

Parkland County

Planning & Development Handbook

Understand

the process

Navigate

with confidence

Build

with certainty

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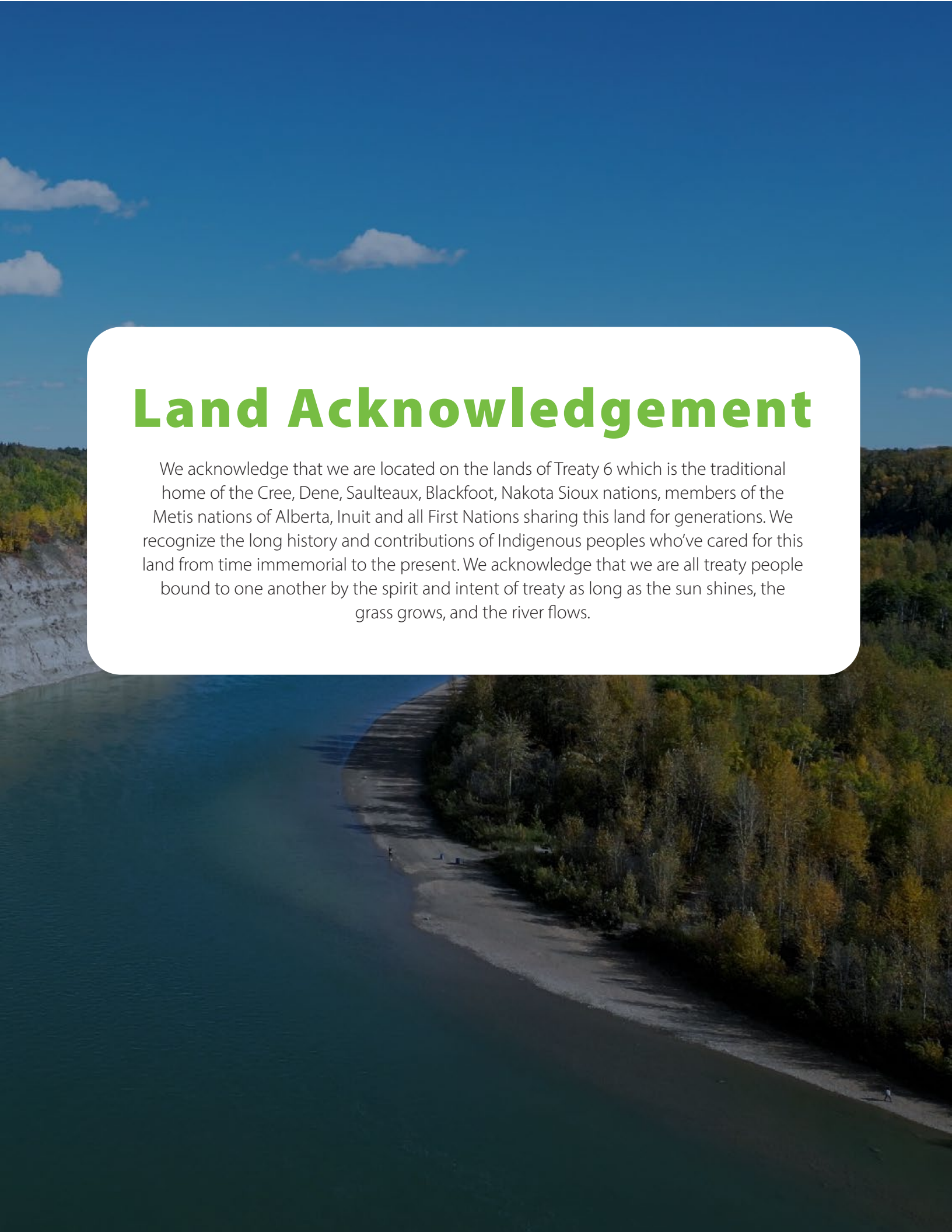
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Land Acknowledgement

We acknowledge that we are located on the lands of Treaty 6 which is the traditional home of the Cree, Dene, Saulteaux, Blackfoot, Nakota Sioux nations, members of the Metis nations of Alberta, Inuit and all First Nations sharing this land for generations. We recognize the long history and contributions of Indigenous peoples who've cared for this land from time immemorial to the present. We acknowledge that we are all treaty people bound to one another by the spirit and intent of treaty as long as the sun shines, the grass grows, and the river flows.



Executive Summary

The Planning and Development Handbook (the Handbook) is intended to provide residents, landowners, **developers** and other community members with a comprehensive guide to **land use** planning and **development** in Parkland County. Planning plays an important role in shaping the future of communities by balancing growth, protecting natural resources, supporting economic development, and ensuring that development occurs in a coordinated and sustainable manner.

The Handbook provides an overview of the plans, policies, and decision-making frameworks that guide planning within Parkland County. It explains how these plans work together to influence land use, development, **subdivision**, and long-term community growth. The Handbook also outlines the roles and responsibilities of **Council**, **Administration**, and members of the public in the planning process.

Designed with both new and experienced **applicants** in mind, the Handbook aims to make planning information more accessible. Whether you are interested in submitting a planning application, understanding a proposed planning project in your area, participating in **public engagement** opportunities, or simply want to learn more about how communities are shaped through planning, this resource is intended to help you navigate the planning process with confidence.

Through greater understanding of planning processes, frameworks, and opportunities for participation, residents and other community members can play an active role in shaping the future of Parkland County.

How to Use the Handbook

The Handbook is divided into six main sections:

01

Introduction

provides an overview of planning, Parkland County's regional context, and the roles of different levels of government.

02

Planning in Parkland County

explains the planning framework, key planning documents, decision-making roles, and opportunities for public engagement.

03

Planning Amendments

covers land use districts, Land Use Bylaw amendments, redistricting, Area Structure Plans, and Area Redevelopment Plans.

04

Subdivision

explains the subdivision process, subdivision types, appeals, and related tools such as Conceptual Schemes, Development Agreements, and off-site levies.

05

Development and Building Permits

covers development permits, building and trade permits, inspections, and appeal processes.

06

Additional Information

will include detailed Application Guides and an Acronyms and Glossary Section. See next page for a more detailed description.

Acronyms and Glossary

Planning uses many acronyms, which are referenced throughout the Handbook. The first time a term with an associated acronym appears in a section, it will be written in the format of **Full Name (Acronym)**. A complete list of acronyms can be found in **Appendix A**.

Key planning terms are bolded the first time they appear in the Handbook. Definitions of these terms can be found in **Appendix B**.

Application Guides

Throughout the Handbook, visual process maps are provided to help explain various planning applications and approval processes. For detailed information, including application requirements, submission checklists, and procedural steps, please see the Application Guides in **Appendix C**.

Common Questions and Where to Start

Not sure where to begin? The following sections may be useful for common questions or projects:

Project	Sections to Read
Building a New House or Adding an Additional Dwelling	2.c., 3.a., 5.a. — 5.e.
Developing a Secondary or Accessory Suite	2.c., 3.a., 5.a. — 5.e.
Building an Addition	2.c., 3.a., 5.a. — 5.e.
Constructing a Deck	2.c., 3.a., 5.a. — 5.c.
Building a Garage, Shed, or Other Accessory Building	2.c., 3.a., 5.a. — 5.e.
Starting a Home-Based Business	2.c., 3.a., 5.a. — 5.e.
Applying for an Agricultural Building	2.c., 3.a., 5.a. — 5.e.
Clearing Trees	2.c., 3.a., 5.a. — 5.c.
Splitting Your Property into Two or More Lots	2.c., 3.a., 4.a. — 4.d.



1 Introduction

What is Planning?

Planning guides community growth over different scales of time and place. As a profession, Planners guide and work with communities to develop goals and visions and recommendations to achieve certain results. Planning happens everywhere, from a single building or parcel of land to the whole County — it spans across natural, urban, industrial, and agricultural areas and helps these different **land uses** work together to build a strong community and sense of place. Many different functions are served through planning, such as decisions on **development** applications, recommendations to **Council**, and collaboration across numerous other departments and fields. Most importantly, planning works with and for people in the community.

Planning is essential to ensure efficient use of resources and the separation of incompatible land uses. As the needs and lifestyles of residents evolve over time, it helps ensure that communities remain adaptable, functional, and enjoyable places to live.

