

NEW AREA STRUCTURE PLANS & AREA STRUCTURE PLAN AMENDMENTS

The City of St. Albert has two types of Area Structure Plans, the single-tier and the two-tier. Depending on where the subject lands are located, will determine the Terms of Reference to use for developing or amending an Area Structure Plan (ASP).

Type One – Single Tier

The *Area Structure – Single-tier, Area Redevelopment Plan, and Redevelopment Sites: Technical Report Terms of Reference* apply to:

- Area Structure Plans approved prior to 2022;
- An Area Redevelopment Plan; or
- A site being redeveloped that is not within an Area Structure Plan or Area Redevelopment Plan (such as change in use, intensification, and/or development of an infill site).

To amend an ASP that has no neighbourhood plans (NP) within its boundary, please use the single-tier Terms of Reference. The City does not anticipate any new ASPs being developed under this single-tier process, only amendments to existing ASPs that remain operable under the single-tier ASP process.

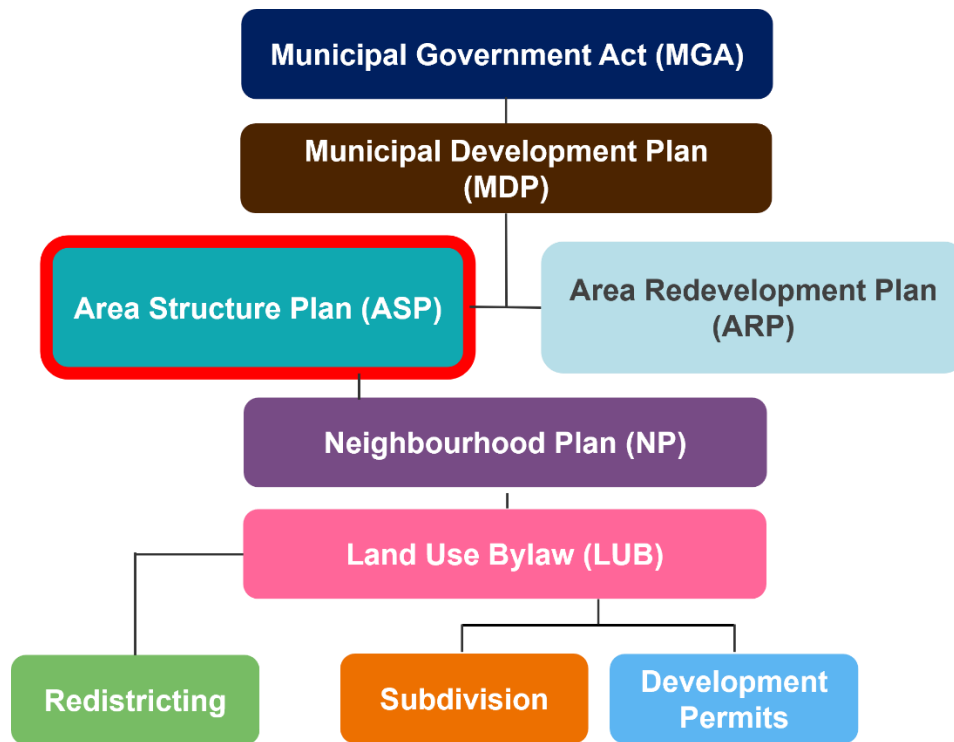
Type Two – Two-Tier

The *Area Structure Plan and Neighbourhood Plan Terms of Reference* outlines a two-tier policy structure:

- Tier 1 is an Area Structure Plan; and
- Tier 2 are Neighbourhood Plans.

Under the two-tier structure, an ASP would encompass an area of approximately 256 hectares and are typically developed for the City's undeveloped areas annexed in 2022. Within an ASP are multiple Neighbourhood Plans (NPs), each with minimum areas of approximately 64 hectares. This structure will be used for lands that are not within an existing ASP. However, lands that have an existing ASP, and are within the boundary of a new larger ASP, would become an NP under this two-tier structure.

The hierarchy image, outlined in red, is where the 'Area Structure Plan' is located within the overall planning framework for land development.



What is an Area Structure Plan (ASP)?

