

STATUTORY PLAN AMENDMENTS FOR THE MUNICIPAL DEVELOPMENT AND AREA REDEVELOPMENT PLANS

What is a Statutory Plan?

Statutory plans are defined by the Municipal Government Act (MGA) and include:

- Intermunicipal Development Plan (IDP)
- Municipal Development Plan (MDP)
- Area Structure Plan (ASP) and Area Redevelopment Plan (ARP)

Landowners can apply to make a change to any one of these Plans in order to facilitate development on their land. Statutory Plans must conform with each other as well as to the Land Use Bylaw (LUB). Approval of Statutory Plans is granted after a Public Hearing by City Council.

This information handout is specific to MDP and ARP amendments. For Area Structure Plan amendments, see the information handout called, *New Area Structure Plans and Area Structure Plan Amendments*. For additional guidance to amend an ARP, see *Area Structure – Single-tier, Area Redevelopment Plan, and Redevelopment Sites: Technical Report Terms of Reference*. Please note that the City of St. Albert does not have Intermunicipal Development Plans.

The hierarchy image below, outlined in red, is where the 'Municipal Development Plan' and 'Area Redevelopment Plan' are located within the overall planning framework for land development.



When is a Statutory Plan Amendment Required?

A Statutory Plan Amendment is required when a proposed development will not comply with one or more Statutory Plans. In some cases, it may be necessary to amend more than one Plan for a project. Such applications can be submitted and processed concurrently. If an application does not comply with a Statutory Plan, it will be refused.

Who Can Apply?

The landowner or someone appointed by the landowner can apply. MDP and ARP amendments are prepared and submitted by land development companies or their designated planning consultant.

Timeframes to Amend

The preparation of a MDP or ARP amendment can be a time-consuming process, which may require financial investment by the applicant. Prior to submitting a MDP or ARP amendment application, 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, review the reports and studies, and prepare the amendments to the MDP or ARP and associated bylaw(s), prior to the application being taken to a Public Hearing for a decision by Council.

Pre-Application Meeting

Before any application is submitted, the Planning Branch recommends a meeting with the applicant, and may include other City staff from Engineering, Recreation and Parks, Transportation, and other departments. The meeting can discuss the proposed development, help both the applicant and staff to identify potential issues, and determine required amendments and any supporting technical studies. The City may charge a fee for each pre-application meeting.

Public Consultation to Amend

For large or potentially controversial projects, public consultation is 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 is 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 proposal is developed.

Prepare Technical Reports & Studies

Prior to submitting an application, City staff will discuss the studies and reports, or updates to existing reports, that may be required to support your MDP or ARP amendment application, as per the existing *Area Structure – Single-tier, Area Redevelopment Plan, and Redevelopment Sites: Technical Report Terms of Reference*. 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; and suggests ways to limit negative impacts. The Technical ARP Report Update and studies form the technical basis of the ARP amendment. An MDP amendment requires a letter of justification and may require studies and report. Depending on the characteristics of the amendment, some of the studies and reports that may be required, but are not limited to, are:

- Constraints identifying rights-of-way locations, high-pressure pipelines, utility lines, rail lines, natural and cultural features, steep slopes, flood hazards, etc. (for ARP)
- Environmental Site Assessment (ESA) (for ARP)
- Fiscal Impact Analysis (FIA) (for MDP and ARP)
- Geotechnical Study (for ARP)
- Height Impact Study (for MDP and ARP)
- Market Analysis for commercial and high density residential (for MDP and ARP)
- Natural Areas Assessment including Wetland Assessment (for MDP and ARP)
- Noise and Vibration Mitigation Study, consider proximity to railway operations (www.proximityissues.ca) (for ARP)
- Parking Study (for ARP)
- Servicing Design Brief for water, wastewater, and stormwater, major pipes (for ARP)
- Historical Resources Act (HRA) Approval (for MDP and ARP)
- Historical Resource Impact Assessment (HRIA) (for ARP)
- Student Population Projection (for ARP)
- Sun Shadow Study (for ARP)
- Topographical Map / Survey (for ARP)
- Traffic Impact Assessment (TIA) (for ARP)
- Tree Inventory and Assessment (for ARP)
- Urban Design Study (for ARP)
- Additional Supporting Documents

