

# LAND USE BYLAW AMENDMENTS (REDISTRICTING & TEXT AMENDMENTS)

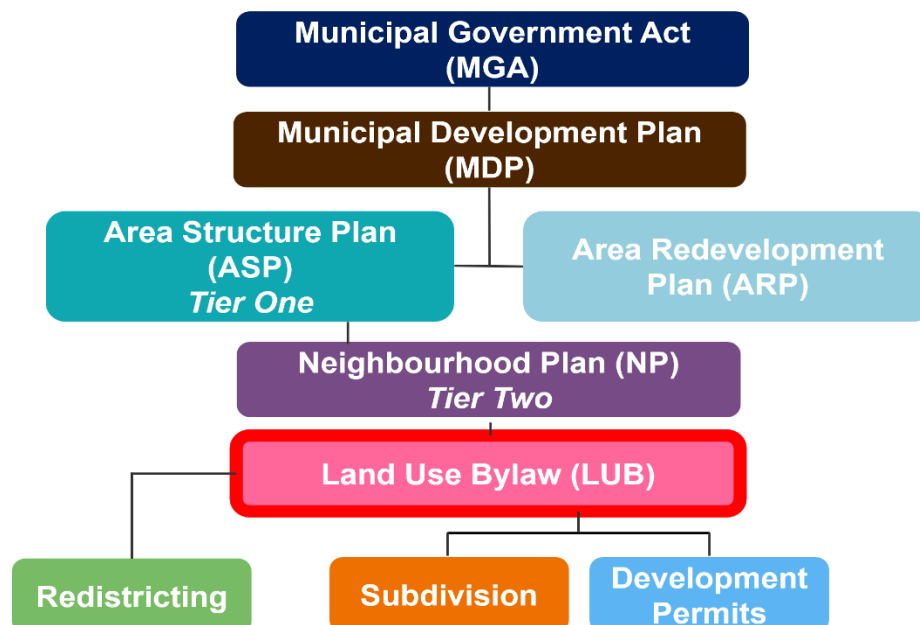
## What is the Land Use Bylaw?

The Land Use Bylaw is a policy document that regulates the details of land uses and how land is developed. It is approved by City Council and required by the Province of Alberta in the Municipal Government Act. The Land Use Bylaw is a highly detailed set of rules used by Planning and Development to guide land uses and development that occurs on a specific site. There are two primary components of the Land Use Bylaw. The text of the bylaw describes specific land use districts and their requirements. Examples of the detail found in this document include:

- The land uses that are allowed,
- Required setbacks from property lines and other buildings,
- Minimum and maximum density, and
- Height requirements and parking requirements.

The second major component of the Land Use Bylaw is the Land Use Bylaw map, which graphically identifies each parcel in the City and its current land use district. Any changes to the Land Use Bylaw must be completed through the public hearing process, and be presented to City Council for the final decision.

The hierarchy image below, shown in pink, is where the Land Use Bylaw is located within the overall planning framework for land development.



## What is a Text Amendment?

A text amendment is a change to the wording of any part of the Land Use Bylaw (excluding the Land Use Bylaw map).

## When is a Text Amendment Necessary?

When an existing land use district does not fit the plans of the applicant, a text amendment to the Land Use Bylaw may be recommended.

## What is Redistricting?

Districting (or Zoning) is the identification of land parcels by districts which identify the permitted uses on that site. Redistricting is a change to the specific land use district applied to a parcel of land, which changes the kinds of uses and requirements of development on that parcel.

Redistricting is a map amendment made to the Land Use Bylaw map and does not change any text.

## When is Redistricting Necessary?

Redistricting is required when a landowner wishes to change the existing land use district of a parcel of land to a different land use district. This would typically be done when the planned land use is not a permitted or discretionary use under the current land use district.

## Pre-Application Meeting

Before any application is submitted, the Planning Branch recommends a meeting with the applicant and may include City staff from Engineering, Development, Transportation, and other departments. The meeting can discuss the proposed development, its alignment to statutory documents, neighbourhood plan, and studies required as part of the application. The meeting helps both the applicant and staff to determine what would be required to make your application a reality. There is a fee for the pre-application meeting.

## Public Consultation

For larger or potentially controversial projects, public consultation *may* be required and *must* follow the guidelines laid out in the City of St. Albert's Public Consultation Policy. Planning and Development will determine if public consultation will be required at your pre-application meeting. Public consultations are to be held in a public meeting format and are organized, advertised and presented by the applicant at the applicant's expense and is conducted before a formal application is submitted. The services of a court reporter are required and the transcripts from the meeting must be submitted at

the time the application is made. Public consultation is required by the Municipal Government Act as it establishes a transparent planning process and provides the public an opportunity to learn about the plan, provide feedback, and voice concerns that must be addressed by the applicant prior to the application being submitted.