An Area Structure Plan (ASP) is a Statutory Plan and is the starting point for turning undeveloped areas into new neighbourhoods and can be used for residential, commercial, industrial, or a combination of these uses. An ASP objectives and policies generally describes how development will proceed in an area, land uses, the density of population, and the location of transportation, major open spaces, and public utilities. An ASP must comply with the policies of the Municipal Development Plan.

A Public Hearing will be held, and City Council is the decision authority. If the ASP is approved, it will become a city bylaw, to which all future development must comply.

Two-Tier Area Structure Plan

When is an ASP Required?

An ASP is required when a landowner wants to develop a piece of undeveloped land. Typically, ASPs are for areas made up of approximately 256 hectares and would not already have an existing ASP on the land. New ASPs are typically developed for the City's undeveloped areas annexed in 2022.

If you are a landowner in an annexed area, please contact the City's Planning and Development Department to discuss your options, as any changes to your land, including farmstead separations or single lot subdivisions, may require an ASP and NP to be developed or amended prior to a redistricting and/or a subdivision application.

Who Can Apply?

The landowner or someone appointed by the landowner can apply. The highly technical nature of ASP applications requires them to be prepared by professional planning and engineering consultants.

Timeframes

The preparation of an ASP is a time-consuming process, which requires a large financial investment by the applicant. A typical ASP takes between 12 and 18 months to complete the technical and engineering reports and studies, which are completed before an application is submitted. After the application is accepted as complete, the City will require between 6 to 13 months to process the application and prepare the final ASP document and bylaw, prior to the application being taken to a Public Hearing for a decision by Council.

Pre-Application Meeting

Before an application is submitted, the Planning Branch recommends a meeting with the applicant, and may include City staff from Engineering, Recreation and Parks, Transportation, and other departments. The meeting can discuss the proposed ASP, help both the applicant and staff identify potential issues, and determine what would be required to make an application a reality. The City may charge a fee for each pre-application meeting.

Public Consultation

Public consultation will most likely be required and must follow the requirements as set-out in the *Public Participation Guidelines for Planning and Development Applications*. Public consultation(s) are organized, advertised, and presented by the applicant, at the applicant's expense, and are conducted early in the plan preparation process to help identify potential issues. The services of a court reporter is needed and the transcript(s) from the meeting must be submitted at the time the formal application is made. Public consultation is a part of a transparent planning process. As well, it provides the public with an opportunity to learn about the plan, provide feedback, and voice concerns that can be addressed by the applicant as the plan is developed.

Landowner Consultation

Landowners within the new Area Structure Plan area shall be consulted regarding what is proposed on their lands. Provide a letter with the application to advise the City who

was consulted, what was provided, the outcome of that consultation, and who was not consulted and why there was no consultation.

Prepare Technical Studies & Reports

Prior to submitting an application, City staff will discuss the studies and reports that may be required to support your ASP application. These studies and reports will require contracting engineering and other professionals at the applicant's expense, and are completed prior to submitting an application. These studies and reports are required to show future development minimizes impacts on the land, the environment, and the public; in addition, identify ways to limit negative impacts. The ASP Technical Report and studies form the technical basis of the ASP. Depending on the characteristics of the parcel of land, some of the studies and reports that may be required, but are not limited to, are:

- Agricultural Impact Assessment (AIA)
- Alberta Energy Regulator Report identifying wells
- Constraints identifying rights-of-way locations, confined feed operations, sour gas wells, abandoned wells, high pressure pipelines, utility lines, rail lines, landfills, natural and cultural features, steep slopes, flood hazards, etc.
- Environmental Site Assessment (ESA)
- Historical Resources Act (HRA) Approval
- Market Analysis
- Natural Features Assessment and Prioritization Report
- Servicing Design Brief for water, wastewater, and stormwater (major pipes, lift stations, reservoirs)
- Student Population Projection
- Traffic Impact Assessment (TIA)
- Additional Supporting Documents

At the Neighbourhood Plan level additional information will be required.

