



TOWN OF COALDALE

**PLANNING
PROCESS
GUIDELINES**

February 2023



Table of Contents

1.0	Introduction	1
2.0	Provincial Planning Framework	3
2.1	Municipal Government Act (MGA).....	3
3.0	Local Planning Framework	4
3.1	Intermunicipal Development Plan (IDP)	4
3.2	Town Plan (aka the Municipal Development Plan or MDP).....	4
3.3	Local Plans.....	5
3.4	Land Use Bylaw (LUB).....	6
3.5	The Subdivision Process.....	7
3.6	Post-Planning.....	7
3.7	Subdivision and Development Appeals	8
4.0	Local Plans	9
4.1	Purpose and Intent of an Area Redevelopment Plan	9
4.2	Purpose and Intent of an Area Structure Plan.....	10
4.3	Purpose and Intent of an Outline Plan.....	11
4.4	Local Plan Application Review Process	12
4.5	Local Plan Application Checklists.....	15
5.0	Land Use Redesignation	18
5.1	Purpose and Intent of a Land Use Redesignation.....	18
5.2	Land Use Redesignation Application Review Process.....	18
5.3	Land Use Redesignation Application Checklist.....	21
6.0	Plan of Subdivision	22
6.1	Purpose and Intent of a Plan of Subdivision.....	22
6.2	Subdivision Application Review Process.....	24
6.3	Subdivision Application Checklist.....	27
7.0	Development Permit	28
7.1	Purpose and Intent of a Development Permit.....	28
7.2	Development Permit Application Review Process.....	28

APPENDICES

Appendix A	Local Plan Application Form
Appendix B	Land Use Redesignation Application Form
Appendix C	Subdivision Application Form
Appendix D	Development Permit Application Forms
Appendix E	Time Extension Request Form

FIGURES

Figure 1 – Planning & Development Hierarchy	2
Figure 2 – Local Plan Review Process.....	14
Figure 3 – Land Use Redesignation Application Review Process.....	20
Figure 4 – Subdivision Application Review Process.....	26
Figure 5 – Development Permit Review Process.....	30

1.0 Introduction

In Alberta land use planning is governed by the *Municipal Government Act* (MGA) and the *Matters Related to Subdivision and Development Regulation* (MRSDR), as amended, which are part of the provincial hierarchy of plans, shown in **Figure 1 – Planning & Development Hierarchy** along with the intermunicipal and local plans and bylaws of the Town of Coaldale.

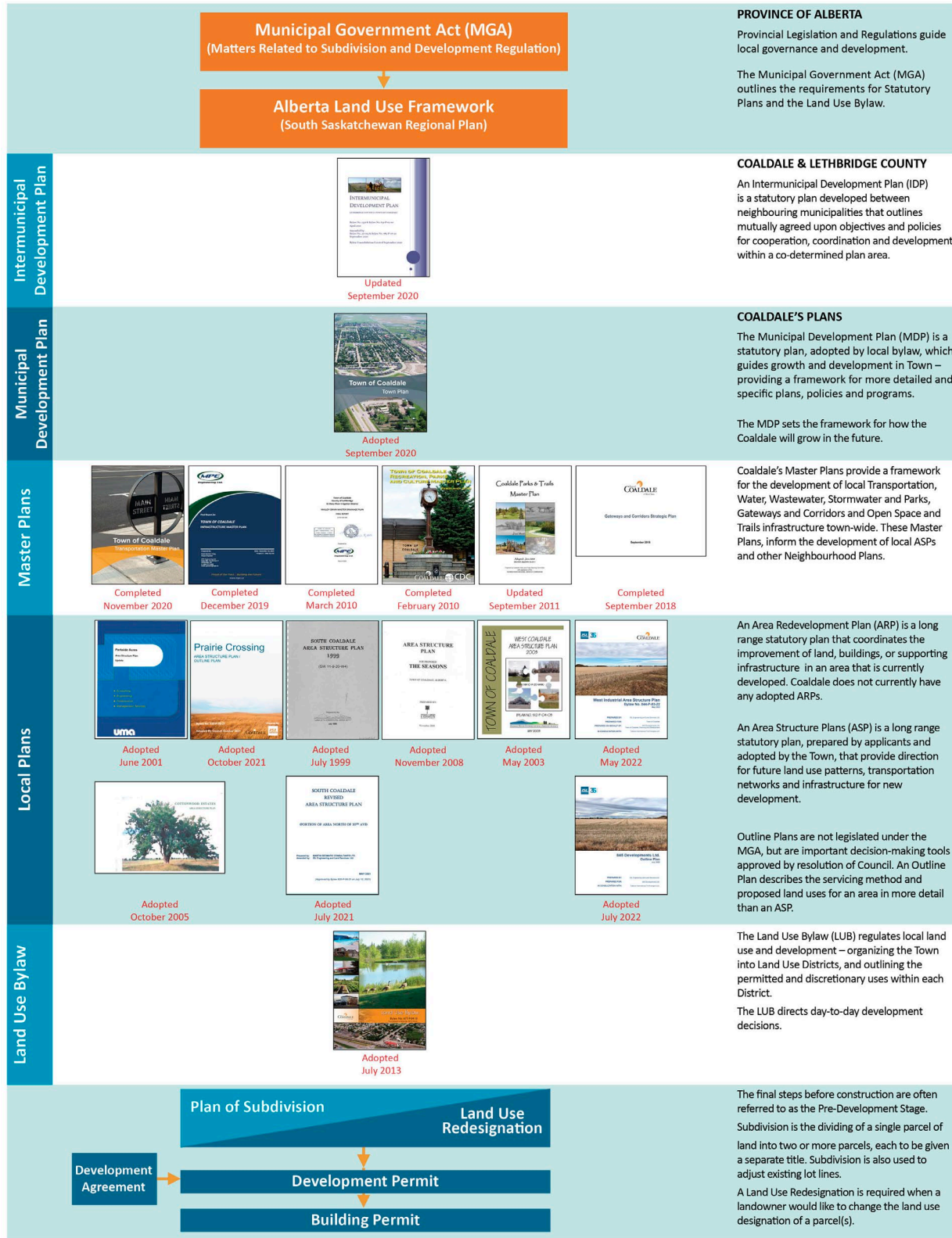
Other provincial statutes that influence the local planning process, such as the *Land Titles Act*, the *Water Act* and the *Alberta Land Stewardship Act* (ALSA), should be consulted when preparing to develop land within the Town of Coaldale.

This document is a set of guidelines for conducting development in the Town of Coaldale and have been prepared to reflect provincial planning regulation and local bylaws as of February 2023. If there is any discrepancy between the Planning Process Guidelines and a Statutory Plan adopted by the Town, the Statutory Plan takes precedence.

Town planning staff are available to assist applicants in navigating the local planning process. Meeting with staff early can help avoid delays and ensure that projects proceed in an efficient and timely manner.

The Planning Process Guidelines are intended to be reviewed and amended from time-to-time. Please make sure to refer to noted regulations and directly when preparing an application for development within the Town of Coaldale.

Planning & Development Hierarchy



2.0 Provincial Planning Framework

2.1 Municipal Government Act (MGA)

Planning in Alberta is governed by Part 17 (Planning and Development) of the MGA. The MGA establishes a hierarchy of plans and develops statutory guidelines for the development and adoption of municipal improvements as well as procedures for preparing and implementing planning policies along with the relevant planning material to be considered during the planning process.

As outlined in Section 617 of the MGA, the purpose of Planning and Development is *“to provide means whereby plans and related matters may be prepared and adopted*

- (a) To achieve the orderly, economic and beneficial development, use of land and patterns of human settlement, and*
- (b) To maintain and improve the quality of the physical environment within which patterns of human settlement are situated in Alberta, without infringing on the rights of individuals for any public interest except to the extent that is necessary for the greater public interest.”*

The MGA allows the Town of Coaldale to create statutory plans such as an Intermunicipal Development Plan (IDP), Municipal Development Plan (MDP), Area Structure Plan (ASP), and/or an Area Redevelopment Plan (ARP). These plans enable the Town to evaluate and make decisions on land use designation, subdivision, development and building issues.

ASPs and ARPs may also be created by applicants, such as developers (in the case of ASPs), or a group of neighbourhood residents (in the case of ARPs), but must be adopted by Council by bylaw. Sections 636 to 638.2 contain the general provisions affecting the preparation and implementation of statutory plans.

Finally, Section 640 of the MGA regulates Coaldale’s Land Use Bylaw (LUB) which guides local land use and development and directs day-to-day development decisions.

2.1.1 Matters Relating to Subdivision and Development Regulations (MRSDR) of the MGA

The Matters Relating to Subdivision and Development Regulation of the MGA (Alberta Regulation 84/2022) outlines the requirements pertaining to subdivision applications, subdivision and development conditions, and the registration and endorsement of a proposed plan of subdivision, as well as provincial appeals.

2.1.2 Alberta Land Stewardship Act (ALSA)

The Alberta Land Stewardship Act authorizes the provincial Cabinet to establish planning regions and adopt a statutory plan for each region. The Alberta Land-use Framework (ALUF), enabled by the ALSA, outlines seven planning regions which corresponding to the natural watersheds in the province, each of which has, or will have, a corresponding regional plan. The overarching purpose is to implement the ALUF by harmonizing land use policies throughout the province.

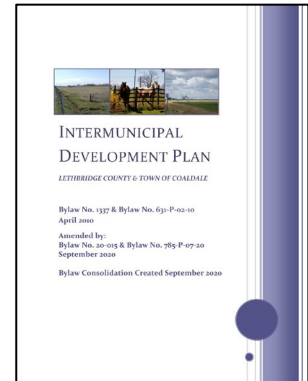
Coaldale is located within the boundaries of the South Saskatchewan Regional Plan (SSRP) and the Town is required to conform to the requirements of the SSRP when making planning decisions.

3.0 Local Planning Framework

3.1 Intermunicipal Development Plan (IDP)

An Intermunicipal Development Plan is developed between two or more neighbouring municipalities. An IDP identifies a planning area and provides a framework for future development and collaboration within this area, it also outlines mutually agreed upon objectives, and helps establish policies for cooperation, development, and future land use. Specific legislation can be found in Section 631 of the MGA.

The IDP between the Town of Coaldale and the County of Lethbridge was adopted in 2010 and has been consolidated to September 2020. Applicants should be aware that there are policies within the IDP that may impact their development, as noted in Section 5.2 of the IDP:



5.2.1 Proposed land use bylaws, statutory and non-statutory plans (e.g. Municipal Development Plan, Area Structure Plans, Area Redevelopment Plans, Conceptual Design Schemes), and amendments to such documents, that affect lands in the Plan Area or land in the Town adjacent to the Town-County boundary shall be forwarded to the other municipality for comment prior to a decision being made on the application.

5.2.5 Subdivision applications and discretionary use development permit applications, including appeals of such applications, which affect lands in the Plan Area or land in the Town adjacent to the Town-County boundary, shall be forwarded to the other municipality for comment prior to a decision being made on the application.

3.2 Town Plan (aka the Municipal Development Plan or MDP)

Section 632 of the MGA requires all municipalities to prepare and adopt a Municipal Development Plan, which is referred to as the Town Plan in Coaldale. The Town Plan addresses such issues as future land use and development within the municipality, the provision of municipal services and facilities, and inter-municipal issues such as the future growth areas and the co-ordination of transportation systems and infrastructure.