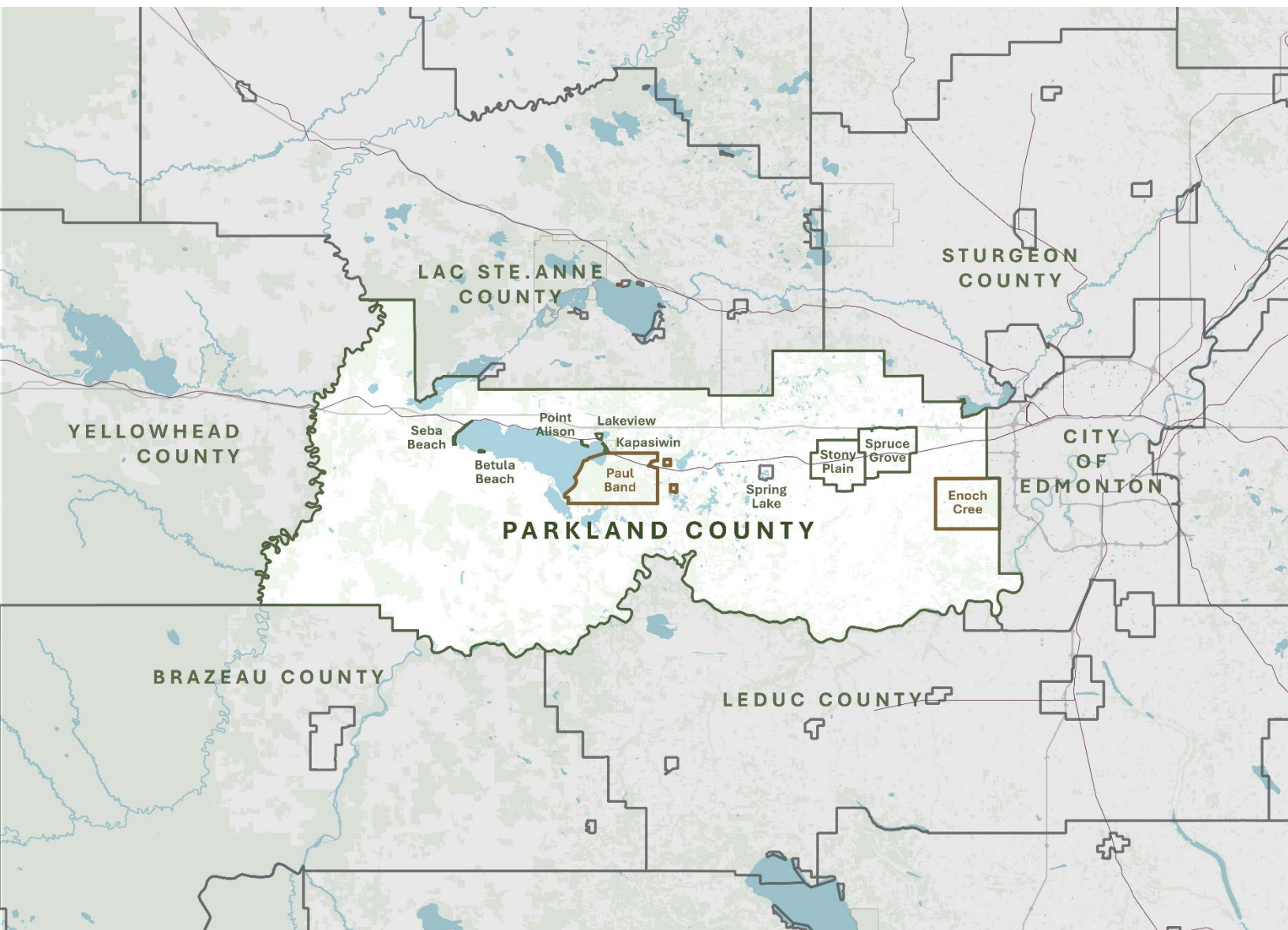
Through thoughtful planning, Parkland County shapes the future by preparing for growth and adapting to the changing needs of residents. **Public engagement** in the planning process is critical, as it ensures that the County's decisions are informed by the perspectives, priorities, and values of the community.

Regional Context

Parkland County is a nearly 2,400 square kilometer municipality located in Alberta, home to diverse landscapes and a rich rural community. It borders Leduc County and Brazeau County to the South, Yellowhead County to the West, Lac St. Anne County and Sturgeon County to the North, and the City of Edmonton to the East. The Town of Stony Plain and City of Spruce Grove are enclosed by the County, as are five summer villages and seven hamlets. Parkland County also neighbours Paul First Nation and Enoch Cree First Nation.

Parkland County is home to diverse natural landscapes, including forests, lakes, wetlands, and riparian areas, providing vibrant habitats, supporting healthy water systems, facilitating wildlife movement, and allowing for recreation opportunities. In addition to this natural diversity, the County also hosts a wide variety of development types, including agricultural, recreational, country residential, hamlets, industrial, and urban fringe. From the rich agricultural soils to the south, to the economic opportunities concentrated towards the east, and the beautiful landscapes throughout, Parkland County prides itself on its high quality of life and strong sense of rural community.

Figure 1. Regional Map



Jurisdiction

Different levels of government are responsible for various aspects of Parkland County. Authority is shared between the federal and provincial governments, with the Province able to delegate certain powers to municipalities. This division allows some services to follow broad standards while others are tailored to local needs.

Federal

The Government of Canada has authority over:

- Aeronautics
- Telecommunications (radio and television)
- National Parks
- Crown Land
- Waterbodies
- Military Bases
- Postal Services
- Railways

Inter-provincial matters are also within the federal government's jurisdiction, such as air or water related matters.

Provincial

- The Province of Alberta has jurisdiction over:
- Alberta Highways
- Environment (water, mines, minerals, non-renewable resources, forestry administration of crown lands)
- Municipal Affairs (establishing municipal powers)
- Utilities

Municipal

While municipalities have jurisdiction over local matters, it is important to remember that all powers a municipality possesses have been granted by the province. These powers are granted by the [Municipal Government Act \(MGA\)](#), which is the primary legislation which enables the structure and process of local governments and the rules and regulations enforced by Planners.

Who Regulates What?

An Interactive Guide to Land Use Jurisdiction in Parkland County

You can explore Parkland County's [Interactive Guide](#) to learn more about the jurisdiction and legislation of different levels of government, easily navigate land use regulations, and quickly find information related to specific land uses.