Plan Submission

New two-tier ASP, the application package must include the following:

- Application Form and Checklist for New ASP
- ASP Technical Report and Maps
- Current Certificate of Title for each parcel of land within the ASP boundary, and as required, a copy of each easement document, rights-of-way, or other legal document registered on the property that affects the use of the lands
- Draft Area Structure Plan (Optional)
- Fees as prescribed in the Master Rates Bylaw
- Letter outlining consultation with landowners within New ASP area
- Owner's Authorization by the primary landowner submitting the application

- Records from Public Consultation
- Technical Studies and Reports, identified at pre-application meeting

Public Hearing

The final step in the ASP process is a Public Hearing by City Council. A Public Hearing provides a final opportunity for the public to voice any concerns and declare their support or non-support for the Plan or amendments. If the Plan or amendments are approved by Council, it becomes a bylaw; Neighbourhood Plans, Land Use Bylaw, subdivisions, and developments within the Plan Area are to comply with the ASP.

Approved ASP and amendments will be posted on the City's website.

ASP – Other Documents to Consult

Additional information that may assist in preparing an Area Structure Plan or amendment application:

- Area Structure – Single-tier, Area Redevelopment Plan, and Redevelopment Sites: Technical Report Terms of Reference Area Structure Plan and Neighbourhood Plan Terms of Reference
- Big Lake Stormwater Management Plan
- Carrot Creek Regional Drainage Master Plan
- City of St. Albert Land Use Bylaw
- City of St. Albert Municipal Development Plan (MDP)
- City of St. Albert Municipal Engineering Standards
- City of St. Albert Parks and Open Space Standards & Guidelines
- Complete Streets Guidelines and Implementation Strategy
- Environmental Master Plan (EMP)
- Guidelines for the Protection of Natural Areas in the Timberlea (Riverside) Neighbourhood (single Tier ASP)
- Heritage Management Plan
- Municipal Government Act RSA 2000 Ch. M-26
- Natural Areas Conservation and Management Plan
- Northwest Annexation Area Bridging Document
- Off-Site Levy Bylaw
- Park Master Plans
- Public Participation Guidelines for Planning and Development Applications
- Smart City Master Plan
- St. Albert Natural Areas Assessment
- Stormwater Management Master Plan
- Surface Drainage Bylaw
- Traffic Bylaw
- Traffic Impact Assessment (TIA) Guidelines
- Transit Long Term Department Plan

- Transportation Master Plan (TMP)
- Utilities Master Plan
- Water Conservation Bylaw

Area Structure Plan Amendment (Single and Two-Tier)

Landowners can apply to make a change to an existing ASP. ASP amendments must conform to the MDP policies, and each document must align with each other including neighbourhood plan(s) (two-tier), and the Land Use Bylaw (LUB). An ASP amendment requires a Public Hearing by City Council and a decision by Council.

When is an Area Structure Plan Amendment Required?

An ASP amendment is needed when a proposed development will not comply with the ASP in which the land is within, and/or lands within the ASP have not completed studies, and may not have land use designations. In some cases, it may be necessary to amend more than one document such as the Municipal Development Plan, the Neighbourhood Plan (two-tier), and the Land Use Bylaw. Such applications can be submitted and processed at the same time. However, there is the risk that if a higher level document is not approved, all lower level documents will not be approved and no refunds. If an application does not comply to the hierarchy of documents, it may be refused.

Who Can Apply to Amend an ASP?

The landowner or someone appointed by the landowner can apply for an ASP amendment. Generally, ASP amendments are prepared and submitted by development companies or their designated planning and engineering consultant.

Timeframes to Amend an ASP

The preparation of an ASP amendment can be a time-consuming process, which may require financial investment by the applicant. Prior to submitting an ASP amendment, new or updated technical and engineering reports and studies may be required. After the application is accepted as complete, the City will require between 6 and 8 months to process the application, and prepare the amendments to the ASP document and bylaw(s), prior to the application being taken to a Public Hearing for a decision by Council.

Pre-Application Meeting to Amend an ASP

Before any application is submitted, the Planning Branch recommends a meeting with the applicant, and may include staff from Engineering, Recreation and Parks, Transportation, and other departments. The meeting is to discuss the proposed ASP amendment that helps both the applicant and staff to identify potential issues, determine

what would be required for the application, and whether an amendment to the ASP would be necessary.