Approved by Council in October 2020, the Town Plan is a policy document that provides an outline for the physical development of the community, within which both public and private sector decision-making can occur. As a policy document, it is, for the most part, general in nature and long-range in its outlook and provides the means whereby Council and Administration can evaluate proposals for new development in the context of a long-range plan.



Please Note: Coaldale’s Master Plans provide a framework for the development of local Transportation, Water, Wastewater, Stormwater and Parks, Recreation, Gateways and Corridors and Open Space and Trails infrastructure town-wide. These Master Plans align with the MDP and inform the development of Local Plans.

3.3 Local Plans

Local Plans provide an important framework for the future development of land within Coaldale. There are three types of Local Plan that could be prepared in Coaldale by an applicant or their representative, and adopted by Council, or that may be initiated by the Town itself, as detailed below:

3.3.1 Area Redevelopment Plan (ARP)

An Area Redevelopment Plan is a statutory document that sets out goals and strategies for the redevelopment of a previously developed area and provides a framework for Council to preserve or improve land and buildings, rehabilitate, remove, construct or place buildings and establish, and improve or relocate roads, public utilities or other services in an area designated by Council. Specific legislation can be found in Sections 634 and 635 of the MGA.

Coaldale has not adopted any ARPs and any applicant interested in preparing one is encouraged to contact Town planning staff.

3.3.2 Area Structure Plan (ASP)

An Area Structure Plan is a stand-alone statutory document that outlines a framework for the subsequent subdivision and development of an area of land – providing direction for future land use patterns, transportation networks and infrastructure in new neighbourhoods. Specific legislation on ASPs can be found in Section 633 of the MGA.

ASPs are prepared in close consultation with landowners, developers, municipal service providers, outside agencies (e.g., school boards), and affected local interest groups, and deal with a range of technical issues pertaining to transportation, servicing, location of schools, open space, and commercial nodes along with the density and the type of permitted uses. Specific issues may also need to be addressed such as historical sites, wetlands, energy infrastructure, agricultural lands and environmental or geotechnical concerns.

ASPs are required for any proposed development or subdivision in Coaldale that creates three or more lots in a Quarter Section of land.

As of February 2023, the Town has adopted the following ASPs:

- Cottonwood Estates ASP
- Parkside Acres ASP
- Prairie Crossing ASP/OP
- South Coaldale ASP
- South Coaldale Revised ASP
- The Seasons ASP
- West Coaldale ASP
- West Industrial ASP

More information on the purpose and intent of an ASP and the local requirements for preparing one can be found in [Section 4.0](#).

3.3.3 Outline Plan (OP)

Outline Plans are not legislated under the MGA, but are important decision-making tools approved by resolution of Council. An Outline Plan describes the servicing method and proposed land uses for an area in more detail than an ASP.

An Outline Plan may be used for a smaller area within the boundaries of an ASP to provide detailed environmental, transportation, and other servicing information.

As of February 2023, the Town has approved the following Outline Plans:

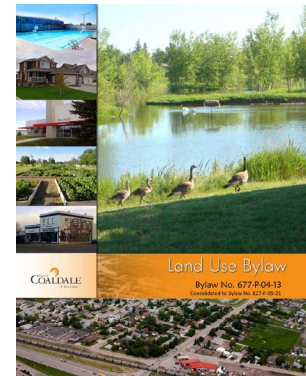
- 845 Developments Ltd. OP
- Prairie Crossing ASP/OP

More information on the purpose and intent of an Outline Plan and the local requirements for preparing one can be found in [Section 4.0](#).

3.4 Land Use Bylaw (LUB)

Section 640 of the MGA requires all municipalities to adopt a Land Use Bylaw. An LUB regulates land use and development in order to achieve orderly growth within a municipality, acting as the implementation tool for statutory plans. As outlined in Section 640, the LUB:

- Organizes Coaldale into land use districts
- Prescribes and regulates, for each district, the purpose for which land and buildings may be used
- Defines and establishes the roles of the Development Authority
- Establishes a method of making decisions on applications for development, including the issuing Development Permits
- Prescribes the method for notifying the community-at-large and registered owners of land likely to be affected by a development, a redistricting, and/or the issuance of a development permit
- Prescribes the method for appealing a decision relative to the Bylaw, and
- Establishes a method of making decisions on applications for amending the Bylaw.



Coaldale's LUB was adopted in 2013 and has been periodically amended over the years to remain topical.

Local Plans (ARPs, ASPs and OPs) are created with reference to the land use districts within the LUB and subsequent to the approval of a Local Plan, a Land Use Redesignation (rezoning) application is required to assign lands with the appropriate land use.

More information on the Land Use Redesignation process and the local requirements for preparing an application can be found in [Section 5.0](#).

3.5 The Subdivision Process

Subdivision refers to the process of dividing a single parcel of land into two or more parcels, each to be given a separate title. Subdivision is also used to adjust existing lot lines. Subdivision is addressed in Sections 652-660 of the MGA, as well as the MRSDR, as amended.

An application for subdivision must be made by a landowner or agent acting on behalf of the landowner. Coaldale's Municipal Planning Commission or MPC, is the local Subdivision Authority and is authorized to make subdivision decisions on behalf of the Town.

After approval, a subdivision is registered in the Land Titles Office and can take the form of plan of survey, descriptive plan, or other instrument prepared by an Alberta Land Surveyor.

Subdivision applications may be accompanied by a Land Use Redesignation describing the intended development proposed on the newly created parcels.

More information on the Subdivision process and the local requirements for preparing and application can be found in [Section 6.0](#).

3.6 Post-Planning

3.6.1 Development Agreements

A development agreement is a contract between the municipality and a developer, detailing the obligations of both parties and specifying the standards and conditions that will govern development of the property. A development agreement provides assurances to the developer that the development regulations that apply to the project will not change during the term of the agreement.

In Alberta, development agreements are enabled by the Section 650 of the MGA and may be articulated within a local LUB. In Coaldale, Section 51 of the LUB enables the Development Authority to determine if a Development Agreement is required as a condition of issuing a Development Permit and enables the Subdivision Authority to determine if a Development Agreement is required as a condition of subdivision approval.

Development Agreements are consistent with the overall philosophy, supported by the MGA, that new development shall bear its own initial costs. The Development Agreement details, among other things, access to the development, construction of internal subdivision roads and the approaches to the new lots, site drainage requirements, water and wastewater servicing, the installation of other utilities, and the improvements required to municipal and environmental reserve and other open space areas in the proposed development. Financial security is typically required to ensure that the necessary work is carried out by the developer. Additionally, a Development Agreement may be required as a condition of issuing a Development Permit in order to address any proposed works involving municipal infrastructure, property, or rights-of-way.

Town planning staff are available to work with you to prepare a Development Agreement.

3.6.2 Development Permits

Development Permits may be required for changes to your property such as constructing or renovating a building or changing the use of a building or land. Development Permits deal with a development's impact on surrounding properties. A Development Permit is a document issued by the Development Authority in accordance with the requirements of the LUB and includes, where applicable, a plan or drawing or a set of plans or drawings, specifications or other documents, and the conditions of approval.

Criteria for Development Permits and requirements for a complete Development Permit application are outlined in Section 27 of the LUB. Information regarding exemptions for Development Permits can be found in Schedule 3 of the LUB.

More information on the Development Permit process and the local requirements for preparing and application can be found in [Section 7.0](#).

3.6.3 Building Permits

A Building Permit is separate and distinct from a Development Permit. Building Permits deal with the structural stability of building/structures and the health and safety of the building's occupants and are issued in accordance with the Alberta Building Code under the Safety Codes Act.

Please contact Superior Safety Codes (Lethbridge) for Building Permits.

3.7 Subdivision and Development Appeals

Appeals regarding decisions on subdivision or development permit applications are governed by Division 10 of the MGA which outlines procedures, process, who can appeal and time requirements. A notice of appeal must be filed with the Town's Subdivision and Development Appeal Board (SDAB) or the provincial Land and Property Rights Tribunal (LPRT), depending on the location of the proposed development.

For Subdivision appeals: a notice of appeal must be filed to either the Town's SDAB or the LPRT, within 14 days of the applicant receiving the written Notice of Decision of the Subdivision Authority.

For Development Permit appeals: a notice of appeal must be filed with the Town's SDAB within 21 days of the Notice of Decision.

4.0 Local Plans

An Application form for a Local Plan can be found in [Appendix A](#).

4.1 Purpose and Intent of an Area Redevelopment Plan

The purpose of an ARP is to set out goals and strategies for the redevelopment of a previously developed area and provide a framework for Council to preserve or improve land and buildings; rehabilitate, remove, construct, or place buildings; and establish, improve, or relocate roads, public utilities, or other services in an area designated by Council.

According to Section 635 of the MGA, an ARP must describe:

- i) *the objectives of the plan and how they are proposed to be achieved,*
- ii) *the proposed land uses for the redevelopment area,*
- iii) *if a redevelopment levy is to be imposed, the reasons for imposing it, and*
- iv) *any proposals for the acquisition of land for any municipal use, school facilities, parks and recreation facilities or any other purposes the council considers necessary, and*
- v) *may contain any other proposals that the council considers necessary.*

ARPs are prepared in close consultation with landowners, the developer, municipal service providers, outside agencies (e.g. school boards) and affected local interest groups. Given their impact to current residents, the scope of such consultation often considerably more robust than it is for other Local Plans.

An ARP requires detailed supporting studies to be developed ([see s.4.5.3](#)).

Per Appendix C of the Town Plan:

Purpose	Application
<p>Area Redevelopment Plan (ARP)</p> <ul style="list-style-type: none"> a statutory plan for an already built up area that sets out goals and strategies for redevelopment lays out the objectives for the area's redevelopment, proposed future land uses, required infrastructure improvements, if land is required for municipal use likes parks, and how a redevelopment levy will be used if needed 	<ul style="list-style-type: none"> must be consistent with the Town Plan and IDP typically used to revitalize a commercial area, rehabilitate a historic neighbourhood or realize redevelopment potential in an older area of a municipality can be led by developers or the municipality and typically includes many stakeholders in the preparation process development proposed within the boundaries of an ARP should comply with the ARP development that does not comply with the ARP may have to amend it, which requires a public hearing and decision by Council

4.2 Purpose and Intent of an Area Structure Plan

The purpose of an ASP is to provide a framework for the subsequent subdivision and development of an area of land and evaluate how this plan impacts adjacent land or the existing community.

Per the Town’s Area Structure Plan Policy (P-005-0622), the Town requires an ASP to be provided for any proposed development or subdivision creating three or more lots in a quarter section.

According to Section 633 of the MGA, an ASP must describe:

- i) *the sequence of development proposed for the area,*
- ii) *the land uses proposed for the area, either generally or with respect to specific parts of the area,*
- iii) *the density of population proposed for the area either generally or with respect to specific parts of the area, and*
- iv) *the general location of major transportation routes and public utilities, and*
- v) *may consider any other matter that council considers necessary.*

ASPs deal with a range of technical issues pertaining to transportation, servicing, the location of schools, open space, and commercial nodes along with the density and the type of permitted uses. Specific issues may also be addressed such as sour gas wells and environmental or geotechnical concerns.

ASPs are prepared in close consultation with landowners, the developer, municipal service providers, outside agencies (e.g. school boards) and affected local interest groups.

An ASP requires detailed supporting studies to be developed ([see s.4.5.3](#)).

