990 Bauer Avenue, Spring Lake, AB T7Z 2S9
Phone (780) 963-4211 ● Fax (780) 963-4260
villageoffice@springlakealberta.com
www.springlakealberta.com

Land Use Bylaw Amendment Application

For office use only
File number _____

This form is to be completed in full wherever applicable by the registered owner of lands within the Village of Spring Lake or by an authorized person acting on behalf of the owner.

1. Name of registered owner(s) submitting application

_____

_____

Address, postal code, and telephone number (home and work)

_____

_____

2. Authorized person acting on behalf of the registered owner

_____

_____

Address, postal code, and telephone number (home and work)

_____

_____

3. Description of lands affected

_____

_____

4. Purpose of application

_____

_____

_____

_____

_____

_____

Registered owner of person acting on his behalf

I, _____ hereby certify that I *a) am the registered owner or b) am authorized to act on behalf of the registered owner(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. I/We hereby give my/our consent to allow Council or a person appointed by it the right to enter the above land with respect to this application only.

Signed _____

Home phone _____ work phone _____

Date _____

Authorization from registered owner(s) of land within the Village of Spring Lake

Registered owner's signature _____

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Information Required to Accompany any Land Use Bylaw Amendment Approval – Application

Note: An application for a land use bylaw amendment can only be made by the registered owner of the Village of Spring Lake that is the subject of the application or a person authorized to apply on his/her behalf.

An application for land use bylaw amendment approval will only be accepted by the municipality when all of the following information has been submitted.

1. Application fee
    a. The application fee of $3,000 must be included.
2. Application form (1 original)
    a. The application for land use bylaw amendment approval form must be completed in its entirety.
    b. The name, address, and telephone number(s) of the registered owner(s) and the authorized person(s) acting on behalf of the registered owner(s) must be printed in the proper areas on the application form. The application must be signed by one of the above mentioned persons. If a person is acting on behalf of the registered owner(s), it is essential that the owner(s) sign the authorization at the back of the application form. Please note that if a company or individual is the owner of the said land under an agreement for sale as indicated by caveat on the back on the certificate of title, please submit a copy of the signed agreement for sale or caveat along with the application. In those instances where making an application on behalf of a developer which has an option on the land, this office also requires a written authorization form from the developer.
3. Current copy of Certificate of Title
    a. A current copy of the title as it now exists at Land Titles Office can be obtained from any licenses and registrations office.
    b. If there are any caveats or easements registered on the title pertaining to the municipality (i.e. deferred reserve caveats or utility easements) please submit copies of these documents along with the application.
4. Proposed land use bylaw amendment document outlining the following (4 copies)
    a. Purpose of land use bylaw amendment. A clear and concise statement of the development objectives, use, and naming of this bylaw.
    b. Compliance with the land use bylaw and applicable policies/standards. A short statement on the plan's compliance with applicable existing statutory plans and policies/standards.
    c. Definition of the land use bylaw amendment 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.
    d. Land use, population, and development density policies and plans for all private, semi-public, and public lands, and their location with statistics on percentages of total land area and gross developable area calculations.
    e. Transportation policies and plans for arterial roads, major and minor collectors, public and school transit routes, pedestrian and bicycle routes, and their locations including, if the development may impact traffic on provincial highways or intersections of municipal roads with provincial highways, a Traffic Impact Assessment.
    f. Utility servicing policies and plans for major water, sanitary sewer, storm management, electric power, natural gas, and other systems, and their locations.
    g. Other policies and plans as specified by the municipality to address any unique circumstances of the land use bylaw amendment area.
    h. Metric plans and maps at a minimum scale of 1:5000 and the appropriate graphs to support the area structure plan policies, including (where appropriate) but not limited to the following:
        i. A legal composite map showing the amendment area,

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ii. Other plans and graphs to illustrate clearly the requirements of d-k above for the amendment area, including but not limited to the requirements of iii.-vii. listed below:

iii. Proposed land ownership pattern,

iv. Proposed land features, water bodies, tree covers, environmental protection, and wildlife areas,

v. Proposed land use and densities,

vi. Proposed roads, pedestrian/bicycle routes, transit routes, and utilities,

vii. Proposed development phasing scheme.

Checklist

- ✓ Appropriate application fee
- ✓ Application form
- ✓ Current copy of Certificate(s) of Title
- ✓ Proposed land use bylaw amendment document
- ✓ Completed right-of-entry

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Date of receipt of application as complete _____

Advertising fee submitted _____

Application fee submitted _____

Date of public information meeting _____

Date of first reading _____

Public hearing advertisements _____ _____

Date of public hearing _____ _____

Date of second reading _____

Date of third reading _____

Additional comments _____

- ☐ Application form (2 copies)
- ☐ Current certificate of Title(s)
- ☐ Proposed land use bylaw amendment document (4 copies)
- ☐ Public information program
- ☐ Fees (application and advertising)