Public Consultation to Amend an ASP

Public consultation will likely be required to amend an ASP, and must follow the requirements as set-out in the *Public Participation Guidelines for Planning and Development Applications*. Public consultation(s) are organized, advertised, and presented by the applicant, at the applicant's expense, and are conducted early in the plan preparation process to help identify potential issues. The services of a court reporter is needed and the transcript(s) from the meeting must be submitted at the time the formal application is made. Public consultation is a part of a transparent planning process. As well, it provides the public with an opportunity to learn about the plan changes, provide feedback, and voice concerns that can be addressed by the applicant as the plan is amended.

Landowner Consultation

Landowners within and adjacent to the Area Structure Plan amendment area shall be consulted regarding what is proposed on their lands. Provide a letter with the application to advise the City who was consulted, what was provided, the outcome of that consultation, and who was not consulted and why there was no consultation.

Prepare Technical Reports & Studies to Amend an ASP

Prior to submitting an amendment application, City staff will discuss the studies and reports, or updates to existing reports, that may be required to support your ASP amendment application. These studies and reports will require contracting engineering and other professionals at the applicant's expense, and are completed prior to submitting an application. These studies and reports are required to show future development minimizes impacts on the land, the environment, and the public; in addition, identify ways to limit negative impacts. The ASP Technical Report and studies form the technical basis of the ASP amendment. Depending on the characteristics of the parcel of land, some of the studies and reports that may be required, but are not limited to, are:

- Agricultural Impact Assessment (AIA)
- Alberta Energy Regulator Report identifying wells
- Biophysical Impact Assessment (single tier ASP)
- Constraints identifying rights-of-way locations, confined feed operations, sour gas wells, abandoned wells, high pressure pipelines, utility lines, rail lines, landfills, natural and cultural features, steep slopes, flood hazards, etc.
- Environmental Site Assessment (ESA)
- Fiscal Impact Analysis (FIA) (single tier ASP)
- Geotechnical Report (single tier ASP)
- Height Impact Study (single tier ASP)

- Historical Resources Act (HRA) Approval
- Market Analysis
- Natural Features Assessment and Prioritization Report (two tier ASP)
- Noise and Vibration Mitigation Study (single tier ASP)
- Parks & Open Space Evaluation Tool (single tier ASP)
- Parking Study (single tier ASP)
- Servicing Design Brief for water, wastewater, and stormwater (major pipes, lift stations, reservoirs)
- Student Population Projection
- Sun Shadow Study (single tier ASP)
- Topography Map Survey (single tier ASP)
- Traffic Impact Assessment (TIA)
- Tree Inventory and Assessment (single tier ASP)
- Urban Design Study (single tier ASP)
- Wetland Assessment (single tier ASP)
- Additional Supporting Documents

As shown in brackets (single tier ASP) need to provide additional information, which in the two-tier ASP is provided at the Neighbourhood Plan level. A single tier ASP is more detailed than the two-tier ASP.

Plan Submission to Amend an ASP

An Area Structure Plan amendment application must include the following:

- Application Form and Checklist for ASP amendment
- ASP Amendment Technical Report and Maps
- Current Certificate of Title for each parcel of land within the amendment area and a copy of each easement document, rights-of-way, or other legal document registered on the property that affects the use of the land
- Draft ASP with amendments (Optional)
- Fees as prescribed in the Master Rates Bylaw
- Letter outlining consultation with landowners within and adjacent to ASP amendment area
- Owner's Authorization by the primary landowner submitting the application
- Records from Public Consultation
- Technical Studies and Reports, identified at pre-application meeting

Public Hearing

A Public Hearing by City Council is required for an ASP amendment. It provides a final opportunity for the public to speak in support or non-support for the amendment. If the ASP amendment is approved by Council, it becomes a bylaw; Neighbourhood Plans, Land Use Bylaw, subdivisions, and developments within the Plan Area are to comply with the ASP.

Approved ASP amendments will be posted on the City's website.

Other Documents to Consult for Amending

See section under ASP – Other Documents to Consult.