Per the Town Plan:

Planning Process for New Neighbourhoods

1.19 New neighbourhoods (generally identified as Areas of Growth on Map 2), shall complete the following two-step planning process before land is developed (see Appendix D):

Area Structure Plan - a statutory plan generally establishing future land uses and dealing with the matters in section 633 of the MGA. An Area Structure Plan is for a large area and outlines general development goals and patterns.

Per Appendix C of the Town Plan:

Purpose	Application
<p>Area Structure Plan (ASP)</p> <ul style="list-style-type: none"> • a statutory plan establishing future land uses and desired subdivision and development patterns for a new area • sets out population targets, the sequence of development, transportation and infrastructure networks and other matters important to the development of neighbourhoods 	<ul style="list-style-type: none"> • must be consistent with the Town Plan and IDP • typically completed for new residential neighbourhoods or new industrial areas • can be led by developers or the municipality and typically includes many stakeholders in the preparation process • development proposed within the boundaries of an ASP should comply with the ASP • development that does not comply with the ASP may have to amend it, which requires a public hearing and decision by Council

4.3 Purpose and Intent of an Outline Plan

An Outline Plan is a non-statutory document that is intended to confirm the suitability and describe the servicing method and proposed land uses for an area in greater detail than an ASP. An Outline Plan must comply with the Town Plan and the relevant ASP, and typically outlines opportunities and constraints of the land, the development concept, open space needs, servicing and transportation networks and the strategy for phasing development.

Similar to ASPs, Outline Plans are prepared in close consultation with landowners, the developer, municipal service providers, outside agencies (e.g. school boards) and affected local interest groups. Outline Plans are typically smaller in scale than ASPs and can be completed in a single phase (or several small phases) of development.

An Outline Plan requires detailed supporting studies to be developed ([see s.4.5.3](#)).

Per the Town Plan:

Planning Process for New Neighbourhoods

1.19 *New neighbourhoods (generally identified as Areas of Growth on Map 2), shall complete the following two-step planning process before land is developed (see Appendix D):*

Outline Plan - a non-statutory confirming the suitability and servicing method of the lands for their proposed use. An Outline Plan may be for a smaller area within the boundaries of an Area Structure Plan and involves detailed studies including, but not limited to, geotechnical investigation, environmental impact assessment, transportation impact assessment, and stormwater management analysis.

Per Appendix C of the Town Plan:

Purpose	Application
<p>Outline Plan (OP)</p> <ul style="list-style-type: none"> a non-statutory plan that describes the servicing method and proposed land uses for an area in more detail than an ASP includes studies that ensure land is suitable for the intended use in terms of soils, servicing, drainage, and transportation example studies include environmental impact assessment, transportation impact assessment, and stormwater management analysis 	<ul style="list-style-type: none"> used for smaller areas of development (neighbourhoods or stages) to provide technical engineering details must comply with the Town Plan and the relevant ASP typically outlines opportunities and constraints of the land, the development concept, open space needs, servicing and transportation networks and the strategy for phasing development although it is not a statutory plan, it does go through public consultation and decision by Council

4.4 Local Plan Application Review Process

Please Note: The primary difference between an ASP/ARP and an Outline Plan from an approval perspective is that an ASP/ARP is adopted by bylaw and therefore goes through three readings at Council as well as a mandatory Public Hearing. An Outline Plan is approved through resolution by Council without a public hearing because it is developed within the framework of an existing ASP, is smaller in scale and is expected to be readily developed.

The below review process for Local Plan applications is illustrated in [Figure 2](#).

Pre-Application Meeting – The Town highly recommends meeting with its planning staff to review proposed ASPs/ARPs/Outline Plans in the early development stage in order to discuss the plan area, context, reserves and fees owing, and any required supporting studies.

Submission and Staff Review – Once complete, the proposed ASP/ARP/Outline Plan and supporting studies are submitted to Town planning staff for review to ensure content requirements are met and applications conform to local plans and guidelines. Planning staff may request further study and additional information for clarification.

First Reading (ASPs/ARPs Only) – After review of the application by planning staff, Council will be requested to give first reading of the Bylaw and set a date and time for the required Public Hearing.

Circulation and Public Consultation – The Local Plan application and draft ASP/ARP/Outline Plan will then be circulated to municipal service providers, referral agencies and adjacent landowners (for a minimum of **30 calendar days**).

For ASPs/ARPs: a minimum of one (1) open house is also required at this time in order to provide information to the general public and provide an opportunity for comments and questions to be addressed.

For Outline Plans: an open house may be required at the discretion of Town planning staff.

Resolution of Any Issues – Feedback from Circulation and Public Consultation is reviewed, and any needed amendments can be made by the applicant and integrated into the draft ASP/ARP/Outline Plan.

Staff Report – After any required amendments are addressed by the applicant, planning staff will prepare a report for Council.

Public Hearing (ASPs/ARPs Only) – The Public Hearing must be advertised for two weeks in the local newspaper and on the Town website, and written notice must be circulated to adjacent landowners within 60 metres of the plan area, in alignment with the Town's Public Notification and Advertising Bylaw (814-R-05-21). At the Public Hearing, interested parties are given an opportunity to provide comments – in favour or against – on the ASP/ARP application before Council.

Council may request additional information from the applicant prior to second and third reading.

Adoption/Approval –

ASP/ARP Second & Third Reading

Subsequent to the public hearing, Council will then consider second and third readings on the ASP/ARP Bylaw (this may occur directly after the Public Hearing or at a future meeting of Council). Council may:

- Adopt the ASP/ARP Bylaw,
- Make amendments considered necessary at second reading and pass the ASP/ARP Bylaw as amended,
- Table the ASP/ARP Bylaw until certain requirements are met, or refer back to planning staff for further review, or
- Defeat the ASP/ARP.

If Council defeats/refuses the proposed ASP/ARP/Outline Plan, the applicant may not submit another application for the same parcel until six (6) months have expired, unless, in the opinion of the Development Authority, the reasons for the refusal have been adequately addressed or the circumstances of the application have changed significantly.

Once adopted, the ASP/ARP becomes a Bylaw and the framework for subsequent stages of the planning process.

Outline Plan Presentation to Council

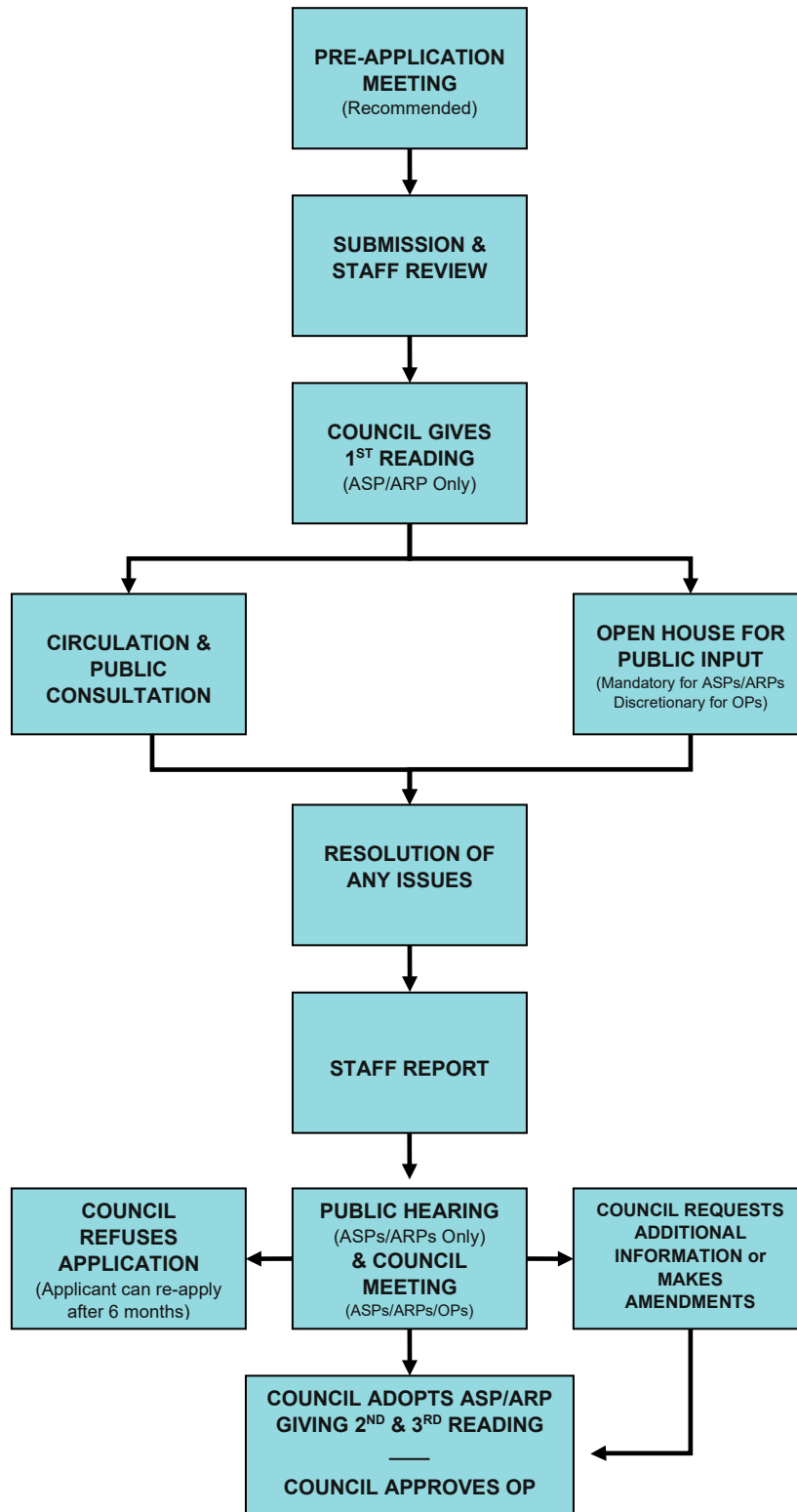
Planning staff will present the staff report to Council for consideration. Council may:

- Approve the Outline Plan,
- Table the Outline Plan until certain requirements are met, or refer back to planning staff for further review, or
- Refuse the Outline Plan.

Once approved, the Outline Plan becomes the framework for growth with its plan area.

Please Note: All costs associated with advertising, conducting open houses, Public Hearings or professional assistance required by the Town to assess the application will be the responsibility of the applicant.

