

*Note: All fees are non--refundable and are to be collected upon application to amend the Land Use Bylaw.*

## LAND USE BYLAW AMENDMENT REQUIREMENT CHECKLIST

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. Please ensure all materials submitted are clear, legible, and precise.

Completed by Applicant	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form.
<input type="checkbox"/>	<input type="checkbox"/>	Fee prescribed in fee schedule.
<input type="checkbox"/>	<input type="checkbox"/>	The signatures of the Applicant <b>and</b> the Registered Owner of the property on the Application Form  <b>-or-</b>  Signatures of the Applicant and a <b>Letter of Authorization</b> from the registered owner of the property.
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the title(s) registered in the South Alberta Land Titles Office, obtained from a Registries Agent or Land Titles Office not more than thirty (30) days prior to the application date.
<input type="checkbox"/>	<input type="checkbox"/>	Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, or Caveats on the title(s).
<input type="checkbox"/>	<input type="checkbox"/>	Ten (10) copies of plans showing: a) Land involved in the application; b) Current and proposed classifications of land; c) Areas of affected land in hectares and acres; d) Any proposed new land uses; and e) Any existing land uses and development within a 90 metre radius of the site boundary. An electronic copy of submissions may be required upon request.
<input type="checkbox"/>	<input type="checkbox"/>	Applications for a Direct Control District (DC) must include the following: a) An explanation as to why none of the existing Land Use Districts can be used to achieve the desired use; and b) Draft DC guideline.
<input type="checkbox"/>	<input type="checkbox"/>	Reasons for requested amendments.

### Please Note:

- All dimensions must be provided in metric and all required drawings must be printed to the scale identified on the drawing (1:200 is preferred).
- Additional information may be required from the applicant after Planning & Development has reviewed the submission.
- An application is considered complete when all required materials are received and the fee is processed.