

**AREA STRUCTURE PLAN (ASP)
& NEIGHBOURHOOD
STRUCTURE PLAN (NSP)
AMENDMENTS
APPLICATION INFORMATION**



ASP or NSP AMENDMENT APPLICATION:

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

ASPs and NSPs 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 ASP or NSP amendment.

Applications 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 ASP and NSP applications require a Public Hearing process which includes notifying affected land owners. City Council is the authority that approves or refuses ASP and NSP applications.

The City of Fort Saskatchewan is a member municipality of the Edmonton Metropolitan Region Board (EMRB). The EMRB has a Regional Evaluation Framework (REF) for reviewing statutory plan applications, including Area Structure Plan Amendment. Applications are to be sent to the EMRB for their review.

Note: REF process review is not required for NSP application.

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

SUBMITTING AN ASP or NSP AMENDMENT APPLICATION:

PRE-APPLICATION MEETING:

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

* Council Authorization required before requesting a pre-application meeting.

1. ASP or NSP AMENDMENT APPLICATION CHECKLIST:

Submit the required documents with the application.

2. ASP or NSP 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.

*Certificate of Title must be date no older than 30 days

4. LETTER OF INTENT FOR ASP or NSP AMENDMENT APPLICATION:

Letter describing the purpose of the Amendments Application. The following information should be included:

- Certifies that the proposal was prepared in accordance with the ASP Terms of Reference.
- Describes the intent of the proposal.
- Provides the planning rationale for the proposal.
- Outlines alignment with the provincial legislation and municipal policies, bylaws, and procedures that guides land use in Fort Saskatchewan and identifies statutory planning policies that support the proposal.

5. ASP or NSP AMENDMENT APPLICATION MAPS:

Maps that clearly identify the proposed area(s) to be re-designated. These can include but are not limited to:

- Land Use Concept Plan
- Land Use Zoning
- Topography Map
- Plan Area Map
- Open Space Concept
- Transportation Concept
- Servicing Concept Plans

I. Provide one (1) digital copy of the Map.

***send the digital AutoCAD file to landuseplanning@fortsask.ca**

6. FEES:

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

7. TECHNICAL STUDIES & ADDITIONAL REPORTS:

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

- Technical studies
- Land Use and Population Statistics
- The pre-application Public Engagement Summary Report

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

AREA STRUCTURE PLAN (ASP) & NEIGHBOURHOOD STRUCTURE PLAN (NSP) AMENDMENT APPLICATION CHECKLIST



APPLICATION #

DOCUMENTS REQUIRED FOR AREA STRUCTURE PLAN (ASP) OR NEIGHBOURHOOD STRUCTURE PLAN (NSP) AMENDMENT

OFFICE	APPLICANT SUBMISSION REQUIREMENTS	
☐	☐	1. ASP or NSP Amendment Application Checklist
☐	☐	2. ASP or NSP Amendment Application Form
☐	☐	*Owner Authorization Letter - In absence of the landowner(s) signature on the ASP Application Form.
☐	☐	3. Certificate of Title - provide a the current Certificate of Title copy of all of the properties within the ASP area.
	☐	*Current Titles - Those that are pulled within 30 days of submission.
☐	☐	4. Letter of Intent for ASP or NSP Amendment - should include the following information:
	☐	Certifies that the proposal was prepared in accordance with the ASP Terms of Reference
	☐	Describes the intent of the proposal
	☐	Provides the planning rational for the proposal
	☐	Outlines alignment with the provincial legislation and municipal policies, bylaws, and procedures that guide land use in Fort Saskatchewan and identifies statutory planning policies that support the proposal.
☐	☐	5. ASP or NSP Amendment Maps - showing the proposed area(s) to be re-designated.
☐	☐	6. Area Structure Plan or Neighbourhood Structure Plan Copy - One (1) PDF copy of the ASP or NSP to be submitted via email landuseplanning@fortsask.ca (identifying the recipient and describing the document) or on USB flash drive.
☐	☐	7. Technical Reports - All Technical Studies/Reports as confirmed during the pre-application meeting (Additional technical studies and reports may be required by the Administration or other government agencies following the first technical circulation).
	☐	Agricultural Impact Assessment
	☐	Biophysical Impact Assessment /Ecological Impact Assessment (Desktop at ASP stage, detailed report at NSP stage)
	☐	Environmental Site Assessment (ASP stage, update at NSP stage may be required)
	☐	Fiscal Impact Analysis
	☐	Geotechnical Report

	☐	Historical Resources Overview (HRO) - ASP Stage
	☐	Historical Resources Impact Assessment (Depends on results of HRO)
	☐	Hydraulic Network Analysis (HNA)
	☐	Municipal Servicing Report/Neighbourhood Design Report
	☐	Public Engagement Plan
	☐	School Board Consultation Report
	☐	Soil Management Plan
	☐	Traffic Impact Assessment
☐	☐	8. *Discretionary Technical Reports - Depending on the location of the ASP/NSP, some technical reports will be determined in consultation with the City of Fort Saskatchewan Planning & Development Department.
☐	☐	9. Land Use and Population Statistics
☐	☐	10. Application Fee - As indicated in the City's Fees and Charges Bylaw.
☐	☐	11. The Pre-application public engagement summary report.
☐	☐	12. Digital Copy - All mapping within the proposed ASP in AutoCAD compatible format.

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: _____

**AREA STRUCTURE PLAN
(ASP) or
NEIGHBOURHOOD
STRUCTURE PLAN (NSP)
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): _____

City of Fort Saskatchewan Planning & Development
10005 102 ST, Fort Saskatchewan, AB, T8L 2C5
Telephone: 780-992-6198, Email: landuseplanning@fortsask.ca

EXISTING BUILDINGS OR STRUCTURES ON THE LAND:

RATIONAL FOR THE PROPOSED ASP AMENDMENT:

DESCRIPTION OF PROPOSED 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: \$ _____

NOTE: This personal information is being collected and used under the authority of Section 4(c) of the Protection of Privacy Act for the purpose of an ASP and NSP Amendment. If you have questions about the collection, contact the Access to Information Coordinator for the City of Fort Saskatchewan at 780 -992-6200.