Figure 2 – Local Plan Review Process



4.5 Local Plan Application Checklists

The following information must be included with your completed application and application fee. If this information is not provided at the time the application is submitted, your application will be deemed incomplete and it will not be processed until the information is provided:

4.5.1 Area Structure Plan/Area Redevelopment Plan Checklist

- Current copy of the Certificate(s) of Title of affected parcels (within 30 days).
- Current copies of any restrictive covenants, utility rights-of-way, easements or caveats registered on the Certificate(s) of Title (within 30 days).
- An aerial photograph displaying existing vegetation, water bodies and any unique species or topographical features.
- Development Concept (map) at a scale of 1:2000, with all dimensions and areas in metric showing:
 - north arrow
 - legal description of the plan area
 - plan area boundary
 - proposed land use types (e.g. residential, commercial, industrial etc.)
 - proposed road system identifying arterial and collector roads
 - floodway or floodplain lines (if applicable), and
 - any public facilities or school sites identified in the plan area (if applicable)
- An ASP/ARP document which includes:
 - A description of the study area in its present state with reference to special or unique physical or environmental constraints or features and how they are to be addressed within the development concept
 - A location map showing where the ASP is located in Coaldale and the location of sour gas wells and facilities within 1.5 kilometres of the plan area (if applicable)
 - A topography map showing existing site contours and sloped lands greater than 15% (if applicable)
 - An ownership map showing property ownership within the plan area
 - A statement of the Vision for the development and an explanation of the development concept including rationale for proposed land use types, open spaces and any neighbourhood design guidelines
 - **For ARPs Only** – information on if a redevelopment levy is to be imposed and the reasons for imposing it as well as any proposals for the acquisition of land for a any municipal use, school facilities, parks and recreation facilities or any other purposes determined necessary
 - An explanation on how the 10% Municipal Reserve (MR) dedication requirement will be met
 - Development statistics, provided in table form, including gross areas, anticipated yields based on land use types proposed, municipal reserve dedication, and gross population projections for residential areas
 - A description of the proposed transportation network strategy and the impact on existing routes
 - A proposed transportation network (map) providing a high-level overview of any arterial and collector roads
 - A description of the site utility servicing strategy (including Water Distribution, Wastewater Collection, Stormwater Management and Third-Party Utilities)
 - Preliminary layouts (maps) of proposed and existing site utility servicing (including Water Distribution, Wastewater Collection, Stormwater Management and Third-Party Utilities)
 - A description of the proposed sequence of development, including any future outline plan areas, and an explanation of the proposed phasing
 - A phasing plan (map) that identifies the sequence of development

4.5.2 Outline Plan Checklist

- Current copy of the Certificate(s) of Title of affected parcels (within 30 days).
- Current copies of any restrictive covenants, utility rights-of-way, easements or caveats registered on the Certificate(s) of Title (within 30 days).
- Coloured photographs (minimum of 4) showing affected lands and adjacent area.
- Development Concept (map) at a scale of 1:2000, with all dimensions and areas in metric showing:
 - north arrow
 - legal description of the plan area
 - plan area boundary
 - proposed Land Use Districts (with reference to the LUB)
 - proposed road system identifying arterial, collector and local roads
 - proposed street names
 - proposed reserve parcels (such as MR and environmental reserve (ER) etc.)
 - floodway or floodplain lines (if applicable)
 - infrastructure required to service and access the plan area, and
 - details of any public facilities or school sites identified in the plan area (if applicable)
- An Outline Plan document which includes:
 - A description of the study area in its present state with reference to special or unique physical or environmental constraints or features and how they are to be addressed within the development concept
 - A statement of the Vision for the development and an explanation of the development concept including rationale for proposed land use districts, open spaces and any neighbourhood design guidelines
 - Detailed development statistics, provided in table form, including gross areas, anticipated yields based on proposed land use districts, reserve dedication, and population projections for residential areas
 - Preliminary site concepts for any open spaces, community amenities, commercial development and multi-family sites (as appropriate)
 - A more detailed description of the proposed transportation network, any findings from a TIA and the impact on existing routes
 - A proposed transportation network (map) providing alignments of any arterial, collector and local roads
 - Cross-sections of any arterial, collector or proposed custom roads
 - A description of the site utility master servicing (including Water Distribution, Wastewater Collection, Stormwater Management and Third-Party Utilities)
 - Layouts (maps) of proposed and existing site utility master servicing (including Water Distribution, Wastewater Collection, Stormwater Management and Third-Party Utilities)
 - A description of the proposed sequence of development
 - A phasing plan (map) that identifies anticipated development of servicing infrastructure

4.5.3 Local Plan Supporting Studies

The following studies are/may be required by the Development Authority to be prepared in support of an ASP, ARP, or Outline Plan:

Supporting Study	ARP	ASP	Outline Plan
<input type="checkbox"/> Historical Resource Act (HRA) Clearance	REQUIRED	REQUIRED	---
<input type="checkbox"/> Historical Resource Impact Assessment (HRIA)	AS REQUIRED	AS REQUIRED	AS REQUIRED
<input type="checkbox"/> Environmental Site Assessment (ESA) – Phase 1	REQUIRED	REQUIRED	---
<input type="checkbox"/> Environmental Site Assessment (ESA) – Phase 2	AS REQUIRED	AS REQUIRED	AS REQUIRED
<input type="checkbox"/> Biophysical Impact Assessment (BIA)	DISCRETIONARY	DISCRETIONARY	DISCRETIONARY
<input type="checkbox"/> Wetland Inventory and Assessment – Wetland Identification and Delineation Assessment (WIDA)	REQUIRED	REQUIRED	---
<input type="checkbox"/> Wetland Inventory and Assessment – Wetland Assessment and Impact Report (WAIR)	AS REQUIRED	AS REQUIRED	AS REQUIRED
<input type="checkbox"/> Geotechnical Report (including Slope Stability Analysis if the slope is greater than 15%)	DISCRETIONARY	DISCRETIONARY	REQUIRED (including grading plan)
<input type="checkbox"/> Site Utility Servicing Strategy -- Water Distribution Servicing Strategy Wastewater Collection Servicing Strategy Stormwater Management Strategy Third-Party Utility Serving Strategy	REQUIRED	REQUIRED	---
<input type="checkbox"/> Site Utility Master Servicing Plans – Water Distribution Master Servicing Plan Wastewater Master Servicing Plan Stormwater Management Master Servicing Plan Third-Party Utility Master Servicing Plan	---	---	REQUIRED
<input type="checkbox"/> Transportation Network Strategy	REQUIRED	REQUIRED	---
<input type="checkbox"/> Traffic Impact Assessment (TIA)	---	---	REQUIRED
<input type="checkbox"/> Groundwater impact analysis and soils study	DISCRETIONARY	DISCRETIONARY	DISCRETIONARY
<input type="checkbox"/> Market Study Analysis for commercial sites	DISCRETIONARY	DISCRETIONARY	DISCRETIONARY
<input type="checkbox"/> Sound Attenuation Study	DISCRETIONARY	DISCRETIONARY	DISCRETIONARY

Further information regarding technical study requirements can be found in [Appendix F](#).

5.0 Land Use Redesignation

5.1 Purpose and Intent of a Land Use Redesignation

Per the Land Use Bylaw, all land within Coaldale is designated under a specific Land Use District which outlines the type of uses and development that occur within that District. An amendment to the LUB is required when there is a change to the contents of the LUB itself or, more frequently, when there is a redesignation of a Land Use District on a specific parcel(s) of land.

Commonly referred to as a Land Use Redesignation (or Land Use Amendment or rezoning), the local process is dictated by Section ADM 60 and ADM 61 of the LUB.

Please refer to the LUB and or speak to Town planning staff to determine the current Land Use District applied to your land and discuss the appropriate Land Use District to reflect your intended development.

An Application Form for a Land Use Redesignation can be found in [Appendix B](#).

5.2 Land Use Redesignation Application Review Process

The below review process for Land Use Redesignation applications is illustrated in [Figure 3](#).

Pre-Application Meeting – Depending on the complexity of the application, the applicant may choose to meet with Town planning staff to discuss any issues associated with the application.

Submission and Staff Review – Once complete, the Land Use Redesignation application is submitted to Town planning staff for review to ensure content requirements are met and that it conforms to local planning documents. Planning staff may request further studies and additional information for clarification.

First Reading – After review of the Land Use Redesignation by Town planning staff, Council will be requested to give first reading of the bylaw.

Circulation and Public Consultation – After first reading, the Land Use Redesignation application is circulated to municipal service providers, outside approval agencies, affected interest groups, and adjacent landowners (for a minimum of **20 calendar days**).

Please Note: At the discretion of the Development Authority, an open house(s) may be required at this time in order to provide information to the general public and gather feedback.

Resolution of Any Issues – After circulation feedback is received, any needed amendments can be made by the applicant and integrated into Land Use Redesignation Application.

Staff Report – After any required amendments are addressed, planning staff will prepare a report for Council and schedule a Public Hearing.



Public Hearing – The Public Hearing must be advertised for two weeks in the local newspaper and on the Town website, and written notice is circulated to adjacent landowners, in alignment with the LUB. At the Public Hearing, interested parties are provided an opportunity to voice their concerns – in favour or against – on the application before Council. Council may request additional information from the applicant prior to second and third reading.

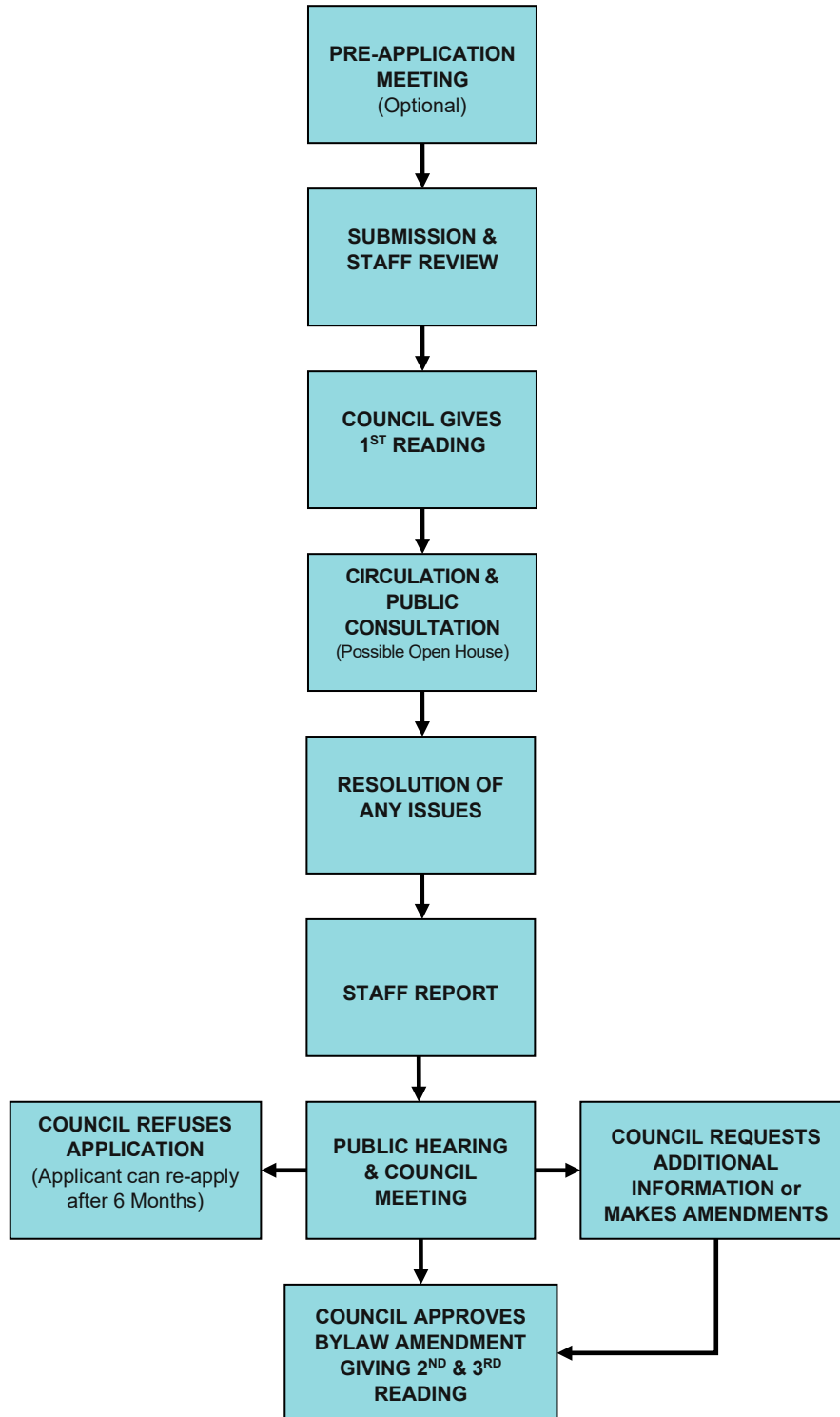
Second and Third Reading – Subsequent to the public hearing, Council will then consider second and third readings on the Land Use Redesignation (this may occur directly after the public hearing or at a future meeting of Council). Council may:

- Approve the Land Use Redesignation,
- Make amendments considered necessary at second reading and approve the Land Use Redesignation as amended,
- Table the Land Use Redesignation until certain requirements are met or refer it back to planning staff for further review, or
- Defeat the Land Use Redesignation.