Figure 2. Interactive Map

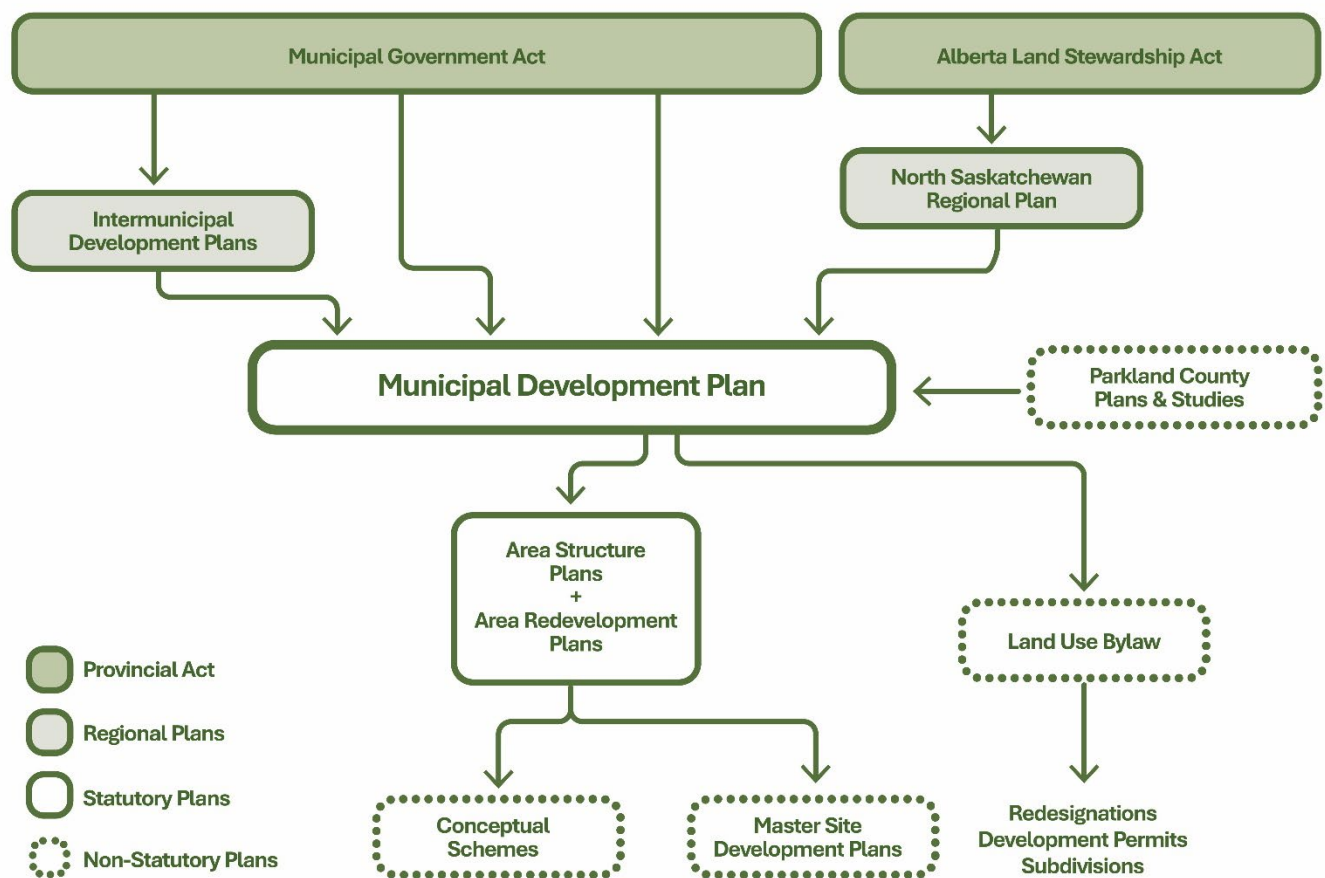


2 Planning in Parkland County

Planning Hierarchy

This section explores the planning hierarchy. The planning hierarchy refers to the legislative and policy framework that guides planning and development decisions in Alberta. As illustrated in the diagram below, plans, bylaws, and approvals at lower levels of the hierarchy must be consistent with those above them.

Figure 3. Planning Hierarchy





The Municipal Government Act

The [Municipal Government Act \(MGA\)](#), is the biggest piece of provincial legislation relating to municipalities. Its purpose is to ensure good planning, efficient use of resources, and benefit the people in the community. It outlines processes that take place in municipalities, such as administration of taxes, **Council** functions, and the life cycle of **bylaws**.

Part 17 of the MGA is especially important, as it states what municipalities can or cannot do in terms of planning and actions by Council. This part of the MGA sets out the rules the County must follow when land is subdivided, when **development** applications are decided, and when those decisions can be **appealed**. The MGA authorizes the County to create certain plans and outlines what those plans must or should include.

The Alberta Land Stewardship Act

The [Alberta Land Stewardship Act \(ALSA\)](#) gives directions on the **land use** objectives of the Province. This includes economic, environmental, and social objectives. The province is currently drafting regional plans to help provide more context-specific policy direction. In the future, Parkland County will be part of the [North Saskatchewan Regional Plan \(NSRP\)](#).

Intermunicipal Development Plans

[Intermunicipal Development Plans \(IDPs\)](#) shape growth that occurs between two bordering municipalities. These **statutory plans** provide policies in areas that affect two municipalities and allow collaboration on a shared set of terms. Parkland County has IDPs with Brazeau County, Lac St. Anne County, and Yellowhead County, as well as three summer villages.

Municipal Development Plan

The [Municipal Development Plan \(MDP\)](#), is a high-level guiding document that sets broad visions and goals for how development will occur in the County. The MGA requires all statutory plans and documents adopted by a municipality to align with the direction and vision within the MDP. The MDP outlines where growth will occur, including residential, industrial, agricultural, and commercial development; provision of transportation; and policies for environmental protection. There are six shared responsibilities in the Parkland County MDP, which are: to build safe and resilient places, protect natural functions, conserve agriculture, manage growth, deliver efficient **infrastructure** and services, and support tourism and recreation. Each of these themes has corresponding Development Policies and County Initiatives.

Area Structure Plans

[Area Structure Plans \(ASPs\)](#) are long range guiding documents that give policy direction to areas of the County where development is more intense in use and more technically complex. The County or a private **developer** may create or amend an ASP. ASPs implement the goals, objectives, and policies from the Municipal Development Plan (MDP). Policies in ASPs can address land uses, development phasing, population density, transportation routes, and the location of public utilities among others. Examples of ASPs in Parkland County include: Acheson Industrial ASP, Big Lake ASP, and Atim Creek ASP.

Area Redevelopment Plans

[Area Redevelopment Plans \(ARPs\)](#) are similar to ASPs, in that they are long range guiding documents that give policy direction to areas of the County where development is more intense in use and more technically complex. The difference between an ASP and ARP is that ARPs are completed for areas where development has already occurred. The County generally leads the creation of, as well as amendments to ARPs to spur reinvestment or renewal in an area, though private developers may also propose or amend ARPs. Examples of ARPs in Parkland County include: Wabamun Hamlet Area Redevelopment Plan.

Master Site Development Plans

Master Site Development Plans (MSDPs) are comprehensive non-statutory plans for large scale or multi-phased development that align with statutory plans and the LUB. They account for offsite impacts of development, plans for future development, and the provision of public infrastructure. MSDPs are similar to Conceptual

Schemes, but for a smaller scale of development, typically for developments of four parcels or less.

Land Use Bylaw

The [Land Use Bylaw \(LUB\)](#) is a statutory document required by the MGA. It divides the County into districts and establishes what type of development is permitted in each district.

The LUB contains regulations related to density, **setbacks**, design standards, access regulations, site coverage regulations, and other considerations that help guide growth and shape our communities. The LUB is separated into several sections, including **Land Use Districts**, General and Specific Development Regulations, General Processes, and Use-Class and General Definitions.

Conceptual Schemes

[Conceptual Schemes](#) are **non-statutory plans** that outline a detailed plan for a proposed development, including how and where services will be provided, where and how large internal roads will be, environmental and community considerations, future **subdivision** and development of adjacent areas, and other required land use considerations within the area. Conceptual Schemes align with statutory plans and the LUB and are required in certain circumstances for large-scale proposed development to support other planning applications, such as subdivision, **redistricting**, or statutory plan amendments.

Other Plans That Influence Policy



Regional Planning

The Edmonton Metropolitan Region Board (EMRB) was dissolved effective March 31, 2025. Parkland County now works directly with neighbouring municipalities on shared planning matters through tools such as [Intermunicipal Development Plans \(IDPs\)](#) and [Intermunicipal Collaboration Frameworks \(ICFs\)](#).

Prior to its disbandment on March 31, 2025, the Edmonton Metropolitan Region Board (EMRB) provided a regional forum and coordinated policy framework for growth, land use, and servicing decisions for its member municipalities. With the EMRB now dissolved, neighbouring municipalities must manage these relationships directly. As a result, Parkland County is required under Alberta's [Municipal Government Act \(MGA\)](#) to establish new ICFs and IDPs with former members of the EMRB, such as the City of Edmonton, City of Spruce Grove, and Town of Stony Plain.



Transportation Planning

Parkland County's [Transportation Master Plan \(TMP\)](#) is a strategic planning document and as such, it is not intended to address site-specific or corridor-specific issues. Rather, it provides a comprehensive set of recommended strategic directions and actions to guide future transportation and land use decision-making. The TMP is also intended to be a dynamic document that is responsive to major development or growth changes as well as other municipal and regional planning initiatives.

The TMP is non-statutory therefore statutory documents identified within the MGA take precedence over the TMP. Most notably the [Transportation System Bylaw 2022-15](#) and corresponding [Schedule A Map](#) continue to take precedence over the TMP.



Stormwater Management

Parkland County's [Stormwater Master Plan](#) is a strategic planning document that provides vision and strategic direction for managing stormwater across Parkland County. The plan provides a better understanding of the County's stormwater management role relating to regulatory and approval authority, operations and maintenance, infraction enforcement, and oversight.



Environmental Conservation

The [Environmental Conservation Master Plan](#) outlines the methods and information used to identify and map environmentally significant and sensitive natural areas throughout Parkland County. The plan identifies 61 [Environmentally Significant Areas \(ESAs\)](#) that are vital in maintaining biodiversity, protecting soil and water resources, supporting wildlife habitat, and sustaining the natural processes that keep ecosystems healthy. Through extensive data analysis, ground-truth investigations, and stakeholder and public consultations, these ESAs were deemed to have the greatest concentration of environmental values within Parkland County. This information supports informed land use planning and policy development.