### Potential Technical Studies & Reports

Prior to submitting an application, City staff will discuss the studies and reports that may be required to support your Land Use Bylaw amendment application. These studies and reports will require contracting engineering and other professionals at the applicant's expense, and are completed prior to making 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. 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:

- Comprehensive Site Plan
- Drainage Drawings
- Engineering Studies and Reports
- Environmental Site Assessment (ESA)
- Fiscal Impact Analysis (FIA)
- Geotechnical Report
- Height Impact Study
- Market Analysis
- Municipal and School Reserves dedication
- Parking Study
- Sun Shadow Study
- Transportation Impact Assessment (TIA)
- Urban Design Study
- Additional Supporting Documents

### Application Submission

Once your application is complete, it is submitted to the City for review and processing. Please see the Application Checklist attached to this package for the specific technical requirements of application.

## Circulation

Once the application is accepted as complete, planning staff will review the application and prepare a series of letters and maps that will be sent to a number of stakeholders. Stakeholders include:

- Other Government Agencies (Provincial & Federal)
- Utility Companies
- City Departments
- Neighbours

Stakeholders have a minimum of 14 days to voice in writing any concerns or support for the project. However, when an application is combined with a subdivision or another amendment, the long-time limit of an application will be used. Application circulated over Christmas and New Years will have a longer circulation time. The applicant will be provided summary of comments received, and will be expected to address and rectify any issues that arise. The circulation of all land use applications is required by law under the Municipal Government Act and helps to facilitate a transparent planning process.

## Report Preparation

Once all comments are received, the planner assigned to your application will prepare a report to Council in preparation of the public hearing. This report is then reviewed by several City departments.

## The Public Hearing Process & Approval

The final step in the redistricting process is a Public Hearing by City Council. It provides a final opportunity for the public to voice their concerns or support, or non-support, for the Land Use Bylaw change(s). If the amendment is approved by Council, it becomes an amendment to the Land Use Bylaw. Council's approval or refusal of redistricting is final and cannot be appealed.

## Other Costs

In the case of a redistricting, the applicant will be required, at a minimum, to supply a redistricting plan prepared by a professional surveyor. Some of the other costs that may or may not be incurred by your redistricting application could include, but, are not limited to:

- Consultant Fees
- Off-Site Charges/Levies
- Servicing of Lots
- Surveying Fees
- Transportation Levies

## Other Documents to Consult

Additional information that may assist in preparing a Land Use Bylaw amendment application:

- Area Structure Plan for the neighbourhood
- City of St. Albert Land Use Bylaw
- City of St. Albert Municipal Development Plan
- City of St. Albert Municipal Engineering Standards
- Complete Streets Guidelines and Implementation Strategy
- Municipal Government Act RSA 2000 Chapter M-26
- Off-Site Levy Bylaw
- Parks and Open Space Standards & Guidelines
- Public Participation Guidelines for Planning and Development Applications
- Surface Drainage Bylaw
- Traffic Bylaw
- Traffic Impact Assessment Guidelines
- Transportation Master Plan
- Utilities Master Plan

## The Land Use Bylaw Amendment Process

### 1. Pre-Application

- Pre-application meeting.
- Public consultation, if required.

### 2. Submit Application

- Receipt of application and fee.
- Review of application for completion. An application acceptance letter is sent to applicant once the application is deemed complete.
- A tentative date for Public hearing may be set.

### 3. Circulation & Review

- Review and circulation of the application for a minimum of 14 days. If the application is circulating with another application, the longer circulation time will apply.
- The Planner reviews comments, and provides a summary of the comments to the applicant.
- The applicant is to address concerns, if any.

### 4. Decision

- Prepare agenda report for Council meeting and circulate for internal approvals.
- Finalize the agenda report by the Chief Administrative Officer (5 weeks prior to Public Hearing).
- Advertising and notification of Public Hearing date (4 weeks).
- Public Hearing and Council decision.

### 5. Appeal

- Can only be appealed on point of law or jurisdiction (Municipal Government Act, Sections 688 and 689).

### 6. Approval

- Decision letter issued to applicant.
- If a subdivision application is made at the same time, the subdivision application can now be processed for a decision by the Subdivision Authority.

