

MUNICIPAL DEVELOPMENT PLAN (MDP) & AREA STRUCTURE PLAN (ASP) AMENDMENT- APPLICATION INFORMATION



MDP & ASP AMENDMENT:

The Municipal Development Plan (MDP) is a Council approved plan that guides the future growth and development for the entire City of Fort Saskatchewan.

Area Structure Plans (ASP) are Council approved plans that guide the future growth and development for specific areas within the City of Fort Saskatchewan.

MDP & ASPs contain textual policies and land use concept maps. Land use concept maps identify the different land use designations within the city or a specific area. Examples of land use designations include residential, commercial, or heavy industrial.

REVIEW PROCESS:

A pre-application meeting is required to discuss any proposed amendments to the MDP or an ASP.

Applications to amend textual policies or land use concept maps are submitted to Planning & Development. It is important that complete applications including all supporting documents are submitted. Once an application is deemed complete, it will be circulated to other City departments and external agencies for review. All MDP and ASP amendments go through the Public Hearing process which includes notifying affected land owners. City Council is the authority that approves or refuses amendments to the MDP and ASPs.

The City of Fort Saskatchewan is a member municipality of the Capital Region Board (CRB) for the Edmonton Metropolitan Region. The CRB has a Regional Evaluation Framework (REF) for reviewing certain statutory plan amendments. Applications may be sent to the CRB for their review.

If you have any questions, please contact the Planning & Development at 780.992.6198 or email landuseplanning@fortsask.ca.

SUBMITTING A MDP & ASP AMENDMENT APPLICATION:

PRE-APPLICATION MEETING:

A pre-application meeting is required to discuss the proposed amendments. Please contact Planning & Development to set-up a meeting.

1. MDP & ASP AMENDMENT APPLICATION CHECKLIST:

Submit the required documents with the application.

2. MDP & ASP AMENDMENT APPLICATION FORM:

Complete the application form

*An Owner Authorization Letter is required in absence of the owner(s) signature on the application form.

3. CERTIFICATE OF TITLE:

Provide one (1) copy of the current title for the subject lands.

4. LETTER OF REQUEST FOR MDP OR ASP AMENDMENT:

Letter describing the purpose of the MDP or ASP Amendment. The following information should be included:

- Purpose of the MDP or ASP Amendment
- Planning justification of proposed MDP or ASP Amendment
- Legal land description of the proposed MDP or ASP Amendment
- Municipal address of the proposed MDP or ASP Amendment (if applicable)
- Area of land to be re-designated (in hectares)
- Proposed timing for development
- An overview of notable items
- Conformity with City of Fort Saskatchewan planning documents
- Servicing arrangements

5. MDP & ASP AMENDMENT MAP:

Map showing the proposed area(s) to be re-designated. The following items should be identified:

- The boundaries of area(s) to be re-designated
- Dimensions of area(s) to be re-designated (in meters)
- Area of land to be re-designated (in hectares)
- Current and proposed land use designations
- Legal land description
- Municipal address of area (if applicable)
- Environmental or topographical features
- Existing buildings and structures

- I. Provide one (1) digital copy of the Amendment Map
*send the digital AutoCAD file to landuseplanning@fortsask.ca

6. LOCATION MAP:

Map showing the proposed area(s) to be re-designated in context to the City of Fort Saskatchewan.

7. FEES:

As indicated in the current City's Fees and Charges Bylaw.

8. SUPPORTING DOCUMENTS:

Supporting documents and reports may be required. These can include but are not limited to:

- Conceptual drawings of the proposed development including a site plan, and elevation drawings
- Outline Plan, Neighbourhood Design Concept, and/or design forum
- Any technical studies as may be required including:
 - Environmental Impact Assessment
 - Environmental Site Assessment (Phases 1 and 2)
 - Floodplain Study
 - Geotechnical Report
 - Risk Assessment
 - Additional studies as required

SUBMISSION:

Complete applications can be sent to the following:

Planning & Development
Lower Level - City Hall
10005 102 Street
Fort Saskatchewan, AB, T8L 2C5

