



## LAND USE BYLAW AMENDMENT APPLICATION SUPPORT DOCUMENTATION CHECKLIST

Select the appropriate Land Use Bylaw amendment application type, and submit the required documents listed. *Upon verification of a complete application and calculation of application fees, payment will be required.*

### ⇒ Amendments to Land Use District Mapping (re-districting) require the following:

- One (1) Certificate of Title or Land Title Search of the property obtained no more than 30 days prior to the date of the application.
- Authorization from the Registered Owner, including contact information. The titled owner may appoint an agent; the name, address and phone number of the agent must be supplied.
- A completed Right of Entry form ([http://www.sprucegrove.org/Assets/pdf/forms/applications/right\\_entry\\_form\\_landuse.pdf](http://www.sprucegrove.org/Assets/pdf/forms/applications/right_entry_form_landuse.pdf).)
- A written statement identifying the legal land description, the municipal address of the land (where applicable) and describing the purpose/reasons for the amendment, how the redistricting conforms to relevant statutory plans, servicing arrangements and the anticipated timing for development.
- A detailed site plan showing legal descriptions and municipal addresses, the boundaries of specific area to be redistricted, including perimeter measurements and areas, current and proposed land use districts, the relationship of the subject lands to adjacent land uses within 90 meters, and the location of any prominent natural and/or man-made features.
- A key plan/street layout for the proposed area and surrounding lands in both paper (.pdf) and digital (autocad.dwg) formats.
- Preliminary subdivision plan including unit type information (if available).

### ⇒ Text Amendments to the Land Use Bylaw require:

- A written statement describing the reasons for the amendment and how the proposed change conforms to or supports relevant statutory plans, as well as the impact the amendment will have on the City or on the area where it applies.
- The exact wording of the proposed change.

#### Note:

- *Additional information may be required during the processing of the Land Use Bylaw amendment application, including but not limited to the following:*
  - *Concept plan showing preliminary site layouts, including future development, vehicular and pedestrian circulation and connection to adjacent sites;*
  - *geotechnical reports;*
  - *traffic impact analysis; and*
  - *environmental or natural areas assessments.*
- *Land Use Bylaw amendment applications may be circulated to other municipal departments or to third parties (i.e. provincial departments or utility providers) for comment or concurrence.*
- *Council may request any additional information it considers necessary.*
- *A signed development/servicing agreement may be required prior to third reading.*

If you have questions please contact:

Mark Puczko, Senior Planner - 780-962-7634 ext. 249

David Towle, Senior Planner - 780-962-7634 ext. 601

Susan Armstrong, Manager of Planning, 780-962-7634 ext. 103