Planning Roles

Many different people and groups play a role in the planning process, from reviewing applications and conducting inspections to making decisions and hearing appeals. This section provides an overview of the key roles involved in planning and development in Parkland County.

Council

Parkland County's Council consists of seven elected representatives, the Mayor and six Councillors – each Councillor representing one of each of the County's electoral divisions.

Council serves Parkland County residents by:

- Providing responsible governance
- Providing services, facilities, and programs
- Developing and maintaining a safe and viable community
- Adopting statutory plans
- Reviewing and approving bylaws and policies

CAO

Chief Administrative Officer

The **Chief Administrative Officer (CAO)** is the head of **Administration** and responsible for implementing County programs, policies, and Council decisions. The CAO advises Council on County operations and is delegated certain planning and development powers, which may be further delegated to authorized County staff to ensure applications and municipal services are administered efficiently.

Admin

Administration

Parkland County's Administration includes all municipal staff – including the Chief Administrative Officer (CAO) and any other staff that works under the CAO, such as Planning and Development staff. Administration is responsible for providing recommendations to Council for planning matters and other municipal issues, as well as implementing Council's policies and decisions.

P&D

Planning and Development Services

Parkland County's Planning and Development Services Department is responsible for handling planning applications, inquiries, and related services within the County. The department develops plans and strategies to guide future growth and manages all current planning applications, including **development permits (DPs)** and subdivision applications.

SCOs

Safety Codes Officer

Safety Codes Officers (SCOs) carry out compliance and monitoring work for the County. SCOs implement the codes and regulations set out by the Safety Codes Act. SCOs perform several duties, including permit issuance, site inspections, and advising contractors and homeowners on code requirements. SCOs issue **building permits (BPs)**, electrical permits, gas permits, plumbing, and private sewage permits. SCOs authority comes directly from the Province, which is unique from other Planning and Development staff.

DA

Development Authority

The **Development Authority (DA)** exercises development powers and duties on behalf of the County. The DA is responsible for reviewing and making decisions on development permit applications. In Parkland County, this authority has been delegated to Development Officers (DOs) and Planners.

DOs and Planners apply the Land Use Bylaw (LUB) to ensure that applications comply with municipal requirements, including statutory plans and policy adopted by Council. They may also use professional **discretion** in evaluating land use decisions and can grant reasonable **variances** to the LUB where appropriate.

SA

Subdivision Authority

The **Subdivision Authority (SA)** exercises subdivision powers and duties on behalf of the County. The SA reviews and makes decisions on subdivision applications, finalizes conditions of each approval, and guides the endorsement process before a subdivision can be registered and finalized.

SDAB

Subdivision and Development Appeal Board

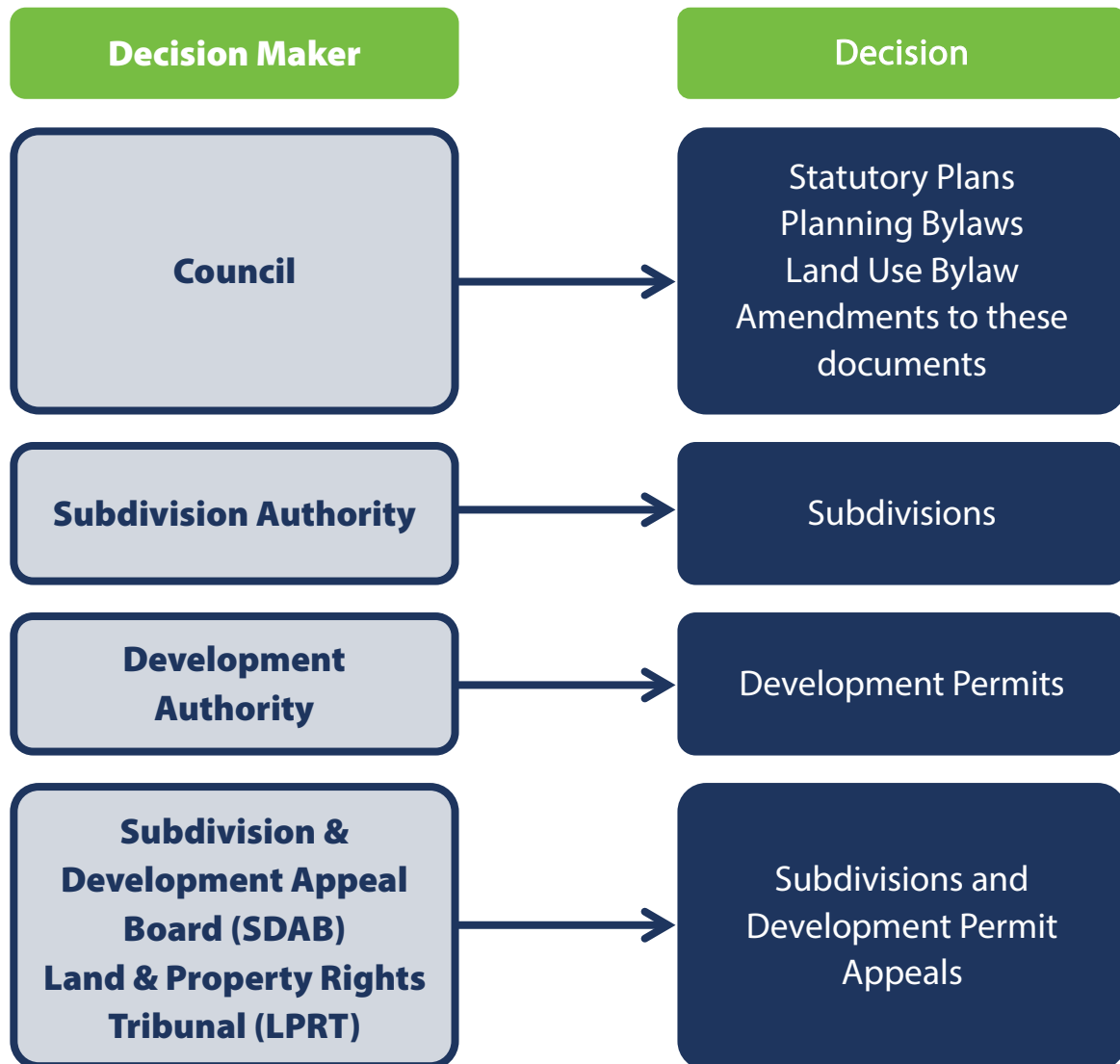
The **Subdivision and Development Appeal Board (SDAB)** operates independently from County Administration and Council and hears appeals on development permits and subdivision applications to ensure fairness and due process.

LPRT

Land and Property Rights Tribunal

The **Land and Property Rights Tribunal (LPRT)** is an independent provincial tribunal that hears appeals related to subdivision, development, and property assessment matters in Alberta. The LPRT makes decisions on land use and property rights issues and helps resolve certain disputes between landowners, developers, and municipalities.

Figure 4. Decision Maker Matrix



Public Engagement

The [Municipal Government Act \(MGA\)](#) requires that every municipality establish a public participation policy. Parkland County's [Public Engagement Policy](#) outlines how **Administration** will engage with the public on issues affecting the County. The MGA also requires that a **public meeting** be advertised, and that meeting be open to the public.

Forms of Public Engagement

Open House

1

Open House refers to a method of **public engagement** that involves an informal session with displays or other information available for participants to review. The **developer**, **applicant**, consultant, or administration, depending on who is organizing the event, are available to answer any questions the public may have. A feedback form or survey is used to record public comment, and a sign-in sheet for names and addresses of attendees is required. This form of public engagement is often used to present a draft plan or report to the public.

Public Meeting

2

Public Meeting refers to a method of public engagement that involves a formal presentation by the organizer on the issues and options. Members of the public can ask questions and provide input in a public forum, and a record of the proceedings is kept.

Public Hearing

3

Formal **Public Hearings** are meetings that are a statutory requirement under the MGA and are required for certain proposed bylaws and resolutions. They provide an opportunity for members of the public to share their perspectives with Council before a decision is made. Anyone who claims to be affected or who has complied with the procedures outlined by Council can attend a public hearing and speak at the hearing. The public hearing process follows a procedure to ensure fairness.

Appeal Hearing

4

Appeal Hearings are held when an appeal is filed for development or subdivision decisions. Appeals are filed with the Subdivision and Development Appeal Board Clerk. The **SDAB** holds a formal hearing where applicants and affected parties can present their case. The appeal hearing process follows a procedure to ensure fairness.