If Council defeats the Land Use Redesignation application, the applicant may not apply for the same land use changes for the same parcel until six (6) months have expired, unless in the opinion of the Development Authority, the reasons for the refusal have been adequately addressed or the circumstances of the application have changed significantly.

Please Note: All costs associated with advertising, conducting open houses, public hearings or professional assistance required by the Town to assess the application, will be the responsibility of the applicant.

Figure 3 – Land Use Redesignation Application Review Process



5.3 Land Use Redesignation Application Checklist

The following information must be included with your completed application and application fee. If this information is not provided at the time the application is submitted, your application will be deemed incomplete and it will not be processed until the information is provided:

- Current copy of the Certificate(s) of Title of affected parcels (within 30 days).
- Current copies of any restrictive covenants, utility rights-of-way, easements or caveats registered on the Certificate(s) of Title (within 30 days).
- Coloured photographs (minimum of 4) showing affected lands and adjacent area.
- Site plan (map) of the lands to be re-designated, showing:
 - north arrow
 - municipal address (i.e. street address)
 - legal address (i.e. plan/block/lot)
 - parcel boundaries
 - access and egress points
 - adjacent street labels
 - floodway and floodplain lines (if applicable)
 - location of existing buildings and setbacks (if applicable)
 - any easements, utility rights-of-way etc. (if applicable)
 - any landfills, sewage treatment and/or sour gas facilities and setbacks within 1.5 kilometres (if applicable)

The following studies may be required by the Development Authority to be prepared in support of an application for a Land Use Redesignation:

- An Area Structure Plan, Area Redevelopment Plan, or Outline Plan
- Environmental Site Assessment (ESA) Phase 1 and/or Phase 2
- Biophysical Impact Assessment (BIA)
- Wetland Inventory and Assessment – WIDA and/or WAIR
- Geotechnical Report (including Slope Stability Analysis if the slope is greater than 15%)
- Site Utility Servicing Strategy
- Transportation Network Strategy or Traffic Impact Assessment (TIA)
- Market Study Analysis for commercial sites

Further information regarding technical study requirements can be found in [Appendix F](#).

When a Direct Control District is proposed the following additional items are required:

- An explanation of why none of the existing land use districts can be used to achieve the desired use.
- Draft Direct Control Guidelines.
- Elevations of existing and proposed development.

6.0 Plan of Subdivision

6.1 Purpose and Intent of a Plan of Subdivision

Subdivision refers to the process of dividing a single parcel of land into two or more parcels, each to be given a separate title. Subdivision is also used to adjust existing lot lines. Subdivision is addressed in Sections 652-660 of the MGA and the MRSDR, as amended. An application for subdivision must be made by a landowner or agent acting on behalf of the landowner via one of the following methods:

- **Tentative Plan of Subdivision** which is prepared by a legal surveyor when creating two or more parcels that require a legal survey. The tentative plan may be based upon an approved ASP/ARP/Outline Plan but will include more detail. Decisions are made by the Subdivision Authority.
- **Subdivision by Instrument** which occurs in situations where additional parcel(s) will be created and can be described without a survey. Subdivision by instrument is the form of subdivision often used for splitting lots for infill development. The description identifying the new parcel must be prepared by a legal surveyor satisfactory to the Land Titles Office.

An application for subdivision must be made by a landowner or agent acting on behalf of the landowner. Subdivision applications may be accompanied by a Land Use Redesignation at the Discretion of the Town.

In Coaldale, the Subdivision Authority is the **Municipal Planning Commission** (per Bylaw 683-AP-09-13). As enabled in Section 623 of the MGA, the Subdivision Authority is authorized to make subdivision decisions on behalf of the Town.

After approval, a subdivision is registered in the Land Titles Office (LTO) and can take the form of plan of survey, descriptive plan, or other instrument prepared by an Alberta Land Surveyor.

An Application Form for a Subdivision can be found in **Appendix C**.

6.1.1 Dedicated Lands

Sections 5.15 to 5.21 of the Town Plan outline how the Town dedicates reserve lands in alignment with the MGA, notably:

Municipal and Environmental Reserve Dedication

- 5.14 *At the time of subdivision the Subdivision Authority shall, subject to the relevant provisions of the MGA, require 10% of the total pre-subdivided area of the parcel(s) being subdivided to be provided as municipal reserve (MR), less any lands dedicated as environmental reserve (ER).*
- 5.15 *Land may be taken to satisfy the municipal reserve (MR) requirement where there is a demonstrated need, or where pre-planning has taken place, for any one of the following:*
- *a public park or public recreation/amenity area*
 - *trail linkages and corridors as identified in the Coaldale Parks and Trails Master Plan*
 - *for school board purposes in consultation with a School Division*
 - *as a buffer between the built and natural environment, or between different land uses*

- 5.16 *Lands to be dedicated as MR shall fit with the following criteria:*
- *not consist of slopes in excess of 15%*
 - *not be susceptible to flooding*
 - *not within 5 metres of a stormwater pond or conveyance channel*
 - *be located, and of a shape, that is conducive to the development of public open space, including good visibility, sufficient access, and off-street parking*
- 5.17 *Municipal reserve (MR) lands shall only be used for the purposes prescribed in the MGA and shall be kept in an aesthetically appropriate condition. MR lands should be enhanced with landscaping where appropriate and signed where necessary to ensure property boundaries are understood and respected. The encroachment of adjacent buildings or structures onto MR lands is not allowed. However, MR land may be leased at the Town's discretion, with all proceeds going into an account used specifically for MR purposes.*
- 5.18 *Lands that are deemed to be environmentally sensitive, as per the MGA, shall be dedicated as environmental reserve, environment reserve easement, or a combination of the two, to the discretion of the Development Authority.*

Municipal Reserve Credit for Stormwater Facilities

- 5.19 *Stormwater management facilities may be eligible for MR credit for those areas providing usable public amenity space above the full-supply level of the facility, sometimes referred to as the High Water Line, at the discretion of the Subdivision Authority.*
- *5.18a - Credit for stormwater facilities will only be considered when the areas between the High Water Line and the boundary of the property within which the stormwater facility is located, is greater than 5 m (17 ft.) in width, which allows for usable trails and other amenities. Municipal Reserve Cash-In-Lieu of Land Dedication Criteria and Use*
- 5.20 *Cash-in-lieu of land may be taken to satisfy the municipal reserve (MR) requirement where there is not a demonstrated need for a land dedication. Cash-in-lieu of MR shall be accounted for in accordance with and used only for purposes as stated in the MGA, which can include acquiring lands suitable for MR purposes and enhancing or upgrading existing MR sites.*

Disposal of Municipal Reserve

- 5.21 *The Town recognizes that municipal reserves serve a valued public function. Disposal of the municipal reserve is generally discouraged. Disposal of MR may be considered in circumstances where the disposed area is replaced in its entirety at another location(s) within Town, or the money acquired from the sale of disposed MR lands is used for the purposes of enhancing other existing or planned spaces, amenities and facilities as listed in the Municipal Government Act.*

6.2 Subdivision Application Review Process

The below review process for Subdivision applications is illustrated in [Figure 4](#).

Submission and Determining Completeness – A Subdivision Application is submitted to Town planning staff who will determine that it is complete and the appropriate information is provided to review the application on its merits. The Subdivision Authority may request further study and additional information for clarification.

Please Note: Per Section 653 (2.1) of the MGA, there is a **20-day window** for planning staff to determine if a Subdivision Application is complete. An email notice will be supplied to the applicant once the Subdivision Application is deemed complete.

Staff Review – Town planning staff will review the Subdivision Application on its merits to ensure that it conforms to local plans and guidelines (such as the Town Plan, any Local Plan, the LUB and any other relevant Council policies), and site-specific site characteristics that may include:

- boundaries and building locations
- topography (is there a suitable building site?)
- soil characteristics (suitability for drainage or sewage)
- storm water collection
- adequacy of water supply (quantity and quality)
- road accessibility and internal roads
- erosion, slope, environmental concerns, and/or
- other matters the Subdivision Authority considers relevant.

Please Note: Once an application is deemed complete there is a **60-day window** from circulation through to the Notice of Decision in alignment with the MRSDR.

If a time extension is required by either the applicant or the Town, a copy of the form (which needs to be agreed to by both parties) can be found in [Appendix E](#).

Circulation – The complete Subdivision Application is circulated to municipal service providers, outside approval agencies, affected interest groups, and adjacent landowners (for a minimum of **19 calendar days**).

Resolution of Any Issues – After circulation feedback is received, any required revisions can be made by the applicant and integrated into Subdivision Application. Alternatively, revisions to the proposed subdivision plan can be specified in the conditions of approval.

Staff Report and Subdivision Authority Decision – After any required revisions are addressed, planning staff will prepare a report for presentation to the Subdivision Authority, including any conditions of the subdivision approval. The Subdivision Authority may:

- Refuse the Subdivision Application with reasons, or
- Approve the Subdivision Application with or without Conditions of Approval

The Subdivision Authority will then issue a written **Notice of Decision** to the applicant.

The applicant can file an appeal against a refusal or condition of approval with the Subdivision and Development Appeal Board (SDAB), or the provincial Land and Property Rights Tribunal in some situations, within 14 days of receiving the written decision.

Per the Interpretation Act the date of receipt is considered to be 7 days from the date the decision was mailed.

