

# NEW NEIGHBOURHOOD PLANS & NEIGHBOURHOOD PLAN AMENDMENTS

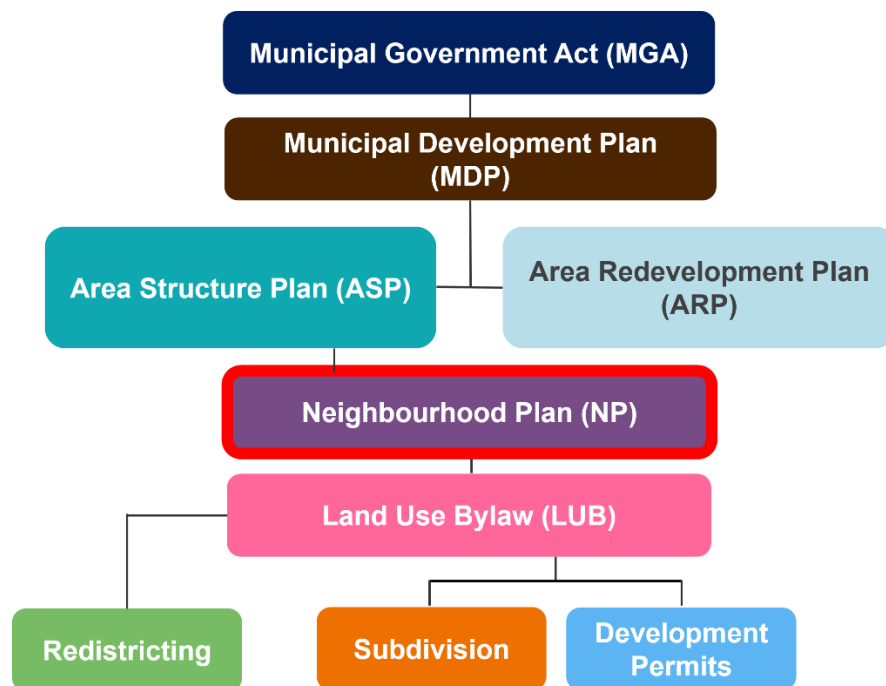
## What is the *Area Structure Plan and Neighbourhood Plan Terms of Reference*?

This Area Structure Plan (ASP) and Neighbourhood Plan (NP) Terms of Reference outlines a two-tier policy framework:

- 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 below, outlined in red, is where the 'Neighbourhood Plan' is located within the overall planning framework for land development.



## Neighbourhood Plan

### What is a Neighbourhood Plan (NP)?

A Neighbourhood Plan addresses the policies and aligns with the concept within the Area Structure Plan (ASP) in which it is located. The ASP policies align with the policies in the Municipal Development Plan. A Neighbourhood Plan provides details on how the land will be developed. Details such as servicing for water, sanitary, and stormwater; the land use designations; anticipated number of dwelling units and population; where Municipal Reserve (MR) will be provided along with park classification; how the development of the neighbourhood will be fiscally viable; and details on road classification. A Neighbourhood Plan will correlate to the Land Use Bylaw so that any future redistricting comply with the Neighbourhood Plan.

A Neighbourhood Plan is technical and reviewed internally. The decision authority is the Director of Planning and Development.

### When is a Neighbourhood Plan Required?

A NP is required when a landowner wants to develop a piece of undeveloped land that is within an approved Area Structure Plan, under the two-tier process. Typically, NPs are for an area of approximately 64 hectares or greater.

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. A Neighbourhood Plan is very technical, and applications requires them to be prepared by professional planning and engineering consultants.

### Timeframes

The preparation of an NP application will take several months to prepare and requires financial investment by the applicant. Technical studies and engineering reports for a Neighbourhood Plan are completed prior to submitting an application. After the application is accepted as complete, the City will require between 3 and 5 months to process the application, review the reports and studies, prepare the final NP document, or conduct a detailed review of the NP document provided by the applicant. Then, a recommendation is prepared for the Director of Planning and Development for a decision. If an application requires amendments to the ASP or other documents, timeframes will be longer.

## 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 Neighbourhood Plan and the alignment with the ASP in which the NP is within; future land use districts, reports and studies required; helps 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 is not required because the Neighbourhood Plan must align with the Council approved ASP. The NP documentations are technical and will be reviewed internally by City Administration. Should the NP not align with its ASP, an ASP amendment will be required, which may include the requirement for public consultation.

