



P.O. Box 280, Bruderheim, Alberta, T0B 0S0 Telephone (780) 796-3731 Fax (780) 796-3037

For office use only

File number _____

Date of receipt of application as complete _____

Application fee submitted _____

This form is to be completed in full wherever applicable 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, 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. Legal description and area of land
All/part of the _____ ¼ section _____ township _____ range _____ west of the 4th meridian
Being all/parts of lot _____ block _____ plan _____ C.O.T. No. _____
Area held in current title(s) _____ hectare _____ acres
4. Purpose of Area Structure Plan _____

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 subject to Area Structure Plan

Registered owner's signature _____

Collection and use of personal information

This personal information is being collected in accordance with the Municipal Government Act (MGA) and is protected by the privacy provisions of the Freedom of Information and Privacy Act (FOIP). This information will be used to process and approve the application. If you have any questions about the collection and use of your information, contact the Town of Bruderheim at (780) 796-3731.



Information required accompanying any Area Structure Plan Approval OR Amendment Approval – Application

An application for Area Structure Plan/Amendment Approval can only be made by the registered owner of the land that is the subject of the application or a person authorized to apply on his/her behalf.

An application for Area Structure Plan/Amendment Approval will only be accepted by the Town when all of the following information has been submitted.

1. Application fee
 - a. The application fee must be included in accordance with Town Bylaws. (see fee schedule for applicable fees)
2. Application form (1 original)
 - a. The application for Area Structure Plan/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 on 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 Lamont County (i.e. deferred reserve caveats or utility easements) please submit copies of these documents along with the application.
4. Proposed Plan/Amendment document outlining the following (12 hard copies plus 2 CD or DVD copies)
 - a. Purpose of Plan/Amendment. A clear and concise statement of the development objectives, use, and naming of this Area Structure Plan.
 - b. Compliance with the Municipal Development Plan and applicable Town policies/standards. A short statement on the Area Structure Plan's compliance with applicable existing statutory plans and Town policies/standards.
 - c. Planning forecasts and effective time period of the Area Structure Plan. A summary of development planning forecasts for the Plan Area; and a clear 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.
 - d. 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.
 - e. Policies and plans addressing environmental protection, habitat, and tree retention elements.
 - f. 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.
 - g. Transportation policies and plans for arterial roads, major and minor collectors, public and school transit routes, pedestrian and bicycle routes, and their locations.



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- h. Utility servicing policies and plans for major water, sanitary sewer, storm management, electric power, natural gas, and other systems, and their locations.
 - i. Urban design, landscaping, and architectural policies and proposals.
 - j. Other policies and plans as specified by the Town to address any unique circumstances of the Area Structure Plan area.
 - k. Proposed development phasing.
 - l. Maps (in metric) at a minimum scale of 1:5000 and appropriate graphs to support the Area Structure Plan/Amendment's policies, including but not limited to the following:
 - i. A legal composite map showing the Area Structure Plan/Amendment area,
 - ii. Other plans and graphs to illustrate clearly the requirements of items d. to k. above for the Plan/Amendment area, including but not limited to the requirements of iii. to vii. listed below:
 - iii. Land ownership pattern,
 - iv. Current and proposed land features, water bodies, tree covers, environmental protection, and wildlife areas,
 - v. Proposed land use and densities,
 - vi. Proposed roads, pedestrian/bicycle routes, and utilities,
 - vii. Proposed development phasing scheme.
5. Design brief (12 hard copies plus 2 CD or DVD copies).
6. Public information program.

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Public hearing
advertisements

Date of public hearing

Date of first reading

Date of second reading

Date of third reading

Capital Region Board
approval

Additional comments

- Application form (1 original)
- Current Certificate of Title(s)
- Design Brief (12 copies)
- Public Information Program
- Fees (application & advertising)



AREA STRUCTURE PLANS

An Area Structure Plan (ASP) can be viewed as an intermediate step between the Municipal Development Plan and a plan of subdivision. An ASP is a statutory plan adopted by Council following a public hearing. It is intended to cover only a small part of a municipality.

An Area Structure Plan (Section 633 of the MGA) describes in greater detail the manner in which new development is to be accommodated in a particular part of the municipality.

Preparation of an ASP provides the municipality and the developer an opportunity to reach agreement on the fundamental design of an area prior to the preparation and submission of the more detailed subdivision plans.

The plan can be prepared by a developer, a municipality or other planning authority. An ASP describes the sequence of development for a proposed area, the specific or general land uses, population densities proposed, and the general location of transportation routes, utilities and public open space systems. Specifically, an ASP will address items such as, but not limited to:

Land Use

- ✓ Development Concept
- ✓ Land use areas
- ✓ Densities
- ✓ Surrounding uses
- ✓ Phasing

Servicing

- ✓ Water and Sanitary
- ✓ Sewer
- ✓ Storm Water Management
- ✓ Utilities
- ✓ Town Standards

Open Space

- ✓ School Requirements
- ✓ Parks/Open Space
- ✓ Trail Linkages
- ✓ Municipal Reserve Requirements

Site Conditions

- ✓ Legal/Ownership
- ✓ Topography/Geotechnical
- ✓ Current Conditions
- ✓ Right-of-way/Easements

Transportation

- ✓ Access/Egress
- ✓ Collector Street System

Stakeholders

- ✓ Residents
- ✓ Landowner
- ✓ Town
- ✓ Province
- ✓ Schools

ASP APPLICATION PROCESS

The Area Structure Plan must conform to the existing Municipal Development Plan that affects the area. An ASP is adopted as a bylaw following the same procedures as the Municipal Development Plan and is subject to the same provisions for public participation. As such, an ASP is prepared and submitted in By-law format with all contents clearly indexed for easy reference and provisions made for future amendments.

Initially, the applicant meets with the Town to discuss potential development for a specific piece of property. Prior to drafting an ASP the Town strongly advises the applicant to schedule a public open house allowing residents and affected parties the opportunity to provide input. Once the applicant drafts and submits an area structure plan, along with the applicable application form and fees, the Town will circulate the ASP to internal and external agencies for comment. The circulation process can take up to 4 weeks after which the Town advises the applicant of the comments and revisions suggested by these external agencies.

The ASP is revised in response to the comments received from the Town circulations. The applicant, with the Town, then schedules a public meeting or open house to address the public and discuss public concerns.

The ASP is revised to address the concerns presented at the public meeting. The revised ASP is reviewed by the Town and the applicant is advised of any remaining ASP revisions the Town requires.

When the ASP is ready to go before Council as a By-law or By-law amendment, Council holds a public hearing in conjunction with the Council session. The public hearing and the proposed By-law are advertised in the newspaper. The Town notifies affected and adjacent landowners directly. At the conclusion of the public hearing and the commencement of the Council session, the By-law receives first and second reading, or consequently, may be referred back to the applicant with additional areas of concern to be addressed. After second reading, the ASP is submitted to the Capital Region Board for approval. Following the Capital Region Board approval, the ASP as By-law will receive third reading at a later Council session.