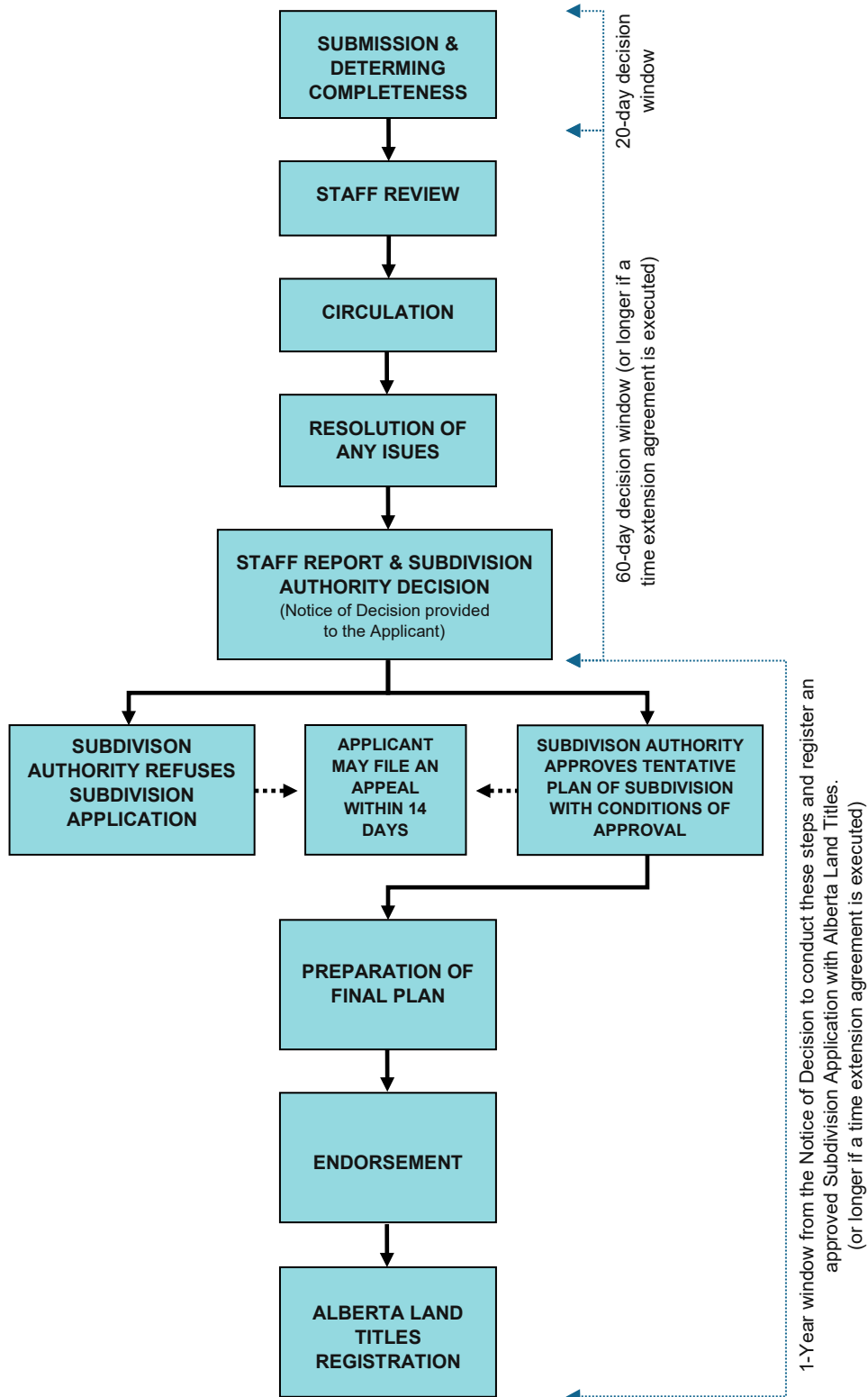
When the Subdivision Application is approved, the decision is valid for one year. This one-year period allows for the legal finalization (endorsement and registration) of the subdivision:

- **Preparation of Final Plan** – The applicant engages an Alberta Land Surveyor (ALS) to prepare the Final Plan based on the approved Tentative Plan of Subdivision and any applicable subdivision conditions. Depending on the nature of the subdivision, the Final Plan may take the form of a Plan of Subdivision (field survey and the posting of survey pins), a Descriptive Plan (no field survey required) or other instrument acceptable to the Land Titles Office. At this time any legal documents, such as access agreements and discharges, and deferred reserve caveats are also prepared.
- **Endorsement** – The Final Plan and other required agreements or caveats are submitted to the Town for endorsement. In this process, the Town will review the Final Plan and other documents to ensure they match the subdivision approval, and that all subdivision conditions have been met. Once confirmed, the Town will endorse (sign off) on the documents and return them to the applicant or agent for submission to LTO.
- **Alberta Land Titles Registration** – Once endorsed, the Final Plan must be submitted to the LTO for registration. Once the legal plan is registered, LTO will issue titles for each parcel and the new lot(s) can be transferred.

An extension to the endorsement period may be required in order to give the applicant more time to meet the conditions of an approval, such extensions may be submitted to the Town using the form located in [Appendix E](#).

Endorsement time extensions must be approved by Council in alignment with s.657(6) of the MGA.

Figure 4 – Subdivision Application Review Process



6.3 Subdivision Application Checklist

The following information must be included with your completed application and application fee. If this information is not provided at the time the application is submitted, your application will be deemed incomplete and it will not be processed until the information is provided:

- Current copy of the Certificate(s) of Title of affected parcels (within 30 days).
- Current copies of any restrictive covenants, utility rights-of-way, easements or caveats registered on the Certificate(s) of Title (within 30 days).
- Coloured photographs (minimum of 4) showing affected lands and adjacent area.
- Location Plan (map) showing lands to be subdivided as described in the Certificate(s) of Title, and indicating the portion to be registered.
- Copy of the Tentative Plan of Subdivision prepared by a Legal Surveyor (except where subdivision is occurring by instrument), in alignment with the MRSDR, as amended
- At the discretion of the Subdivision Authority, any supporting studies, plans or other information deemed necessary, in alignment with the MRSDR, as amended, including:
 - if a proposed subdivision is not to be served by a water distribution system, a report that meets the requirements of section 23(3)(a) of the Water Act,
 - an assessment of subsurface characteristics of the land that is to be subdivided including but not limited to susceptibility to slumping or subsidence, depth to water table and suitability for any proposed on-site sewage disposal system,
 - if a proposed subdivision is not to be served by a wastewater collection system, information supported by the report of a person qualified to make it respecting the intended method of providing sewage disposal facilities to each lot in the proposed subdivision, including the suitability and viability of that method,
 - a description of the use or uses proposed for the land that is the subject of the application,
 - information provided by the AER as set out in AER Directive 079 identifying the location or confirming the absence of any abandoned wells within the proposed subdivision (not required for a lot line adjustment or if this information has been provided to the Subdivision Authority within one year prior to the application date),
 - if an abandoned well is identified in the information submitted:
 - a map showing the actual wellbore location of the abandoned well, and
 - a description of the minimum setback requirements in respect of an abandoned well in relation to existing or proposed building sites as set out in AER Directive 079,
 - information provided by the AER identifying the location of any active wells, batteries, processing plants or pipelines within the proposed subdivision,
 - If the land that is the subject of an application is located in a potential flood plain and flood plain mapping is available, a map showing the 1:100 flood, and
 - If any portion of the parcel of land that is the subject of the application is situated within 1.5 kilometres of a sour gas facility, information provided by the AER regarding the location of the sour gas facility.
- The subdivision authority may require an applicant for subdivision to submit, in addition to a complete application for subdivision,
 - a Local Plan that relates the application to future subdivision and development of adjacent areas, and
 - any additional information required by the subdivision authority to determine whether the application meets the requirements of section 654 of the Act.

7.0 Development Permit

7.1 Purpose and Intent of a Development Permit

A Development Permit is required for most forms of development, the requirements for which are specified in the Land Use Bylaw. This process allows the Development Authority the opportunity to review proposed developments and ensure that access to and services for the development are adequate, appropriate, and functional. More specifically, the Development Authority is able to check for compliance with Land Use District requirements (e.g. setbacks, height, parking, etc.), building design, internal circulation, landscaping, and servicing through the Development Permit process. Each of these components is taken into consideration as to the impact it will have on the adjacent landowners and the surrounding community

In Coaldale, the Development Authority is either the **Municipal Planning Commission or a Designated Officer** (per Bylaw 681-AP-07-13). The LUB assigns a Designated Officer under the Bylaw as a Development Officer (s.12 page 3) and outlines the Development Authorities powers in s.13 page 3).

Please refer to the LUB to determine if your proposed development requires a Development Permit and, if required, speak to Town planning staff to determine if your development is permitted or discretionary within your properties land use district, if not you may require a Land Use Redesignation (see **Section 5.0**).

An Application Form for a Development Permit can be found in **Appendix D**.

Please Note: should there be any discrepancy between these guidelines and the content of the LUB, the LUB is considered correct and takes precedence as a bylaw of the Town.

7.2 Development Permit Application Review Process

The below review process for Development Permit applications is illustrated in **Figure 5**.

Submission and Determining Completeness – A Development Permit is submitted to Town planning staff who will determine that it is complete, and the appropriate information is provided to review the application on its merits. The Development Authority may request further study and additional information for clarification.

Please Note: Per Section 683.1 (1) of the MGA, there is a **20-day window** for planning staff to determine if a Development Permit Application is complete. An email notice will be supplied to the applicant once the Development Permit Application is deemed complete.

Staff Review – Town planning staff will review the Development Permit Application on its merits to ensure that it conforms to the LUB and any other relevant local plans and guidelines (such as the Town Plan, any Local Plan, or other relevant Council policies).

Please Note: Once an application is deemed complete, there is a **40-day window** from circulation through to the Notice of Decision in alignment with the MGA.

If a time extension is required by either the applicant or the Town, a copy of the form (which needs to be agreed to by both parties) can be found in **Appendix E**.



Circulation (Discretionary Use or Variance Only) – The complete Development Permit Application is circulated as required under the LUB to municipal service providers, outside approval agencies, affected interest groups, and adjacent landowners (for a minimum of **15 calendar days**).

Please Note: A development for a Permitted Use without a Variance, or with one Variance of 10% or less, can be approved without circulation. Town planning staff may, at their discretion, refer a Development Permit Application with one Variance of 10% or less to the Municipal Planning Commission for a decision.

Resolution of Any Issues (Discretionary Use or Variance Only) – After circulation feedback is received, any required revisions can be made by the applicant and integrated into the Development Permit application. Alternatively, revisions to the proposed Development Permit application can be specified in the conditions of approval.

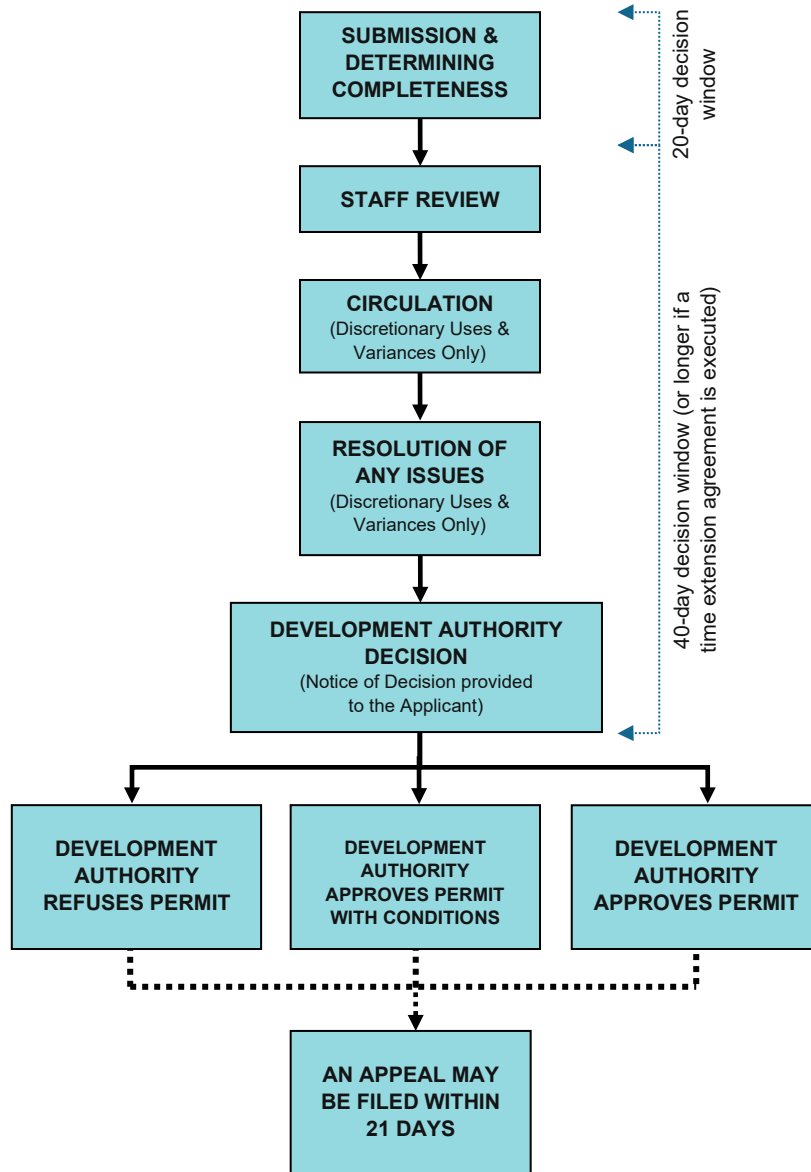
Development Authority Decision – The Development Authority must approve a Development Permit for a Permitted Use. For a Discretionary Use, or where a development requires a variance, the Development Authority will:

- Refuse the Development Permit Application with reasons, or
- Approve the Development Permit Application with or without Conditions of Approval

The Development Authority will then issue a written Notice of Decision to the applicant via email and prepare other notifications as required in the LUB.