## Landowner Consultation

Landowners within the new Neighbourhood 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 NP 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 NP Technical Report and studies form the technical basis of the NP. 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:

- Alberta Energy Regulator Report identifying wells
- Biophysical Impact Assessment, may include Wetland Assessment
- 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)
- Geotechnical Report
- Height Impact Study

- Historical Resources Act (HRA) Approval
- Historical Resource Impact Assessment (HRIA)
- Market Analysis
- Noise and Vibration Mitigation Study, consider proximity to railway operations ([www.proximityissues.ca](http://www.proximityissues.ca))
- Parks & Open Space Evaluation Tool
- Parking Study
- Servicing Design Brief for water, wastewater, and stormwater (pipeline sizes, temporary/permanent lift station, reservoir, water pressure reducing valves, connectivity to adjacent areas)
- Student Population Projection
- Sun Shadow Study
- Topographical Map / Survey
- Traffic Impact Assessment (TIA)
- Tree Inventory and Assessment
- Urban Design Study
- Wetland Assessment
- Additional Supporting Documents

## Plan Submission

The submission must include the following:

- Application Form and Checklist for New NP and NP Amendment
- Current Certificate of Title for each parcel of land 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 Neighbourhood Plan (Optional)
- Fees as prescribed in the Master Rates Bylaw
- Letter outlining consultation with landowners within New NP
- NP Technical Report and Maps
- Owner's Authorization by the primary landowner submitting the application
- Technical Studies and Reports, identified at pre-application meeting

## Director's Decision

The final step in the process is a decision by the Director of Planning and Development. Following a decision by the Director, the applicant will receive a letter about the decision. The approved NP will be posted on the City's website. The decision on the NP by the Director is required before a Council decision can be made for a Land Use Bylaw amendment.

## Reconsideration Process

Bylaw 5/2022, A Bylaw to provide for Neighbourhood Plans, identifies there is no appeal from a Director's decision with respect to the content of a Neighbourhood Plan. However, should a developer wish to not agree with the Director's decision and that the decision be reconsidered, then the developer may make a written request to the Director that the Neighbourhood Plan or amendment be reviewed by the Chief Administrative Officer (CAO).

- This written request is done either before the Neighbourhood Plan has been published on the City website or within 60 days after the Neighbourhood Plan or amendment has been published.
- To submit a written request for reconsideration of the Director's decision, complete the NP Reconsideration Application Form and submitted to the email: [planapp\\_drawings@stalbert.ca](mailto:planapp_drawings@stalbert.ca).
- Once the NP Reconsideration Application has been received, a Reconsideration Request - Evaluation Report will be prepared the Planner, on behalf of the Director, for the CAO. The CAO will review the request and decide within 21 days after receiving the Reconsideration Request - Evaluation Report.
- A letter will be provided to the applicant, with the decision on the Reconsideration Application.
- The CAO may leave the Neighbourhood Plan unchanged, or make revisions as deemed appropriate.
- Any changes made to a Neighbourhood Plan by the CAO will come into effect once posted to the City's website.

## Neighbourhood Plan – Other Documents to Consult

Additional information that may assist in preparing a Neighbourhood Plan or amendment application:

- 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)
- Heritage Management Plan
- Municipal Government Act RSA 2000 Ch. M-26
- Natural Areas Conservation and Management Plan
- Northwest Annexation Area Bridging Document
- Neighbourhood Plan Bylaw

- 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

## **Neighbourhood Plan Amendment**

Landowners can apply to make a change to an existing NP. NP amendments must conform to the MDP policies, the ASP that the NP is within, and will correlate to the Land Use Bylaw so that any future redistricting matches the Neighbourhood Plan. A NP amendment requires a decision by the Director of Planning and Development.

### **When is a Neighbourhood Plan Amendment Required?**

A NP amendment is needed when a proposed development will not comply with the NP in which the land is within and/or lands within the NP area 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 Area Structure Plan in which the NP is within, 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 NP?**

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

### **Timeframes to Amend an NP**

The preparation of an NP amendment will require time, studies, and financial investment by the applicant. Prior to submitting a NP 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 3 and 5 months to process the application, review the reports and studies, prepare the amendments to the NP

document, or conduct a detailed review of the NP amendment document provided by the applicant. Then prepare a recommendation for the Director of Planning and Development for a decision. If an application requires amendments to the ASP or other documents, timeframes will be longer.

### **Pre-Application Meeting to Amend an NP**

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 NP 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 NP would be necessary.

### **Public Consultation to Amend a NP**

Public consultation is not required because the neighbourhood plan amendment must align with the Council approved ASP. The NP documentations are technical and will be reviewed by City Staff.