How Can I Find Out What Is Being Built?

You may find out about land development applications and opportunities to engage through one of these ways:

- Parkland County's [Events Calendar](#)
- Visit [Your Parkland](#) to join the conversation and view upcoming public engagement events near you
- Notices sent to **adjacent landowners**
- Notice to community associations
- Community meetings with the applicant
- Signage on the lot
- Ads in the newspaper

Notification Requirements

Notification requirements for development permits, subdivisions, public hearings, and bylaw amendments are established through the County's [Land Use Bylaw \(LUB\)](#) and [Advertising Bylaw](#). Depending on the application, notification may include mailed notices, posted signage, website advertisements, social media posts, or direct engagement with affected stakeholders.

How Can I Get Involved?

Your input helps shape Parkland County. There are many ways to participate in the planning process and share your perspective on planning projects and other County initiatives. Get involved by:

- Providing your feedback on planning applications and projects
- Attending public engagement events
- Participating in online surveys
- Contacting your Division Councillor
- Staying informed about upcoming planning projects and opportunities for engagement



3 Planning Amendments

What Are Land Use Districts?

Have you ever wondered what you're allowed to build, operate, or change on your property? Your property's **land use district** determines how the land can be used, and what types of development may be permitted. Understanding your land use district is the first step in determining what activities and development are allowed on your property.

Every parcel of land in Parkland County is assigned to a specific land use district under the [Land Use Bylaw \(LUB\)](#). The terms district, zone, and designation are often used interchangeably across municipalities; however, in Parkland County, the term district is used.

Each district also has a list of **permitted** and **discretionary uses**, and rules that regulate a range of site and building criteria. For example:

- Building Height
- Density
- **Setbacks**
- Landscaping
- Site Coverage, etc.

Determine Your Land Use District with Discover Parkland.

With [Discover Parkland](#), you can view an online, interactive map to learn more about your property's district information, possible **land uses** and legal descriptions, as well as County services, facilities, aerial imagery and how to build your own maps.



2.70. CR – Country Residential District

1. Purpose

1.1 To allow for rural residential Development and supportive local business Uses. This District is intended to be residential in nature with low-density Development or larger Parcels while allowing for limited commercial and agricultural Uses.

2. Uses

Permitted	Discretionary
Agricultural Use	
Agricultural Uses Agriculture, Major Agriculture Minor Residential Uses	Agriculture, Value-Added Agri-Tourism Riding Arena
Residential Uses	
Residential, Single Detached Residential, Duplex Residential, Manufactured Housing Residential, Accessory Suite Residential, Secondary Suite	Supportive Housing

3. Building Regulations

3.1 Development must comply with the following Building Regulations:

Regulation	Value
Residential Uses	
3.1.1 Minimum Site Area	0.8 ha (1.9 ac)
3.1.2 Maximum Site Area	4.0 ha (9.9 ac)

How to Interpret the Land Use Bylaw

This is an example from the CR District found in Parkland County's LUB:

Purpose: The Purpose captures the intent of the district and describes the types of development activities the land use is intended to support. This example shows that the CR District supports low-density residential development.

Permitted Use: A **permitted use** is a land **use class** that is allowed in a land use district by right. These are uses that are well suited to a particular district.

These uses cannot be denied by the **Development Authority (DA)**, provided all other LUB regulations are met. While a **development permit (DP)** application must still be submitted to the County, these applications do not require public notification and cannot be **appealed**.

Discretionary Use: A discretionary use is a land use that may be allowed in a district at the DA's **discretion**.

When reviewing a discretionary use application, the DA must determine whether the proposed use is appropriate and compatible with surrounding land uses. Adjacent landowners and the public are notified of these applications, and decisions may be appealed.

Building Regulations: Regulations in the LUB determine the size, location and design of various land uses and structures. The regulations are often expressed as minimums or maximums (e.g. maximum height, minimum setback). Where a proposal is exceeding or not meeting the requirement, a **variance** may be identified. Whether or not to grant a variance to a development proposal is a decision made by the DA using their professional judgement and any relevant policy guidance. If a variance is granted to a development proposal, the decision may be appealed by affected parties (adjacent landowners) and a subsequent **appeal hearing** would take place.

Land Use Bylaw Amendments and Redistricting

Redistricting is a type of **LUB amendment** that changes the land use district assigned to a parcel of land. As districts are sometimes referred to as zones or designations in other municipalities, redistricting is also sometimes called rezoning or redesignation. A property may need to be redistricted if a proposed land use is not allowed within the current district or if a different district is needed to support a proposed **subdivision** or **development**.

In addition to redistricting, LUB amendments may include changes to **bylaw** text, definitions, development regulations, overlays, or other provisions of the LUB.

Parkland County Council is the approval authority for redistricting and other LUB amendments. This is because any amendment to the LUB requires a bylaw amendment, and only Council has the authority to pass or refuse bylaws. Before making a decision, Council holds a **public hearing** to provide an opportunity for the public to share their views and ensure that all relevant information is considered.

What Are Area Structure Plans?

Have you ever wondered what development may look like in your area over time? An [Area Structure Plan \(ASP\)](#) helps answer that question. Property owners may find an ASP useful when considering future development opportunities or when looking to understand how nearby lands may change in the future.

ASPs are long range guiding documents that give policy direction to areas of the County where **development** is more intense in use and more technically complex. They provide clarity and predictability to the County, the public, and developers when making land use decisions by providing a blueprint of how the plan area is expected to develop over time.

ASPs implement the goals, objectives, and policies from the [Municipal Development Plan \(MDP\)](#). Policies in ASPs can address land uses, development phasing, population density, transportation routes, and the location of public utilities among others.

The County or a private developer may create or amend an ASP. Both an application for a new ASP or an amendment to an existing ASP require review by County **Administration** and approval by County **Council**. **Public engagement** is required prior to a decision being made.

Examples of ASPs in Parkland County include: Acheson Industrial ASP, Big Lake ASP, and Atim Creek ASP.

When Is a New Area Structure Plan Required?

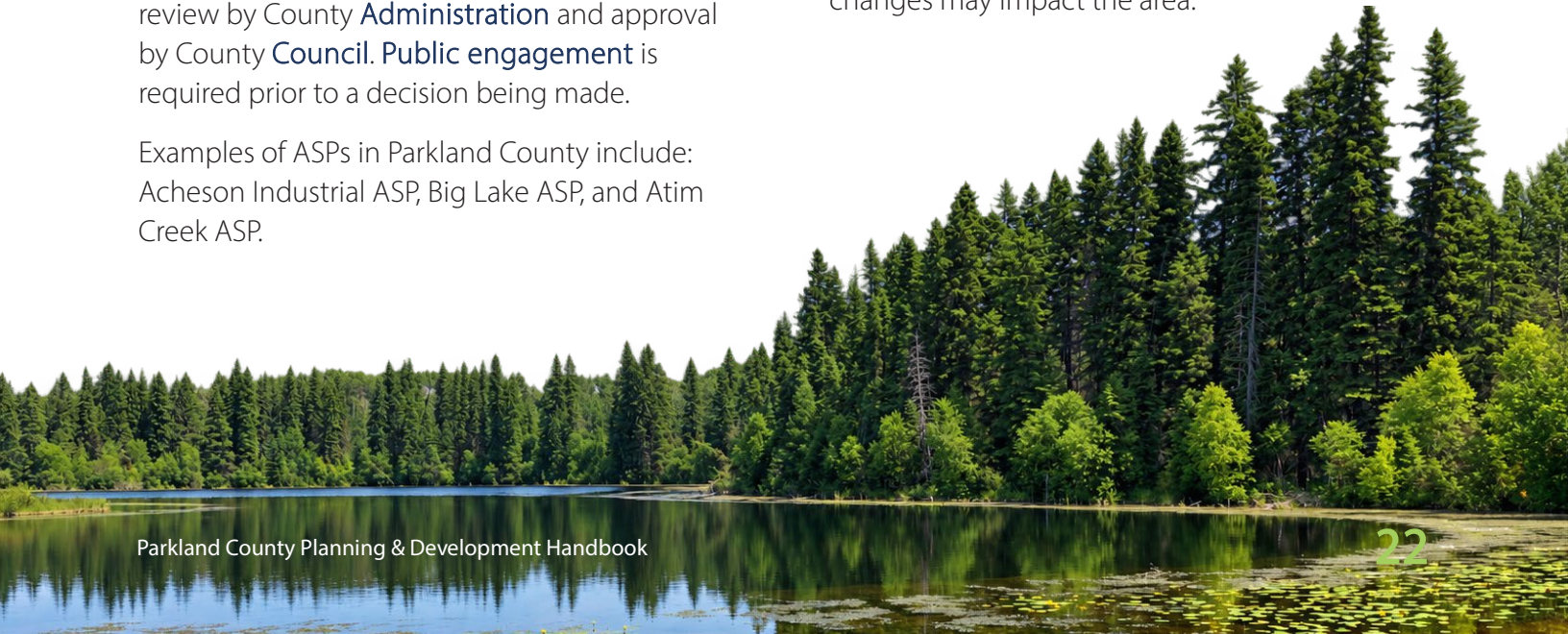
A new ASP is generally required when a developer is proposing a new neighbourhood or development area that has not yet been planned at a broader level.

