

LAND USE BYLAW & REDISTRICTING (REZONING) AMENDMENTS- APPLICATION INFORMATION



LAND USE BYLAW & REDISTRICTING AMENDMENTS:

The [Land Use Bylaw](#) is a Council approved document that regulates land use and guides development. It determines the location and activities that occur in different land use districts. The Land Use Bylaw also includes detailed regulations regarding building setbacks, signage, and parking.

Amendments can be made to the text or the Land Use Map. A Redistricting (rezoning) is the process of changing the land use district that applies to a parcel of land. An applicant may submit a redistricting application to change the existing land use district of their land. Redistricting a parcel of land to a different land use changes the types of uses and regulations that can be applied to the site.

REVIEW PROCESS:

[Land Use Bylaw Amendment Applications](#) are to be submitted to Planning and 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 amendments to the Land Use Bylaw go through the Public Hearing process which includes notifying affected land owners. City Council is the authority that approves or refuse amendments to the Land Use Bylaw.

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

SUBMITTING A LAND USE BYLAW & REDISTRICTING AMENDMENT APPLICATION:

PRE-APPLICATION MEETING:

A pre-application meeting may be required. Please contact Planning & Development before submitting an application.

1. LAND USE BYLAW AMENDMENT APPLICATION CHECKLIST:

Submit the required documents with the application.

2. LAND USE BYLAW 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 LAND USE BYLAW AMENDMENT:

Letter describing the purpose of the Land Use Bylaw Amendment or Redistricting. The following information should be included:

- Purpose of the Land Use Bylaw Amendment
- Planning justification of the Land Use Bylaw Amendment
- Legal land description of the proposed Land Use Bylaw Amendment
- Municipal address of the proposed Land Use Bylaw Amendment (if applicable)

- Area of land to be redistricted (in hectares)
- Proposed timing for development
- An overview of notable items
- Conformity with City of Fort Saskatchewan planning documents
- Servicing arrangements (proposed and existing)

5. REDISTRICTING AMENDMENT MAP:

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

- The boundaries of area(s) to be redistricted
- Dimensions of area(s) to be redistricted (in meters)
- Area of land to be redistricted (in hectares)
- Current and proposed land use districts
- 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 Redistricting Amendment Map
***send the digital AutoCAD file to landuseplanning@fortsask.ca**

6. LOCATION MAP:

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

7. FEES:

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

8. SUPPORTING DOCUMENTS & REPORTS:

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

- Conceptual drawings of the proposed development including a site plan, and elevation drawings for a redistricting
- Statement describing how the Municipal Development Plan or any other applicable Statutory Plan or non-Statutory Plan affecting the application and this Bylaw Amendment have been considered
- Outline Plan, Neighbourhood Design Concept, and/or design forum
- Technical studies as may be required such as:
 - ☐ Environmental Impact Assessment
 - ☐ Environmental Site Assessment (Phases 1 and 2)
 - ☐ Floodplain Study
 - ☐ Functional Servicing Report
 - ☐ Geotechnical Report
 - ☐ Noise Attenuation Study
 - ☐ Parking Study
 - ☐ Reclamation Plan for aggregate extraction
 - ☐ Risk Assessment
 - ☐ Shadow Report
 - ☐ Traffic Impact Analysis
 - ☐ Wind Report
 - ☐ Studies on the impact of development on utilities, services, traffic circulation, tax base, community facilities, and employment.

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

**LAND USE BYLAW &
REDISTRICTING (REZONING)
AMENDMENT-
APPLICATION CHECKLIST**



APPLICATION #

DOCUMENTS & INFORMATION REQUIRED FOR LAND USE BYLAW AMENDMENT APPLICATION

OFFICE	APPLICANT SUBMISSION REQUIREMENTS	
☐	☐	1. Land Use Bylaw Amendment Application Checklist
☐	☐	2. Land Use Bylaw Amendment Application Form
☐	☐	*Owner Authorization Letter- in absence of the owner(s) signature on the Land Use Bylaw Amendment Application Form.
☐	☐	3. Certificate of Title- provide one (1) copy of the Certificate of Title
☐	☐	4. Letter of Request for Land Use Bylaw (Redistricting) Amendment – should include the following information:
	☐	Purpose of the Land Use Bylaw Amendment
	☐	Planning justification of the Land Use Bylaw Amendment
	☐	Legal land description of the proposed Land Use Bylaw Amendment
	☐	Municipal address of the proposed Land Use Bylaw 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 (proposed and existing)
☐	☐	5. Redistricting Amendment Map- showing the proposed area(s) to be redistricted. The following items should be identified:
	☐	The boundaries of area(s) to be redistricted
	☐	Dimensions of area(s) to be redistricted (in meters)
	☐	Area of land to be redistricted (in hectares)
	☐	Current and proposed land use districts
	☐	Legal land description
	☐	Municipal address of area (if applicable)
	☐	Environmental or topographical features
	☐	Existing buildings and structures

☐		☐	II. Provide one (1) digital copy of the Redistricting Amendment Map *send the digital AutoCAD file to landuseplanning@fortsask.ca
☐		☐	6. Location Map- Map showing the proposed area(s) to be redistricted in context to the City of Fort Saskatchewan I. Provide one (1) digital copy of the Location Map
☐		☐	7. Fees- refer to the Fees & Charges Bylaw
☐		☐	Land Use Bylaw Amendment Fee
☐		☐	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: _____

**LAND USE BYLAW
REDISTRICTING (REZONING)
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 DISTRICT(S): _____

PROPOSED DISTRICT(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 REDISTRICTING OR TEXT AMENDMENT:

DESCRIPTION OF PROPOSED REDISTRICTING OR TEXT 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 a Land Use Bylaw 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 Land Use Bylaw 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 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 and used under the authority of Section 4(c) of the Protection of Privacy Act for the purpose of a Land Use Bylaw Amendments. If you have questions about the collection, contact the Access to Information Coordinator for the City of Fort Saskatchewan at 780-992-6200.