The applicant can file an appeal against a refusal or condition of approval with the Subdivision and Development Appeal Board (SDAB) within 21 days of receiving the written decision. Development permit decisions can also be appealed by other affected parties such as adjacent landowners.

Figure 5 – Development Permit Review Process



Appendix A

Local Plan Application Form

Local Plan Application

Date of Receipt: _____

Decision: _____

- Area Redevelopment Plan**
- Area Structure Plan**
- Outline Plan**

FOR OFFICE USE ONLY	
Application No.	
Accepted By	
Application Fee	
Date Application Deemed Complete	

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. All material submitted must be clear, accurate and legible.

An application will not be deemed received until the application fee is paid. Application Fees are prescribed in Coaldale's **Rates and Fees Bylaw**, as amended.

Thank you for your cooperation. Please be advised that the information and materials required by the "Application Checklist" is part of this application.

APPLICANT / OWNER INFORMATION

Name of Applicant _____ Email* _____

Mailing Address (include postal code) _____

Telephone (B) _____ (H) _____

Registered Owner (if not applicant) _____

Mailing Address (include postal code) _____

Telephone (B) _____ (H) _____

* By providing your email address on this application form you are consenting to receive electronic notifications and communications.

Appendix B

Land Use Redesignation Application Form

Land Use Redesignation Application

Date of Receipt: _____

Decision: _____

FOR OFFICE USE ONLY	
Application No.	
Accepted By	
Application Fee	
Date Application Deemed Complete	

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. All material submitted must be clear, accurate and legible.

An application will not be deemed received until the application fee is paid. Application Fees are prescribed in Coaldale's **Rates and Fees Bylaw**, as amended.

Thank you for your cooperation. Please be advised that the information and materials required by the "Application Checklist" is part of this application.

IMPORTANT NOTE: Although the Designated Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent.

A refusal is not appealable and a subsequent application for amendment involving the same lot and/or the same or similar use may not be made for at least 6 months after the date of refusal.

APPLICANT / OWNER INFORMATION


Name of Applicant: _____ Phone: _____

Mailing Address: _____ Alternate Phone: _____

City: _____ Fax: _____

Postal Code: _____ Email: _____

Is the applicant the owner of the property? Yes No

IF "NO" please complete Owner Information on the next page 

Check this box if you would like to receive documents through email

OWNER INFORMATION

Name of Owner: _____ Phone: _____

Mailing Address: _____ City: _____ Postal Code _____

Applicant's interest in the property:

Agent Contractor Tenant Other _____

PROPERTY INFORMATION

Municipal Address:

Legal Description: Lot(s) _____ Block _____ Plan _____

OR Quarter _____ Section _____ Township _____ Range _____

AMENDMENT INFORMATION

What is the proposed amendment? Text Amendment Land Use Redesignation

IF TEXT AMENDMENT

For text amendments to the Land Use Bylaw, attach a description including:

- the section to be amended;
- the change(s) to the text; and
- reasons for the change(s)

IF LAND USE REDESIGNATION

Current Land Use Designation: _____

Proposed Land Use Designation: _____
(if applicable):

Map Attached

Please attach a descriptive narrative detailing:

- the proposed designation and future land use(s);
- if and how the proposed redesignation is consistent with applicable statutory plans;
- the compatibility of the proposal with surrounding uses and zoning;
- the development suitability or potential of the site, including identification of any constraints and/or hazard areas (e.g. easements, soil conditions, topography, drainage, etc.);
- availability of facilities and services (sewage disposal, domestic water, gas, electricity, fire and police protection, schools, etc.) to serve the subject property while maintaining adequate levels of service to existing development; and
- any potential impacts on public roads.

In addition to the descriptive narrative, an Area Structure Plan or Conceptual Design Scheme may be required in conjunction with this application where deemed appropriate by Council.

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application

Applicant

Registered Owner
(if not the same as applicant)

FOIP Notification: Your name, home phone number, home address and postal code are collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act. This information will be used in the administration of Town of Coaldale programs. If you have any questions about this collection, contact the FOIP Coordinator, Town of Coaldale, 1920-17th Street, T1M 1M1 or 403-345-1300.

TERMS:

1. Although the Designated Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent, and is without prejudice to any decision in connection with the formal application. It must be clearly understood that any action taken by the applicant before a Development Permit is received, is their own risk.
2. Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in duplicate with this application, together with a plan sufficient to identify the land. Plans and drawings should be on a scale appropriate to the Development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared.
3. Pursuant to the Municipal Development Plan, an Area Structure Plan may be required by Council before a decision is made.
4. The designated Officer may request additional diagrams, reports or other information to be provided by the applicant in order to assist in evaluating the application.

Appendix C

Subdivision Application Form



Subdivision Application

Date of Receipt: _____

Decision: _____

FOR OFFICE USE ONLY	
Application No.	
Accepted By	
Application Fee	
Date Application Deemed Complete	

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. All material submitted must be clear, accurate and legible.

An application will not be deemed received until the application fee is paid. Application Fees are prescribed in Coaldale's **Rates and Fees Bylaw**, as amended.

Thank you for your cooperation. Please be advised that the information and materials required by the "Application Checklist" is part of this application.

APPLICANT / OWNER INFORMATION

Name of Applicant _____ Email* _____

Mailing Address (include postal code) _____

Telephone (B) _____ (H) _____

Registered Owner (if not applicant) _____

Mailing Address (include postal code) _____

Telephone (B) _____ (H) _____

* By providing your email address on this application form you are consenting to receive electronic notifications and communications.

LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED

All/part of the _____ ¼ section _____ township _____ range _____ west of _____ meridian

Being all/part of lot _____ block _____ Registered Plan No. _____ Certificate of Title No _____

Municipal Address (if applicable) _____

Total area of the above parcel of land to be subdivided is _____ hectares (_____ acres)

SUBDIVISION INFORMATION

1. All/part of the _____ ¼ section _____ Township _____ Range _____ West of _____ meridian

2. Being all/part of: Lot/unit _____ Block _____ Plan _____

3. Total area of existing parcel of land (prior to subdivision) is: _____ hectares _____ acres

4. Municipal/Civic Address (if applicable) _____

5. Certificate of Title No.(s): _____

6. Is the land situation immediately adjacent to the municipal boundary? Yes No

7. Is the land situated within 1.6 km of the right-of-way of a highway? Yes No

If yes, the adjoining highway is: _____

8. Does the proposed parcel contain or is it bounded by a stream, river, lake or other body of water, or by a canal or drainage ditch? Yes No

If yes, state its name _____

9. What is the existing use of the land? _____

10. What is the proposed use of the land? _____

11. Describe the topography of the land (flat, rolling, steep, mixed): _____

12. Describe the kind of soil on the land (sandy, loam, clay, etc.): _____

13. Is this a vacant parcel?

Yes No

If no, describe all the buildings and any structures on the land:

Will any buildings and/or structures be demolished or moved (if yes, indicate which ones):

14. Are there any active oil or gas wells or pipelines on the land or within 100m?

Yes No

15. Are there any abandoned oil or gas wells or pipelines on the land or within 100m?

Yes No

16. Are there any sour gas facilities within 1.5 km?

Yes No

17. What is the existing source of water (if other, please describe)? Municipal Other

18. What is the proposed source of water (if other, please describe)? Municipal Other

19. What is the existing sewage disposal (if other, please describe)? Municipal Other

20. What is the proposed sewage disposal (if other, please describe)? Municipal Other

21. Is the land situated within:

- 450 metres of an operating or non-operating landfill or hazardous waste management facility?
- 300 metres of an area that is currently being used for the processing of waste water?
- 300 metres of a livestock feeding lot?

ADDITIONAL INFORMATION FOR SUBDIVISION PURPOSES

Proposed land use district (if amendment is required)

Number of parcels being created

Size of parcels being created

Proposed land use of remaining land in title

Disposition of Municipal Reserves (please check the appropriate box):

- Land dedication (indicate the area of Reserves and show dedication on drawing)
- Money in place of land (value to be determined by appraisal)
- Deferral
- Not applicable (e.g. existing title less than 2 acres, first parcel out of quarter sections, reserves previously dedicated)

Appendix D

Development Permit Application Forms

Residential Development Permit Application

Date of Receipt: _____

Decision: _____

FOR OFFICE USE ONLY	
Application No.	
Accepted By	
Application Fee	
Date Application Deemed Complete	

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. All material submitted must be clear, accurate and legible.

An application will not be deemed received until the application fee is paid. Application Fees are prescribed in Coaldale's **Rates and Fees Bylaw**, as amended.

Thank you for your cooperation. Please be advised that the information and materials required by the "Application Checklist" is part of this application.

IMPORTANT NOTICE: *This application **does not** permit you to commence construction until such time as a notice of decision has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board.*

**THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION
BEGINS.**

APPLICANT / OWNER INFORMATION


Name of Applicant: _____ Phone: _____

Mailing Address: _____ Alternate Phone: _____

City: _____ Fax: _____

Postal Code: _____ Email: _____

Is the applicant the owner of the property? Yes No

IF "NO" please complete Owner Information on the next page 

Check this box if you would like to receive documents through email

OWNER INFORMATION

Name of Owner: _____ Phone: _____

Mailing Address: _____ City: _____ Postal Code: _____

Applicant's interest in the property:

- Agent Contractor Tenant Other _____

DEVELOPMENT INFORMATION

Municipal Address of Development: _____

Legal Description: Lot(s) _____ Block _____ Plan _____

Land Use District: _____

What is the existing use? _____

This application is to: (Check all that apply)

- | | |
|--|--|
| <p><input type="checkbox"/> Construct a new dwelling
The dwelling is a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Single-unit dwelling <input type="checkbox"/> 2-unit dwelling <input type="checkbox"/> Multi-unit – please specify the number of dwelling units _____ <input type="checkbox"/> Other _____ <p><input type="checkbox"/> Alter/renovate the existing building
The renovation is a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Addition <input type="checkbox"/> Deck(s) <input type="checkbox"/> Other _____ | <p><input type="checkbox"/> Construct an accessory building / structure
The accessory building is a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Garage (detached) <input type="checkbox"/> Shed/workshop <input type="checkbox"/> Other _____ <p><input type="checkbox"/> Moved-in dwelling</p> <p><input type="checkbox"/> Manufactured home (move-in or move-out)</p> <p><input type="checkbox"/> Demolish existing building (attach completed Demolition Form)</p> <p><input type="checkbox"/> Other _____</p> |
|--|--|

Describe the proposed use, any changes from existing use, and any work to be done (attach separate sheet if necessary).