5 St. Anne Street
St. Albert, AB T8N 3Z9
Phone: 780-459-1642

CITY USE ONLY	
File Number:	
Date Received:	
Fees:	

NEW AREA STRUCTURE PLAN (ASP) APPLICATION AREA STRUCTURE PLAN (ASP) AMENDMENT APPLICATION

PLEASE COMPLETE ALL PAGES AND SUBMIT TO PLANAPP_DRAWINGS@STALBERT.CA

Municipal Address or General Location:			
Legal Description:	Plan	Block	Lot (Parcel)
	Other Legal Description		
Applicant:	Name		Daytime Phone
	Mailing Address		E-mail
	City		Postal Code
Owner (If different from Applicant):	Name		Daytime Phone
	Mailing Address		E-mail
	City		Postal Code
Total Area (In Hectares) of New ASP:			
Name of ASP Being Amended:			
Reasons for Amending ASP. Include supporting MDP policies: Additional information can be attached to application			

Personal information provided in submissions relating to planning and development matters is collected under the authority of Section 4(c) of the *Protection of Privacy Act, SA 2024, cP28.5*, as amended, for the purpose of receiving public participation in planning and development decision-making. Information collected will be treated in accordance with the privacy protection provisions of Part 1 of the Protection of Privacy Act. Please note that these sessions may be video recorded and/or may be transcribed. The meetings may be made available for viewing on the City's public website or forums either using the recording or the transcription. The recordings could include a full visual and audio recording of all presenters and any presentations. If you have questions regarding the collection and use of your personal information, please contact the Planning Branch or the City's Access and Privacy Coordinator at foip@stalbert.ca or 780-418-6663.

NEW AREA STRUCTURE PLAN & ASP AMENDMENT APPLICATION CHECKLIST

Please complete the application form, check applicable boxes in the checklist for required documents, and for additional documents being submitted. Documents are to be provided as separate digital files. Administration will determine the number of hard copies required.

Required Documents

- ☐ Application Form and Checklist, New ASP and ASP Amendment
- ☐ ASP Technical Report and Maps
- ☐ Current Certificate of Title for each parcel of land within the ASP boundary or amendment area, and a copy of each easement document, rights-of-way, or other legal document registered on the property that affects the use of the land
- ☐ Draft Area Structure Plan (Optional)
- ☐ Fees as prescribed in the Master Rates Bylaw
- ☐ Letter outlining consultation with landowners within New ASP area
- ☐ Letter outlining consultation with landowners within and adjacent to ASP amendment area
- ☐ Owner's Authorization by the primary landowner submitting the application
- ☐ Records from Public Consultation
- ☐ Technical Studies and Reports, identified at pre-application meeting

Additional Studies

- ☐ Agricultural Impact Assessment (AIA)
- ☐ Alberta Energy Regulator (AER) Report identifying wells
- ☐ Biophysical Impact Assessment (single tier ASP)
- ☐ Constraints identifying rights-of-way locations, confined feed operations, sour gas wells, abandoned wells, high pressure pipelines, utility lines, rail lines, landfills, natural and cultural features, steep slopes, flood hazards, etc.
- ☐ Environmental Site Assessment (ESA)
- ☐ Fiscal Impact Analysis (FIA) (Single Tier ASP)
- ☐ Geotechnical Report (Single Tier ASP)
- ☐ Height Impact Study (Single Tier ASP)
- ☐ Historical Resources Act (HRA) Approval
- ☐ Market Analysis
- ☐ Natural Features Assessment and Prioritization Report (Two Tier ASP)
- ☐ Noise and Vibration Mitigation Study (Single Tier ASP)
- ☐ Parking Study (Single Tier ASP)
- ☐ Parks & Open Space Evaluation Tool (Single Tier ASP)
- ☐ Servicing Design Brief for water, wastewater, and stormwater (major pipes, lift stations, reservoirs)
- ☐ Student Population Projection
- ☐ Sun Shadow Study (Single Tier ASP)
- ☐ Topography Map Survey (Single Tier ASP)
- ☐ Traffic Impact Assessment (TIA)
- ☐ Tree Inventory and Assessment (Single Tier ASP)
- ☐ Urban Design Study (Single Tier ASP)
- ☐ List of additional supporting documents submitted not included in the checklist above.