Plan Submission to Amend

The submission must include the following:

- Application Form and Checklist for Statutory Plan
- ARP Technical Report that includes compliance with MDP policies and Maps (for ARP)
- 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
- Fees as prescribed in the Master Rates Bylaw
- Letter detailing proposed amendments to the MDP and justification (for MDP)
- Owner's Authorization by the primary landowner making the application
- Records from Public Consultation
- Technical Studies and Reports, identified at pre-application meeting

Public Hearing

The final step in the Statutory Plan (MDP and ARP) amendment 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 amendment is approved by Council, it becomes a part of the bylaw, and all development are to comply with the amendment.

Approved amendments to the MDP and ARP will be posted on the City's website.

Other Documents to Consult

Additional information that may assist in preparing a Statutory Plan amendment:

- Area Structure Plan – Single-tier, Area Redevelopment Plan, Redevelopment Sites: Technical Report Terms of Reference
- 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
- Downtown Area Redevelopment Plan (DARP)
- Environmental Master Plan (EMP)
- Grandin Park (Ball Estate South) ARP
- Heritage Management Plan
- Municipal Government Act RSA 2000 Ch. M-26
- Natural Areas Conservation and Management Plan
- Off-Site Levy Bylaw

- Park Master Plans
- Public Participation Guidelines for Planning and Development Applications
- Smart City Master Plan
- St. Albert Natural Areas Inventory
- 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



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

CITY USE ONLY	
File Number:	
Date Received:	
Fees:	

STATUTORY PLAN AMENDMENT (FOR MDP & ARP ONLY) 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
Name of Statutory Plan Being Amended:			
Description or Sections of Statutory Plan Amendment: (Additional information can be attached to application)			
Reasons for Statutory Plan Amendment. For ARP 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.

STATUTORY PLAN AMENDMENT (MDP & ARP ONLY) 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
- ☐ ARP Technical Report that includes compliance with MDP policies and Maps (for ARP)
- ☐ 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
- ☐ Fees as prescribed in the Master Rates Bylaw
- ☐ Letter detailing the proposed amendments to MDP and justification (for MDP)
- ☐ Owner's Authorization by the primary landowner making the application
- ☐ Records from Public Consultation
- ☐ Technical Studies and Reports, identified at pre-application meeting

Additional Studies

- ☐ Constraints identifying rights-of-way locations, high-pressure pipelines, utility lines, rail lines, natural and cultural features, steep slopes, flood hazards, etc. (for ARP)
- ☐ Environmental Site Assessment (ESA) (for ARP)
- ☐ Fiscal Impact Analysis (FIA) (for MDP and ARP)
- ☐ Geotechnical Study (for ARP)
- ☐ Height Impact Study (for MDP and ARP)
- ☐ Market Analysis for commercial and high density residential (for MDP and ARP)
- ☐ Natural Areas Assessment including Wetland Assessment (for MDP and ARP)
- ☐ Noise and Vibration Mitigation Study, consider proximity to railway operations (www.proximityissues.ca) (for ARP)
- ☐ Parking Study (for ARP)
- ☐ Servicing Design Brief for water, wastewater, and stormwater, major pipes (for ARP)
- ☐ Historical Resources Act (HRA) Approval (for MDP and ARP)
- ☐ Historical Resource Impact Assessment (HRIA) (for ARP)
- ☐ Student Population Projection (for ARP)
- ☐ Sun Shadow Study (for ARP)
- ☐ Topographical Map / Survey (for ARP)
- ☐ Traffic Impact Assessment (TIA) (for ARP)
- ☐ Tree Inventory and Assessment (for ARP)
- ☐ Urban Design Study (for ARP)
- ☐ 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:
----------------------------------	----------------------------

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.