*\* This timeline is provided for illustrative purposes only, and is geared to individual landowners, not developers. It outlines a redistricting that does not require second public consultations or referrals to third party. Each application is unique and will be dealt with on a case by case basis.*



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

CITY USE ONLY	
File Number:	
Date Received: (MM/DD/YYYY)	
Completion Date: (MM/DD/YYYY)	
Fees Paid \$	

## LAND USE BYLAW 18/2024 AMENDMENT APPLICATION (TEXT AMENDMENTS AND REDISTRICTING PROPOSALS)

PLEASE COMPLETE ALL PAGES AND SUBMIT TO [PLANAPP\\_DRAWINGS@STALBERT.CA](mailto:PLANAPP_DRAWINGS@STALBERT.CA)

<b>Municipal Address or General Location:</b>			
<b>Legal Description:</b>	Plan	Block	Lot (Parcel)
	Other Legal Description		
<b>Applicant:</b>	Name		Daytime Phone
	Mailing Address		E-mail
	City		Postal Code
<b>Owner (if different from Applicant):</b>	Name		Daytime Phone
	Mailing Address		E-mail
	City		Postal Code
<b>Redistricting Proposal (if applicable):</b>	Current Land Use District(s)		Proposed Land Use District(s)
<b>Description of Proposed Text Amendment (if applicable):</b> <i>Additional information can be attached to application</i>			
<b>Reasons for Proposed Redistricting or Text Amendments. Include supporting ASP &amp; MDP policies:</b> <i>Additional information can be attached to application</i>			
<b>Signature:</b>	<b>Date:</b>		

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](mailto:foip@stalbert.ca) or 780-418-6663.

## LAND USE BYLAW 18/2024 AMENDMENT APPLICATION CHECKLIST

In addition to the information required on the Land Use Bylaw 18/2024 Amendment Application form, the following information is required in support of applications to amend the Land Use Bylaw:

- ☐ Application fee, as per the Master Rates Bylaw in effect at the time the application is submitted.
- ☐ Clearly reproducible map showing the lands proposed to be redistricted, complete with dimensions and areas of each district (in hectares).
- ☐ Digital file of redistricting map (in AutoCAD DWG format).
- ☐ Owners Authorization Form, if the applicant is not legal landowner.
- ☐ Current Certificate of Title and one (1) copy of each easement document, right-of-way or other legal document registered on the property that affects the use of the lands.
- ☐ List of other information requested at the pre-application meeting:





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):

- |   |   |
|---|---|
| <input type="checkbox"/> Area Structure Plan (ASP) New or Amended | <input type="checkbox"/> Road Closure<br>(Attach request letter and map of area)                    |
| <input type="checkbox"/> Neighbourhood Plan (NP) New or Amended   | <input type="checkbox"/> Municipal Development Plan (MDP)   |
| <input type="checkbox"/> Area Redevelopment Plan (ARP)            | <input type="checkbox"/> Municipal Reserve (MR) Disposal<br>(Attach request letter and map of area) |
| <input type="checkbox"/> Redistricting                            | <input type="checkbox"/> Intermunicipal Development Plan (IDP)                                      |
| <input type="checkbox"/> Subdivision                              |   |

Name of Owner (Printed):  	Owner's Signature:  
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# DIGITAL PLAN SUBMISSIONS

## Subdivisions & Redistrictings



The City of St. Albert regularly updates its municipal land base by referencing legal plans registered with Alberta Land Titles and the AltaLIS parcel fabric. As part of the application process, we require the submission of AutoCAD drawings to perform functions such as lot checks, area calculations, figure creation, and to ensure a proposal's conformance with our statutory plans.

## Submissions

- Email all tentative Subdivision and Redistricting Plans to [planapp\\_drawings@stalbert.ca](mailto:planapp_drawings@stalbert.ca), where they will be received by the Planning Manager, Senior Planner, and the Planning Technicians.
- In addition to the AutoCAD dwg file, please provide a reference pdf, jpg, or tiff of the plan.
- A USB device (memory stick) with the above files may be provided as an alternative to an emailed submission.

## Digital Plan Standards

- All plans submitted must be spatially referenced in 3TM NAD83 CM114 degrees West longitude, bearings grid.
- All digital drawings must be in AutoCAD dwg format, in their true scale.
- AutoCAD linework must be delineated by layers to clearly define proposed lot lines, block lines, outlines, and other required data.
- AutoCAD layers must be logically named (i.e., Proposed lot lines) or as per the LTO layer standards (see Land Titles at <http://www.servicealberta.ca/>).
- 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).

## Additional Requirements

- Lots and blocks must be numbered (where applicable).
- If streets are to be named on the Plan of Subdivision, they must be names approved by the City of St. Albert.

### Contacts for Digital Plan Submission Information

Planning Technician: Craig Holland  
780-418-6616  
[cholland@stalbert.ca](mailto:cholland@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.