BUILDING REQUIREMENTS

	Principal Building	Accessory Building	Office Use
Parcel Size	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	
Building Size	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	
Height of Building	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	
Proposed Setbacks From Property Lines			
Front	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Rear	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Parcel Type: <input type="checkbox"/> Interior Lot <input type="checkbox"/> Corner Lot			

General Contractor _____ Electrical Contractor _____
 Basement Contractor _____ Framing Contractor _____
 Concrete Contractor _____ Plumbing Contractor _____
 Other Contractor _____

Residential Development Permit Application

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

APPLICANT

Registered Owner (if not the same as applicant)

DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

The following items shall be attached to all Development Permit Applications for new buildings or exterior changes to existing buildings. This is not an exhaustive list and the Designated Officer may request additional information that is required to assess the application.

- Copy of Site Plan.** Site plan shall provide the following information: (May be provided on a survey plan or sketch)
 - Legal description and municipal address of subject property
 - Scale, north arrow and land use district
 - Adjacent roadways and lanes
 - Lot dimensions, lot area, and percentage of lot coverage for all structures
 - Any buildings with dimensions of foundation and projections
 - The proposed distance from the front, side, and rear property lines
 - Location of lot access, existing sidewalk(s) and curbs
 - Number and location of parking spaces, both on and off-street
 - Location of any registered utility right of ways and easements
 - Landscaping plan
 - Lighting plan
 - Location of fire hydrant, street light, power/telephone/cable pedestal(s) (if located within property frontage)
- Copy of Building Plans.** Plans shall be to scale and contain the following information:
 - Scale and dimensions of exterior walls and interior rooms
 - Floor plan of the space proposed to be developed
 - Building elevations including front, sides, and rear elevations, building height (from finished grade), roofing material, and roof pitch
- If applicant is not the registered owner,** a written statement (or this application) signed by the registered owner consenting to this application.
- Application fee payable to the Town of Coaldale.**

TERMS:

1. Subject to the provisions of the Land Use Bylaw of the Town of Coaldale, the term "Development" includes the making of any change in the use of buildings or land.
2. Although the Designated Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent, and is without prejudice to the decision in connection with the formal application. It must be clearly understood that any action taken by the applicant before a Development Permit is received, is at his own risk.
3. Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in duplicate with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared. In accordance with Part 5, Schedule 4, a grade plan is required for development in all zoning districts.
4. If a decision is not made within 40 days from the date of the receipt of the application in its complete and final form, or within such longer period as the applicant may approve in writing, the application shall be deemed to be refused and the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period.
5. Construction undertaken subsequent to approval of this Development Permit application may be regulated by the provincial building requirements.
6. Any development carried out prior to the effective date of the appropriate Development Permit is done solely at the risk of the applicant and/or landowner.

ADDITIONAL INFORMATION:

In addition to the above requirements, the Designated Officer may also require:

1. Proof of ownership or right to the land in question and may require a current Real Property Report as proof of location of development on said land.
2. Landscape information and/or plans where landscaping is required by the Land Use Bylaw.
3. Additional plans and information may be required and requested due to the nature and magnitude of a proposed development of use.
4. Development drawings that include foundation and floor plans showing all occupancies and uses, elevations, cross sections, height by metres and the number of storeys.

Please note:

Review of a Development proposal may be delayed if the form and/or additional information provided is incomplete.

FOIP Notification: Your name, home phone number, home address and postal code are collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act. This information will be used in the administration of Town of Coaldale programs. If you have any questions about this collection, contact the FOIP Coordinator, Town of Coaldale, 1920-17th Street, T1M 1M1 or 403-345-1300.

Non-Residential Development Permit Application

Date of Receipt: _____

Decision: _____

FOR OFFICE USE ONLY	
Application No.	
Accepted By	
Application Fee	
Date Application Deemed Complete	

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. All material submitted must be clear, accurate and legible.

An application will not be deemed received until the application fee is paid. Application Fees are prescribed in Coaldale's **Rates and Fees Bylaw**, as amended.

Thank you for your cooperation. Please be advised that the information and materials required by the "Application Checklist" is part of this application.

IMPORTANT NOTICE: *This application **does not** permit you to commence construction until such time as a notice of decision has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board.*

**THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.**

APPLICANT / OWNER INFORMATION


Name of Applicant: _____ Phone: _____

Mailing Address: _____ Alternate Phone: _____

City: _____ Fax: _____

Postal Code: _____ Email: _____

Is the applicant the owner of the property? Yes No

IF "NO" please complete Owner Information on the next page 

Check this box if you would like to receive documents through email

OWNER INFORMATION

Name of Owner: _____ Phone: _____

Mailing Address: _____ City: _____ Postal Code _____

Applicant's interest in the property:

Agent Contractor Tenant Other _____

PROPERTY INFORMATION

Municipal Address of Development: _____

Legal Description: Lot(s) _____ Block _____ Plan _____

Land Use District: _____

What is the existing use? _____

DEVELOPMENT INFORMATION

This application is to: (Check all that apply)

Construct a new dwelling

The dwelling is a:

- Commercial Use
- Industrial Use
- Public/Institutional Use
- Other, specify _____

Demolish existing *building* (attach completed *Demolition Form*)

Manufactured home (move-in or move-out)

Demolish existing building (attach completed *Demolition Form*)

Change or intensification of use (e.g. new type of business in existing building)

Alter/renovate the existing building

Construct an accessory building

Describe the proposed use, any changes from existing use, and any work to be done (attach separate sheet if necessary).

BUILDING REQUIREMENTS

	Principal Building	Accessory Building	Office Use
Parcel Size	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	
Building Size	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	
Height of Building	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	
Proposed Setbacks From Property Lines			
Front	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Rear	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Parcel Type: <input type="checkbox"/> Interior Lot <input type="checkbox"/> Corner Lot			

General Contractor _____ Electrical Contractor _____

Basement Contractor _____ Framing Contractor _____

Concrete Contractor _____ Plumbing Contractor _____

Other Contractor _____



Non-Residential Development Permit Application

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

APPLICANT

Registered Owner (if not the same as applicant)

DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

The following items shall be attached to all Development Permit Applications for new buildings or exterior changes to existing buildings. This is not an exhaustive list and the Designated Officer may request additional information that is required to assess the application.

- Copy of Site Plan.** Site plan shall provide the following information: (May be provided on a survey plan or sketch)
 - Legal description and municipal address of subject property
 - Scale, north arrow and land use district
 - Adjacent roadways and lanes
 - Lot dimensions, lot area, and percentage of lot coverage for all structures
 - Any buildings with dimensions of foundation and projections
 - The proposed distance from the front, side, and rear property lines
 - Location of lot access, existing sidewalk(s) and curbs
 - Number and location of parking spaces, both on and off-street
 - Location of any registered utility right of ways and easements
 - Landscaping plan
 - Lighting plan
 - Location of fire hydrant, street light, power/telephone/cable pedestal(s) (if located within property frontage)
- Copy of Building Plans.** Plans shall be to scale and contain the following information:
 - Scale and dimensions of exterior walls and interior rooms
 - Floor plan of the space proposed to be developed
 - Building elevations including front, sides, and rear elevations, building height (from finished grade), roofing material, and roof pitch
- If applicant is not the registered owner,** a written statement (or this application) signed by the registered owner consenting to this application.
- Application fee payable to the Town of Coaldale.**

TERMS:

1. Subject to the provisions of the Land Use Bylaw of the Town of Coaldale, the term "Development" includes the making of any change in the use of buildings or land.
2. Although the Designated Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent, and is without prejudice to the decision in connection with the formal application. It must be clearly understood that any action taken by the applicant before a Development Permit is received, is at his own risk.
3. Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in duplicate with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared. In accordance with Part 5, Schedule 4, a grade plan is required for development in all zoning districts.
4. If a decision is not made within 40 days from the date of the receipt of the application in its complete and final form, or within such longer period as the applicant may approve in writing, the application shall be deemed to be refused and the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period.
5. Construction undertaken subsequent to approval of this Development Permit application may be regulated by the provincial building requirements.
6. Any development carried out prior to the effective date of the appropriate Development Permit is done solely at the risk of the applicant and/or landowner.

ADDITIONAL INFORMATION:

In addition to the above requirements, the Designated Officer may also require:

7. Proof of ownership or right to the land in question and may require a current Real Property Report as proof of location of development on said land.
8. Landscape information and/or plans where landscaping is required by the Land Use Bylaw.
9. Additional plans and information may be required and requested due to the nature and magnitude of a proposed development of use.
10. Development drawings that include foundation and floor plans showing all occupancies and uses, elevations, cross sections, height by metres and the number of storeys.

Please note:

Review of a Development proposal may be delayed if the form and/or additional information provided is incomplete.

FOIP Notification: Your name, home phone number, home address and postal code are collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act. This information will be used in the administration of Town of Coaldale programs. If you have any questions about this collection, contact the FOIP Coordinator, Town of Coaldale, 1920-17th Street, T1M 1M1 or 403-345-1300.

Appendix E

Time Extension Request Form

Time Extension Request Form

Date of Receipt: _____

Decision: _____

FOR OFFICE USE ONLY	
Application No.	_____
Accepted By	_____
Application Fee	_____
Date Application Deemed Complete	_____

- Subdivision Application Review Period Extension**
- Development Permit Application Review Period Extension**
- Subdivision Endorsement Extension (Must Be Approved by Council)**

APPLICANT / OWNER INFORMATION

Name of Applicant _____ Email* _____

Mailing Address (include postal code) _____

Telephone (B) _____ (H) _____

Registered Owner (if not applicant) _____

Mailing Address (include postal code) _____

Telephone (B) _____ (H) _____

* By providing your email address on this application form you are consenting to receive electronic notifications and communications.

Choose One – TIME EXTENSION – Subdivision Application Review Period Extension

Date Subdivision Application Deemed Complete _____ (M/D/Y)

Date Subdivision Application Review Anticipated to be Complete _____ (M/D/Y)

Extension Requested for _____ days.

Revised Date for Subdivision Application Review Completion _____ (M/D/Y)

Choose One – TIME EXTENSION – Development Permit Application Review Period Extension

Date Development Permit Application Deemed Complete _____ (M/D/Y)

Date Development Permit Application Review Anticipated to be Complete _____ (M/D/Y)

Extension Requested for _____ days.

Revised Date for Development Permit Application Review Completion _____ (M/D/Y)

Choose One – TIME EXTENSION – Subdivision Endorsement

Expiry Date of Subdivision Approval _____ (M/D/Y)

Extension Requested for _____ days.

Revised Expiry Date _____ (M/D/Y)

Please describe your progress made towards meeting the outstanding conditions of approval and your reasons for the time extension request (Please use the reverse of this form if necessary)

REGISTERED OWNER OR PERSON ACTING ON HIS/HER BEHALF

- I am the registered owner
- I am authorized to act on behalf of the registered owner

I _____ hereby certify that
(Print full name)

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 subdivision time extension.

Signed

Dated

FOR OFFICE USE ONLY

Extension Request Number: _____

PLANNERS COMMENTS:

DECISION:

GRANTED – Amount of Time Granted: _____

Revised Date:

NOT GRANTED

Decision By: _____ **Date of Decision:** _____ **(M/D/Y)**