### **Landowner Consultation**

Landowners within and adjacent to the Neighbourhood 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 a NP**

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 NP 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 studies and reports form the technical basis of the NP amendment. In addition to the NP Technical Report Update, some of the studies and reports that may be required, depending on the characteristics of the parcel, could include, but are not limited to:

- Alberta Energy Regulator Report identifying wells
- Biophysical Impact Assessment, may include Wetland Assessment
- 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)
- Geotechnical Report
- Height Impact Study
- Historical Resources Act (HRA) Approval
- Historical Resource Impact Assessment (HRIA)
- Market Analysis
- Noise and Vibration Mitigation Study consider proximity to railway operations, ([www.proximityissues.ca](http://www.proximityissues.ca))
- Parks & Open Space Evaluation Tool
- Parking Study
- Servicing Design Brief for water, wastewater, and stormwater (pipeline sizes, temporary/permanent lift station, reservoir, water pressure reducing valves, connectivity to adjacent areas)
- Student Population Projection
- Sun Shadow Study
- Topographical Map / Survey
- Traffic Impact Assessment (TIA)
- Tree Inventory and Assessment
- Urban Design Study
- Wetland Assessment
- Additional Supporting Documents

## Plan Submission to Amend an NP

The submission must include the following:

- Application Form and Checklist for New NP and NP Amendment
- 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 Neighbourhood Plan with amendments (Optional)
- Fees as prescribed in the Master Rates Bylaw
- Letter of consultation with landowners within and adjacent to NP amendment area
- NP Amendment Technical Report and Maps
- Owner's Authorization by the primary landowner submitting the application
- Technical Studies and Reports, identified at pre-application meeting

## Director's Decision

The final step in the process is a decision by the Director of Planning and Development. Following a decision by the Director, the applicant will receive a letter about the decision. The amended NP document will be posted the City Webpage. The decision on the NP amendment is made by the Director before a Council decision can be made for a Land Use Bylaw amendment.



### **Reconsideration Process for Amending**

See section under NP – Reconsideration Process.

### **Other Documents to Consult for Amending**

See section under NP – 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 NEIGHBOURHOOD PLAN (NP) APPLICATION NEIGHBOURHOOD PLAN (NP) AMENDMENT APPLICATION

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>Name of Area Structure Plan the NP is Within:</b>			
<b>Total Area (In Hectares) of New NP:</b>			
<b>Name of NP Being Amended:</b>			
<b>Reasons for Amending NP. Include supporting MDP policies:</b> 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](mailto:foip@stalbert.ca) or 780-418-6663.

## NEW NEIGHBOURHOOD PLAN & NP 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 for New NP and NP Amendment
- ☐ Current Certificate of Title for each parcel of land 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 Neighbourhood Plan (Optional)
- ☐ Fees as prescribed in the Master Rates Bylaw
- ☐ Letter outlining consultation with landowners in New NP
- ☐ Letter of consultation with landowners within and adjacent to NP amendment area
- ☐ NP Technical Report and Maps
- ☐ ASP Evaluation Matrix (Please contact the Planning Branch for the associated ASP template)
- ☐ Owner's Authorization by the primary landowner submitting the application
- ☐ Technical Studies and Reports, identified at pre-application meeting

### Additional Studies

- ☐ Alberta Energy Regulator (AER) Report identifying wells
- ☐ Biophysical Impact Assessment, may include Wetland Assessment
- ☐ 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)
- ☐ Geotechnical Report
- ☐ Height Impact Study
- ☐ Historical Resources Act (HRA) Approval
- ☐ Historical Resource Impact Assessment (HRIA)
- ☐ Market Analysis
- ☐ Noise and Vibration Mitigation Study, consider proximity to railway operations ([www.proximityissues.ca](http://www.proximityissues.ca))
- ☐ Parks & Open Space Evaluation Tool
- ☐ Parking Study
- ☐ Servicing Design Brief for water, wastewater, and stormwater (pipeline sizes, temporary/permanent lift station, reservoir, water pressure reducing valves, connectivity to adjacent areas, etc.)
- ☐ Student Population Projection
- ☐ Sun Shadow Study
- ☐ Topographical Map / Survey
- ☐ Traffic Impact Assessment (TIA)
- ☐ Tree Inventory and Assessment
- ☐ Urban Design Study
- ☐ Wetland Assessment
- ☐ List of additional supporting documents submitted not included in the checklist above.

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<b>Applicant Signature:</b>	<b>Date:</b>
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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:
--------------------------	--------------------

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](mailto: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](mailto: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](mailto:cholland@stalbert.ca)

Shohreh Zarezadeh  
780-459-1635  
[szarezadeh@stalbert.ca](mailto:szarezadeh@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.