Digital files can be submitted to landuseplanning@fortsask.ca

**MUNICIPAL DEVELOPMENT
PLAN (MDP) &
AREA STRUCTURE PLAN (ASP)
AMENDEMENT-
APPLICATION CHECKLIST**



APPLICATION #

DOCUMENTS REQUIRED FOR MUNICIPAL DEVELOPMENT PLAN (MDP) & AREA STRUCTURE PLAN (ASP) AMENDMENTS

OFFICE	APPLICANT SUBMISSION REQUIREMENTS	
<input type="checkbox"/>	<input type="checkbox"/>	1. MDP & ASP Amendment Application Checklist
<input type="checkbox"/>	<input type="checkbox"/>	2. MDP & ASP Amendment Application Form
<input type="checkbox"/>	<input type="checkbox"/>	*Owner Authorization Letter- In absence of the owner(s) signature on the MDP & ASP Amendment Application Form.
<input type="checkbox"/>	<input type="checkbox"/>	3. Certificate of Title- provide one (1) copy of the current Certificate of Title
<input type="checkbox"/>	<input type="checkbox"/>	4. Letter of Request for MDP & ASP Plan Amendment- should include the following information:
	<input type="checkbox"/>	Purpose of the MDP or ASP Amendment
	<input type="checkbox"/>	Justification of the proposed MDP or ASP Amendment
	<input type="checkbox"/>	Legal land description of the proposed MDP or ASP Amendment
	<input type="checkbox"/>	Municipal address of the proposed MDP or ASP Amendment (if applicable)
	<input type="checkbox"/>	Area of land to be re-designated (in hectares)
	<input type="checkbox"/>	Proposed timing for development
	<input type="checkbox"/>	An overview of notable items
	<input type="checkbox"/>	Conformity with City of Fort Saskatchewan planning documents
	<input type="checkbox"/>	Servicing arrangements
<input type="checkbox"/>	<input type="checkbox"/>	5. MDP & ASP Amendment Map- showing the proposed area(s) to be re-designated. The following items should be identified:
	<input type="checkbox"/>	The boundaries of area(s) to be re-designated
	<input type="checkbox"/>	Dimensions of area(s) to be re-designated (in meters)
	<input type="checkbox"/>	Area of land to be re-designated (in hectares)
	<input type="checkbox"/>	Current and proposed land use designations
	<input type="checkbox"/>	Legal land description
	<input type="checkbox"/>	Municipal address of area (if applicable)
	<input type="checkbox"/>	Environmental or topographical features

		<input type="checkbox"/>	Existing buildings and structures
<input type="checkbox"/>		<input type="checkbox"/>	II. Provide one (1) digital copy of the Amendment Map *send the digital AutoCAD file to landuseplanning@fortsask.ca
<input type="checkbox"/>		<input type="checkbox"/>	6. Location Map- Map showing the proposed area(s) to be re-designated in context to the City of Fort Saskatchewan. I. Provide one (1) digital copy of the Location Map
<input type="checkbox"/>		<input type="checkbox"/>	7. Fees- refer to the Fees & Charges Bylaw
<input type="checkbox"/>		<input type="checkbox"/>	Area Structure Plan & Municipal Development Plan Amendment Fee
<input type="checkbox"/>		<input type="checkbox"/>	Capital Region Board (CRB) Referral- if required
<input type="checkbox"/>		<input type="checkbox"/>	8. *Supporting Documents- additional documents or studies if required

Should you have any questions regarding development or completing the application please contact the Planning & Development Office at 780.992.6198 or email landuseplanning@fortsask.ca

Signature

Date

Checked by: _____

**MUNICIPAL
DEVELOPMENT PLAN
(MDP) &
AREA STRUCTURE PLAN
(ASP) AMENDMENT -
APPLICATION FORM**



APPLICATION #

LEGAL DESCRIPTION: LOT(S) _____ BLOCK _____ PLAN _____ OTHER _____

OTHER LEGAL DESCRIPTION _____

MUNICIPAL ADDRESS (IF APPLICABLE): _____

APPLICANT NAME: _____

ADDRESS: _____

CITY / PROVINCE: _____ POSTAL CODE: _____

PHONE: _____ CELL: _____ EMAIL: _____

APPLICANT INTEREST (IF NOT THE OWNER) CONTRACTOR AGENT OTHER _____

PROPERTY OWNER NAME: _____
(An Owner Authorization Letter is required in absence of the owner signature on this application form)

ADDRESS: _____

CITY / PROVINCE: _____ POSTAL CODE: _____

PHONE: _____ CELL: _____ EMAIL: _____

AREA OF LAND (HECTARES): _____

LOCATION (NEIGHBOURHOOD) OF PROPOSED AMENDMENT: _____

EXISTING LAND USE DESIGNATION(S): _____

PROPOSED LAND USE DESIGNATION(S): _____

EXISTING USE OF THE LAND: _____

PROPOSED USE OF THE LAND: _____

EXISTING LEGAL ACCESS (ROADS): _____

EXISTING BUILDINGS OR STRUCTURES ON THE LAND:

RATIONAL FOR THE PROPOSED MDP/ASP AMENDMENT:

DESCRIPTION OF PROPOSED MDP/ASP AMENDMENT:

REGISTERED OWNER OR PERSON ACTING ON THEIR BEHALF

I, hereby certify that I am The registered owner Authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for an MDP or ASP Amendment.

Print Name

Signature

Date

RIGHT OF ENTRY

I hereby authorize the City of Fort Saskatchewan to enter the subject land(s) for the purpose of conducting a site inspection in connection with this application for a MDP or ASP Amendment. This right is granted pursuant to Section 653 of the *Municipal Government Act*.

Signature

Date

FREEDOM OF INFORMATION

I understand that this application and accompanying information is public record that it is accessible by the public. This application will be made available for reviewing upon request at the City Office. This personal information is being collected under the authority of the Municipal Government Act and will be used only for the purposes for which it is being collected.

Signature

Date

ADDITIONAL INFORMATION MAY BE REQUIRED

FOR OFFICE USE ONLY

APPROVAL BY COUNCIL

DECISION	FIRST READING: _____	DATE: _____
	PUBLIC HEARING: _____	DATE: _____
	SECOND READING: _____	DATE: _____
	THIRD AND FINAL READING: _____	DATE: _____

FOR OFFICE USE ONLY	
Date Received:	_____
Date Application Deemed Complete:	_____
Fee:	\$ _____
Land Title (\$5 per Title, if not attached)	\$ _____

NOTE: This personal information is being collected under the authority of Section 33 (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for MDP and ASP Amendments. It will be treated in accordance with the privacy protection provisions of Part 2 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact the FOIP Coordinator for the City of Fort Saskatchewan at 780-992-6584.