

Outline:

1. **Pre-Application Meeting with Town Staff:**

Town Staff will meet with the applicant and discuss the proposal. Town Staff will also determine if there are any potential issues and address them before submission.

2. **Application:**

After the Pre-Application Meeting, the applicant will prepare and submit the Land Use Bylaw Amendment Application.

3. **Review:**

a. Circulation:

Town Staff will circulate the completed application and supporting documents that have been submitted. The application 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. First Reading:

Town Council will be presented with the proposed Land Use Bylaw Amendment. At First Reading, the date for the Public Hearing will be scheduled.

c. Advertisement & Notification

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

d. Public Hearing

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

e. Second and Third Reading

After the Public Hearing, Town Council will give Second and Third Reading to the proposal. Further amendments and/or revisions may be needed before adoption.



Town of Strathmore

680 Westchester Road
Strathmore, Alberta T1P 1J1

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

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4. Adoption:

The Land Use Bylaw #14-11 will be amended after the amending bylaw has received Second and Third reading from Town Council.

Information on the associated fees regarding a Land Use Bylaw Amendment can be found in the Town of Strathmore Fee Schedule Bylaw #13-21.

For more information on Land Use Bylaw Amendments, or the Land Use Bylaw Amendment process, please contact the Director of Planning & Development at 403-934-3133.



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List of Supporting Documents/Plans Required (Including, but not limited to):

- Site Plan
- Copy of Title (pulled within 30 days of the application)
- Key Plan
- Mark Area to be re-designated
- Area and size of parcel
- Authorization letter if not owner
- Corporate letter showing ownership or signing authority

I, _____
(please print)

_____ am the registered owner

_____ am authorized to act on behalf of the registered owner, and I am aware that it is my responsibility to obtain all approvals from the landowner.

and the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relations to this application. I, hereby consent to an authorized person designated by the Town of Strathmore to enter upon _____ and in the land and building(s) described in Section A for the purpose of an inspection during the processing of the application.

Signed: _____ **Date:** _____

This information is being collected under the *Municipal Government Act* and will only be used For the purpose of Land Use Bylaw Amendment. It is protected by the provisions of the *Freedom of Information & Protection of Privacy Act*. If you have any questions about the collection please contact the FOIP Co-ordinator at (403) 934-3133, weekdays.

3.

BYLAW AMENDMENT FEES

- a) Information on the associated fees regarding a Land Use Bylaw Amendment can be found in the Town of Strathmore Fee Schedule Bylaw #13-21