Applicant Signature:

Date:



5 St. Anne Street
St. Albert, AB T8N 3Z9
Phone: 780-459-1642

CITY OF ST. ALBERT OWNER'S AUTHORIZATION

PLEASE PRINT

Date: _____

File No.: _____

MUNICIPAL GOVERNMENT ACT, RSA, 2000, CHAPTER M-26

I, _____
(owner's name)

of _____
(company, if applicable)

being the registered owner of _____
(legal description)

_____ (legal description)

do hereby allow _____
(applicant)

to make an application for (check applicable boxes):

- | | |
|---|---|
| ☐ Area Structure Plan (ASP) New or Amended | ☐ Road Closure
(Attach request letter and map of area) |
| ☐ Neighbourhood Plan (NP) New or Amended | ☐ Municipal Development Plan (MDP) |
| ☐ Area Redevelopment Plan (ARP) | ☐ Municipal Reserve (MR) Disposal
(Attach request letter and map of area) |
| ☐ Redistricting | ☐ Intermunicipal Development Plan (IDP) |
| ☐ Subdivision | |

Name of Owner (Printed): 	Owner's Signature:
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This personal information is being collected under the authority of Section 4(c) of the Protection of Privacy Act, SA 2024, c P-28.5, as amended, and will be used for the purposes of assessing planning and development applications. The information collected will be treated in accordance with the privacy protection provisions of Part 1 of The Protection of Privacy Act. If you have any questions about the collection and the use of your personal information, please the Planning Branch or the City's Assessment and Privacy Coordinator at foip@stalbert.ca or 780-418-6663.

DIGITAL PLAN SUBMISSIONS

Area Structure Plans, Neighbourhood Plans, and Area Redevelopment Plans



Digital plans are required as part of any Area Structure Plan (ASP), Neighbourhood Plan (NP), and Area Redevelopment Plan (ARP) applications and amendments.

Submissions

- Email all plans for ASPs, NPs, or ARPs to planapp_drawings@stalbert.ca where they will be received by the Planning Branch Manager, Senior Planner, and the Planning Technicians.
- All digital drawings must be in AutoCAD dwg format, in their true scale.
- In addition to the AutoCAD dwg file, an accompanying pdf, jpg, or tiff, of the plan is required.
- A USB device (memory stick) with the AutoCAD files may be provided as an alternative to an emailed submission.
- If using software other than AutoCAD, please contact the Planning Technicians prior to submission.

Digital Plan Standards

- All plans submitted must be spatially referenced in 3TM NAD83 CM114 degrees West longitude, bearings grid.
- AutoCAD linework must be delineated by layers (preferably), or by object properties (colour or line weight), to clearly define the following:
 - Boundary (ASP, NP, ARP)
 - City Wide & Community Parks (ASP, NP)
 - Environment Reserve (ER) (All)
 - Municipal Reserve (MR) (All)
 - Public Utility Lots (PUL) (NP, ARP)
 - School Sites (All)
 - Servicing (All)
 - Storm Water Management Facility (All)
 - Trails and multi-use Trails (NP)
 - Boulevard, Crosstown, Connector (Arterial) Roadways (All)
 - Existing Base/Parcel Linework (All)
 - Future Land Use Categories (All)
 - Local Roadways, Laneways, Walkways (NP, ARP)
 - Neighbourhood (Collector) Roadways (All)
- AutoCAD layers must be logically named.
- Dimensions must match linework.
- Linework must be clean (GIS ready) using Drawing Clean Up tools or equivalent within AutoCAD (no duplicates, gaps, overshoots or undershoots).

Planning Technicians: Craig Holland
780-418-6616
cholland@stalbert.ca

Adam Hack
780-418-6637
ahack@stalbert.ca

Ashley Rowan
780-459-1634
awowan@stalbert.ca

Note: The City of St. Albert Planning Technicians will determine if submitted digital plans meet the above requirements. If they do not, they will be returned to the applicant for adjustment and resubmission. If this is required, it may affect processing times of applications.