



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 \_\_\_\_\_

Advertising fee submitted \_\_\_\_\_

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 subject to amendment \_\_\_\_\_ 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 (if map amendment)  
All/part of the \_\_\_\_\_ ¼ section \_\_\_\_\_ township \_\_\_\_\_ range \_\_\_\_\_ west of the 4<sup>th</sup> meridian  
Being all/parts of lot \_\_\_\_\_ block \_\_\_\_\_ plan \_\_\_\_\_ C.O.T. No. \_\_\_\_\_  
Area held in current title(s) \_\_\_\_\_ hectare \_\_\_\_\_ acres

If applying for a **map amendment**, indicate the proposed change in land use district From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for proposed change \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Further information may be provided on a separate page)

If applying for a **text amendment**, provide the text and explanation of reason \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Further information may be provided on a separate page)

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. I have been informed of the Town bylaws, policies and regulations regarding this application. I understand that this application may be refused if not in conformance with the above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Home phone \_\_\_\_\_ work phone \_\_\_\_\_

Authorization from registered owner(s) of land subject to the proposed amendment

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.



Checklist (for office use only)

- Application form (1 original)
- Right-of-entry/applicants authorization
- Current Certificate of Title(s) (if map amendment)
- Plan/amendment 5 copies (if map amendment)
- Plan/amendment on CD or DVD (if map amendment)
- Fees (application & advertising)

**Information required accompanying any Land Use By-law Amendment – Application**

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An application for Land Use By-law Amendment 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.

The Town of Bruderheim will only accept an application for Municipal Development Plan Amendment 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 Land Use By-law Amendment 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 (if map amendment)
  - 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 Town of Bruderheim (i.e. deferred reserve caveats or utility easements) please submit copies of these documents along with the application.
4. Proposed plan (5 copies, if survey plan, please provide an 8½x11 reduction of the plan)
  - a. Showing the location, dimensions and boundaries of the land to be amended
5. Proposed plan on CD or DVD (2 copies)
6. Proposed text amendment



## **LAND USE BYLAW AMENDMENT (REDISTRICTING)**

Redistricting (sometimes referred to as rezoning), refers to the process of changing the current land use district to another designation. **Redistricting is required when a proposed development on a site cannot be allowed because the current land use district does not allow for that particular development, land use, parcel size or density.** Usually the applicant or landowner initiates the land use district change by submitting an application to amend the current land use.

The application is circulated to internal and external agencies for comments and to adjacent landowners who could be affected by the change. Town administration facilitates the application, ensuring it complies with the MDP, the Land Use Bylaw, ASP (if applicable) and other municipal policies. A report is prepared and brought forward to Council recommending support or non-support of the application. Prior to third reading of the bylaw, Council must hold a public hearing to provide an opportunity for those affected by the amendment to comment. Only when these steps are complete will Council consider the redistricting bylaw for adoption.

Application fees for redistricting may vary depending on the existing and proposed land use districts. The redistricting process usually takes between 60-120 days depending on the complexity and potential impact on the community. A redistricting application may take longer if it is associated with a proposed ASP.