ASPs can be either County or private developer led. Application requirements include studies of existing site conditions and surrounding lands. These technical studies may consider factors such as traffic, servicing requirements, stormwater management, nuisance mitigation (such as noise and light pollution), and environmental impacts. These studies help inform proposed land uses, transportation networks, and servicing requirements.

When Do I Need to Complete an Area Structure Plan Amendment?

An ASP amendment is required when a proposed development does not align with an existing ASP. This may include changes to land use, road networks, servicing, or overall development layout.

Amendments ensure that updates to an ASP are reviewed and approved before new development proceeds, allowing the County and community to understand how proposed changes may impact the area.



What Are Area Redevelopment Plans?

Like ASPs, [Area Redevelopment Plans \(ARPs\)](#) are long range guiding documents that give policy direction to areas of the County where development is more intense in use and more technically complex. The difference between an ASP and ARP is that ARPs are completed for areas where development has already occurred. The County generally leads both the creation of and amendments to ARPs to spur reinvestment or renewal in an area, though private developers may also propose or amend ARPs.

Both an application for a new ARP or an amendment to an existing ARP require review by County Administration and approval by County Council. Public engagement is required prior to a decision being made.

Examples of ARPs in Parkland County include: Wabamun Hamlet Area Redevelopment Plan.

When Is a New Area Redevelopment Plan Required?

A new ARP is generally required when the County, at the direction of Council, wishes to attract new investment to an existing development area such as a Hamlet. The County's MDP requires that the Growth Hamlet of Wabamun have an ARP. ARPs may also be proposed for the County's Rural Hamlets or other previously developed areas of the County.

An ARP must include plan objectives and policies, proposed land uses, direction for potential development levies, and identify lands to be acquired for public uses (schools, parks, libraries, etc.)

ARPs often require supporting technical studies to help understand how an area can best be redeveloped. These studies may include an economic analysis, a review of land use suitability, a transportation network assessment, servicing requirements, contaminated site remediation plans, and environmental assessments.

When Do I Need to Complete an Area Structure Plan Amendment?

An ARP amendment is required when a proposed development does not align with an existing ARP. This may include changes to land use, road networks, servicing, or overall development layout.

Amendments ensure that updates to an ARP are reviewed and approved before new development proceeds, allowing the County and community to understand how proposed changes may impact the area.



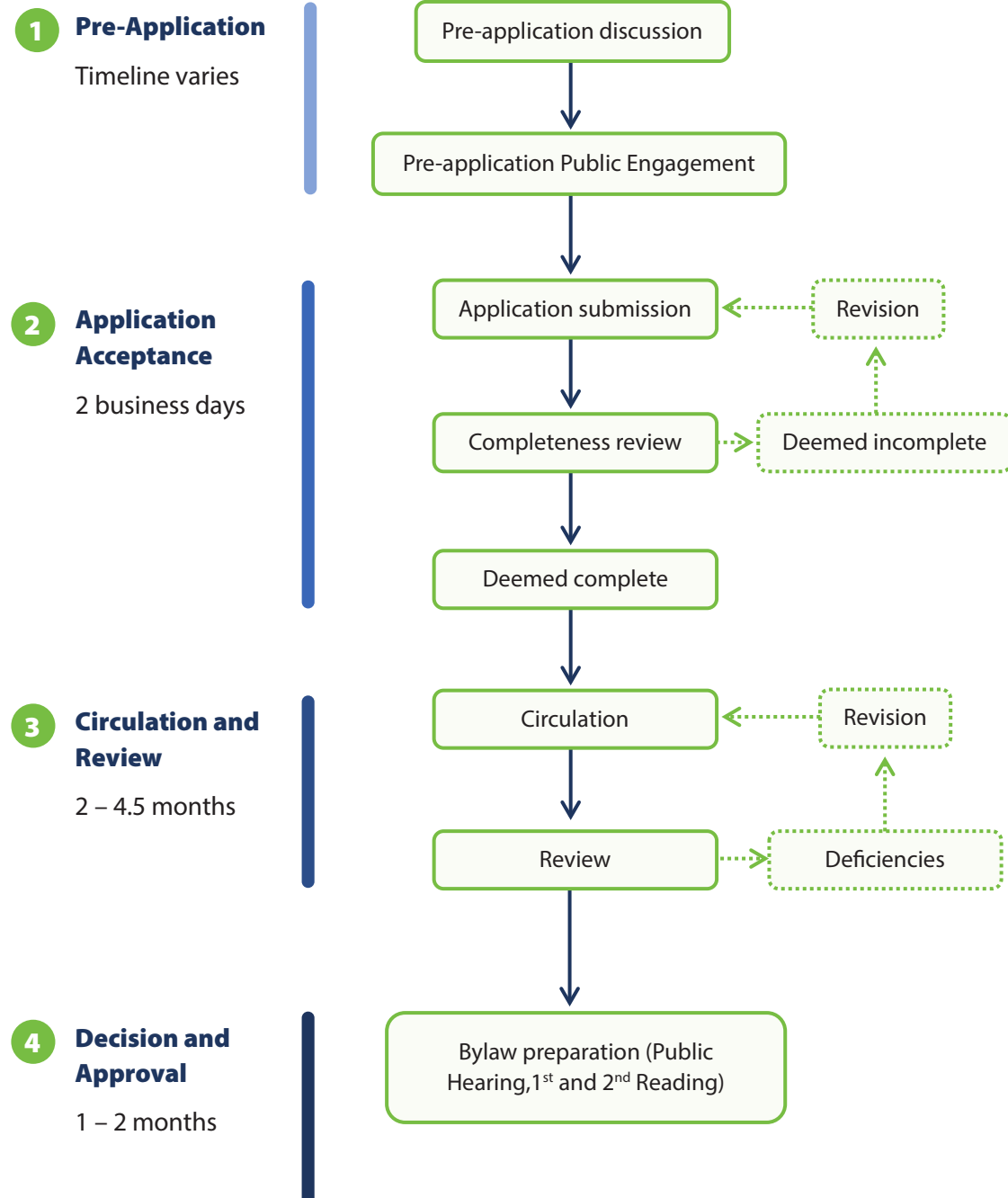
Planning Amendment Process

For detailed information on the planning amendment process, including application requirements, submission checklists, and procedural steps, please see the Application Guide in **Appendix C** (page 49).

Ready to Submit Your Application?

Submit your application online through Parkland County's [PLANit Portal](#).

Figure 5. Planning Amendment Flow Chart



Have Questions or Want to Discuss a Project?

Our team is here to help. You can connect with a member of the Planning and Development team by:

- Sending us an email at planning@parklandcounty.com
- Calling us at 780-800-9300
- Visiting the Parkland County Centre during regular business hours
- Booking a 30-minute [Chat with a Planner](#) meeting (in-person or virtual). A Planning Advisor will contact you to confirm your appointment details
- If you are planning on developing a major project such as a large -scale commercial or industrial development, or relocating your business to Parkland County, book a pre-application discussion through the [PLANit Portal](#)

4 Subdivision

What Is Subdivision?

