architectural proposals.
 - Any other policies and plans as specified by the Town to address any unique circumstances of the Area Structure Plan area.
 - Proposed development phasing.
 - A legal composite map showing the Area Structure Plan/Amendment area;
 - Other plans and graphs to illustrate clearly the requirements of items noted above
 - Land ownership pattern;
 - Current and proposed land features, water bodies, tree covers, environmental protection, and wildlife areas;
 - Proposed development phasing scheme

7. Public information program.
8. Any additional information deemed necessary by Town Administration as per the specific characteristics of the parcel.
9. Digital PDF copy of the plan
10. AutoCAD Drawings demonstrating the suitability of the lands for the proposed development and general serviceability* based on the following information:

****All submissions must be AutoCAD 2004 or later****

Datum: NAD 83
Grid: 3TM
Central Meridian: 114° W

AutoCAD drawings must be broken down into the following layers:

- Municipal Reserve (MR); School Reserve (SR); Municipal and School Reserve (MSR); Environmental Reserve (ER); Public Utility Lots (PUL)
- Land Use- please have a layer to represent each Land Use Zoning
- Arterial Roadways
- Collector Roadways
- Residential/Local Roadways
- Water Network
- Sanitary Sewer Network
- Storm Sewer Network
- Pathways

***Detailed** engineering for the servicing of the ASP area is required at subdivision stage. The ASP must demonstrate that the lands can be serviced by existing underground networks or extensions of same by the Developer and must indicate whether gravity drainage is possible or lift stations or other appurtenances will be necessary to move sanitary or storm sewage.

****AMENDMENTS TO ANY DRAWINGS OR PLANS MUST BE SUBMITTED TO THE TOWN NO LATER THAN 10 WORKING DAYS BEFORE THE SCHEDULED PUBLIC HEARING****

WITHIN 30 DAYS AFTER APPROVAL OF THE ASP PLEASE PROVIDE:

- A CD containing all graphics, a word copy of the final document showing all changes, a PDF copy as per the final hard copy of the document
- 25 hard copies of the document
- A letter of confirmation releasing all information to the Town of Strathmore

PLEASE NOTE THAT ANY APPLICATIONS WHICH HAVE AN APPROVED TERMS OF REFERENCE EXISTING WILL ALSO BE REQUIRED TO FOLLOW ANY ADDITIONAL SITE SPECIFIC INFORMATION AS OUTLINED IN THIS DOCUMENT.