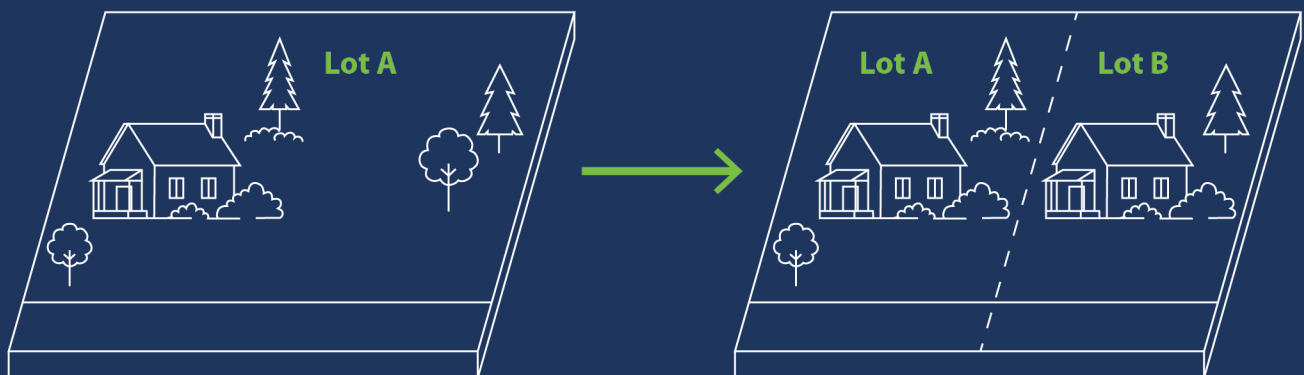
Have you ever considered dividing your property into two or more lots? **Subdivision** is the process of dividing a parcel of land into two or more lots or adjusting boundaries between existing properties. Understanding the subdivision process can be helpful if you're planning to develop land, sell a portion of your property, or reconfigure property lines.

Subdivision is the legal division of land in which separate titles are created for new parcels. In other words, it means a large plot of land is divided into smaller plots (or lots) often meant for **development**, sale, or transfer of land. Decisions on subdivision applications in Parkland County are made by the **Subdivision Authority (SA)**.

Subdivision is governed by multiple regulations and policies, including but not limited to:

- [The Municipal Government Act \(MGA\)](#)
- [The Subdivision and Development Regulation](#)
- [The Municipal Development Plan \(MDP\)](#)
- [Land Use Bylaw \(LUB\)](#)
- [Subdivision Conditions and Endorsements Council Policy](#)
- [Engineering Design Standards](#)

Figure 6. Subdivision Example



Am I Able to Subdivide?

The number of lots you can subdivide depends on the districting of the lands. View our [Land Use Bylaw \(LUB\)](#) to learn more about:

- Your property's **land use district** and its intended uses and regulations
- Interactive maps of various land use districts in Parkland County
- Options to subdivide your specific property(s)
- Applicable bylaw schedules and amendments

Registered landowner(s) can apply to subdivide. Landowners may choose an agent to act on their behalf. An agent may be an Alberta Land Surveyor, professional representative, family member or officer of a company.

Important to know

The **applicant** is required to complete all conditions prior to endorsement and the registration of the subdivision by the surveyor. As a condition of subdivision approval, applicants may be required to dedicate **Environmental Reserve (ER)** and **Municipal Reserve (MR)** lands in accordance with the [Municipal Government Act \(MGA\)](#). Reserve dedications help protect public amenities such as parks and green spaces and protect environmentally sensitive features in the County.

Other common conditions of subdivision approval include:

- Approach construction
- Inspection and potential upgrades to septic systems
- Road widening dedication
- Final Plan of Survey provided by your surveyor
- Endorsement fee
- Municipal addressing, property taxes up to date

Types of Subdivision

There are different types of subdivision processes, including:



Rural Residential and Agricultural Subdivision

The process of dividing a parcel of land up to four (4) lots on a quarter section. Can include residential sized parcels and/or agricultural sized parcels.



Commercial/Industrial Subdivisions

The process of dividing a parcel of land into serviced parcels intended for commercial and industrial uses.



Multi-Parcel Residential Subdivision

The process of dividing a parcel of land into more than four (4) lots on a quarter section for residential development.



Conventional Condominium Subdivisions

A land ownership type where unit owners own only their interior unit (like in an apartment building). Unit owners are part of a condo corporation that own and maintain the exterior walls and surrounding land/common property.



Bareland Condominium Subdivisions

A land ownership type where individual unit owners own both the physical land of their unit and the structures that sit upon it and share ownership of common areas. Unit owners are part of a condo corporation that manages and maintains the common property.



Lot Line Adjustment

A process where property boundaries between two or more existing parcels are moved to change lot sizes or shapes.

Subdivision Appeals

Decisions made by the Subdivision Authority (SA) can be **appealed**. An appeal can be made if a subdivision has been refused, if the **conditions of approval** are unacceptable to you, or if the decision of the subdivision is not decided within the regulated timeline.

Subdivision appeals are addressed by two bodies: the Alberta **Land and Property Rights Tribunal (LPRT)** if there are provincial interests involved in the application, or the **Subdivision and Development Appeal Board (SDAB)**.

Once an appeal has been made, the final decision on an application rests with the appeal board. The board may confirm, replace, or amend the decision of the SA and may provide updated conditions.

For more information on who may participate in the appeal process and how it functions, please visit the followings links:

[SDAB](#)

[LPRT](#)

Have Questions or Want to Discuss a Project?

Our team is here to help. You can connect with a member of the Planning and Development team by:

- Sending us an email at planning@parklandcounty.com
- Calling us at 780-800-9300
- Visiting the Parkland County Centre during regular business hours
- Booking a 30-minute [Chat with a Planner](#) meeting (in-person or virtual). A Planning Advisor will contact you to confirm your appointment details
- If you are planning on developing a major project such as a large -scale commercial or industrial development, or relocating your business to Parkland County, book a pre-application discussion through the [PLANit Portal](#)



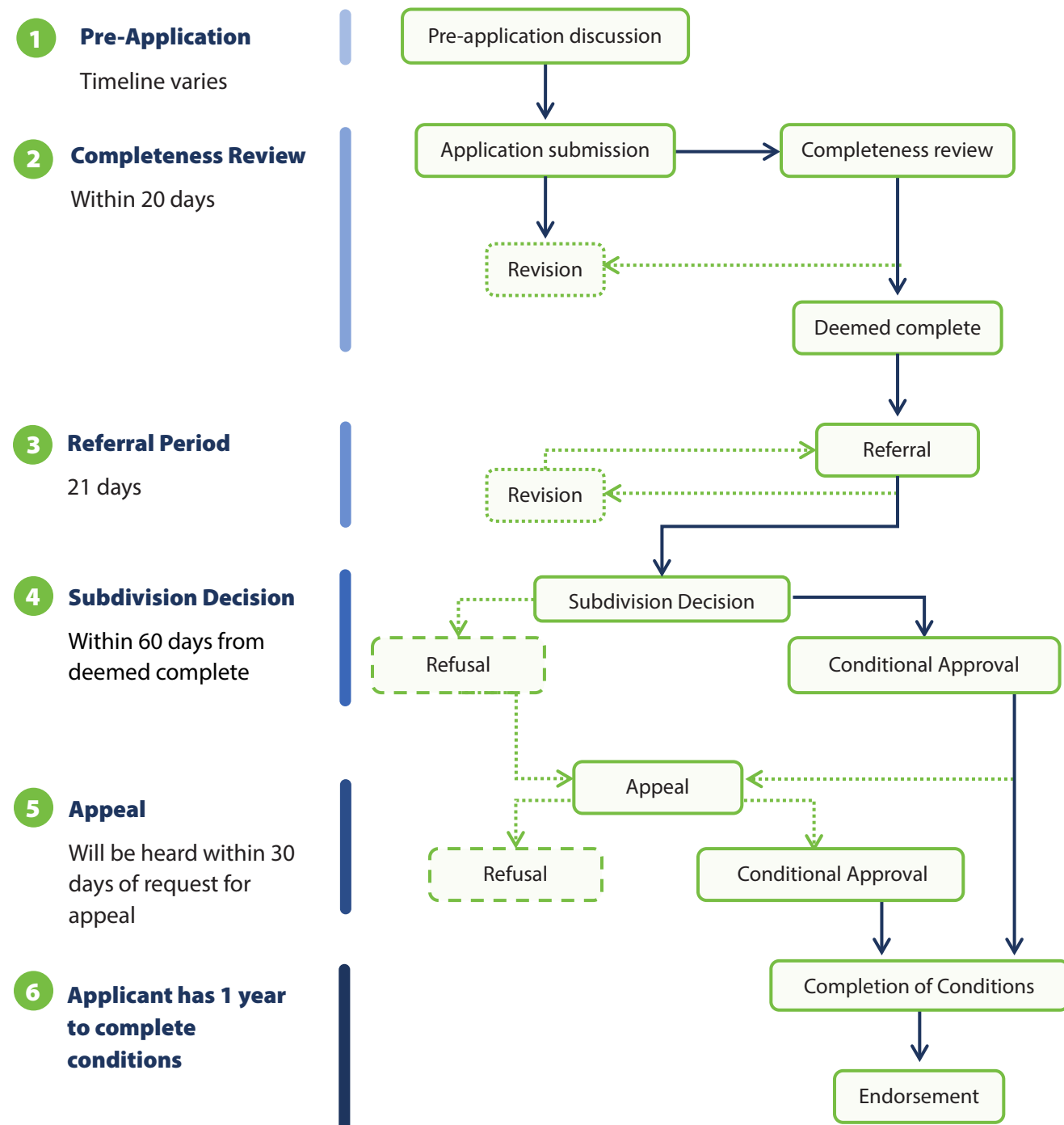
Subdivision Process

For detailed information on the Subdivision process, including application requirements, submission checklists, and procedural steps, please see the Application Guide in **Appendix C** (page 49).

Ready to Submit Your Application?

Submit your application online through Parkland County's [PLANit Portal](#).

Figure 7. Subdivision Process Flow Chart



Conceptual Schemes

Conceptual Schemes are a **non-statutory plan** for a proposed multi-parcel subdivision and how it relates to:

- Existing and future parcels
- Future subdivision and development of adjacent areas
- Access and roads
- Servicing
- Engineering design
- Environmental and community considerations
- Reserves

A Conceptual Scheme is a technical document that provides a snapshot of the development and provides additional details required in support of an application. Conceptual Schemes are often required to be developed in support of other planning applications, including **redistricting** or **statutory plan** amendments and will be processed together.

Conceptual Schemes are typically required for:

- Industrial development projects in serviced areas.
- Large scale Country Residential or Recreational Resort development

Development Agreements

Development Agreements are typically required for applications that will include **infrastructure** projects, both on-site and off-site and may include (but are not limited to) the terms surrounding the construction of roads, sanitary and potable water piped servicing, and storm water management.

A Development Agreement may also formalize the requirements for **off-site levy** payments, as well as any recoveries owing to other **developers**. All levies, fees, securities and recoveries are payable at the time of execution of the Development Agreement.

In Parkland County, a Development Agreement may be included as a condition of subdivision approval or a **development permit (DP)**. Authorized under the MGA, a Development Agreement is a legal document that forms a binding contract between the **Council** of Parkland County and a developer.

If you are planning to submit a subdivision or DP application with the County, we will communicate if you are required to enter into a Development Agreement when you have your pre-application discussion with a County planner.



Off-Site Levies

Off-site levies are charges established by Parkland County's [Off-Site Levy Bylaw](#) that help pay for roads and utilities that are outside (off-site) of a development or a subdivision. The requirement to pay off-site levies is triggered through application for a subdivision or development permit.

The MGA allows municipalities to regulate development by setting out conditions that must be satisfied before development begins. These conditions may include fees and charges related to funding new or expanded infrastructure facilities, such as:

- Storage, transmission, treatment, or supply of water.
- Treatment, movement, or disposal of sanitary sewage.
- Stormwater transmission or drainage facilities.
- Roads required for, or impacted by, subdivision or development.

Where Are Off-Site Levies Applied?

Within Parkland County, off-site levies apply to:

- Acheson Industrial area
- Fifth Meridian Business Park area
- Big Lake residential area north of Highway 16



5 Development and Building Permits

What Are Development Permits?

Planning a new garage, adding an addition, starting a home-based business, or changing how you use your property? Before getting started, you'll want to know whether a **development permit (DP)** is required. A DP helps ensure that proposed development is appropriate for the property, complies with Parkland County's [Land Use Bylaw \(LUB\)](#), and fits with the surrounding area.

Under both the [Municipal Government Act \(MGA\)](#) and LUB, **development** includes:



Construction of new building



Addition or repairs to a building



Change of use to a building



Excavation or stockpiling



Change in intensity of **land use**

DPs are required to ensure buildings comply with the rules established in the LUB. A DP is written approval from Parkland County that your plans meet the regulations in the LUB.

Every parcel of land in Parkland County is assigned to a specific **land use district** under the LUB. The terms district, zone, and designation are often used interchangeably across municipalities; however, in Parkland County, the term district is used.

Each district also has a list of permitted and discretionary uses, and rules that regulate a range of site and building criteria. For example:

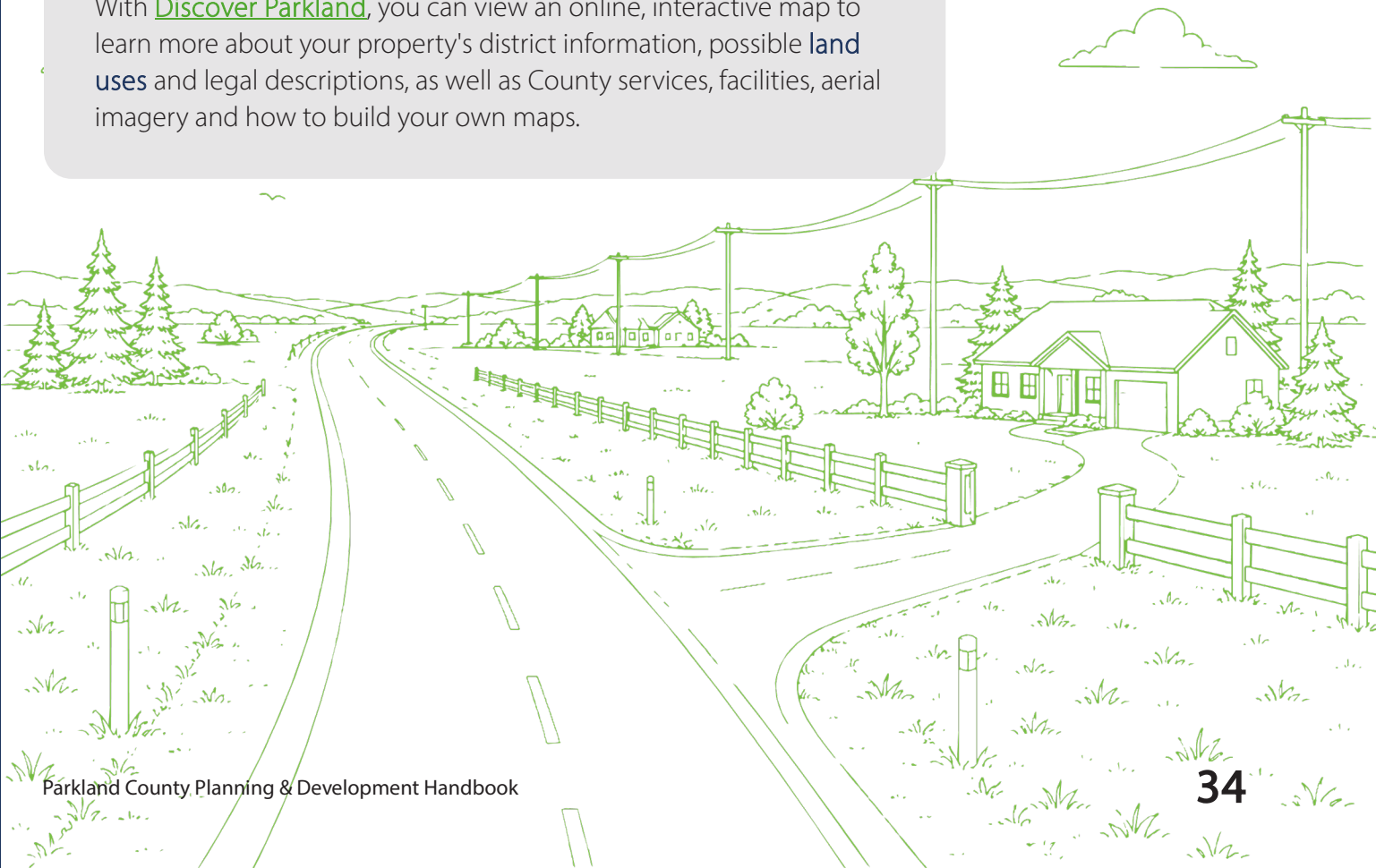
- Building Height
- Density
- **Setbacks**
- Landscaping
- Site Coverage, etc.

DPs help ensure that buildings and activities on a property are suitable for the land use district, specific parcel, and are compatible with neighbouring properties. Decisions on DPs in the County are made by the **Development Authority (DA)**.

If you plan to construct a new building, alter an existing one, change how a property is being used, or change the scale to which a property is being used, you will need a DP. Parkland County's LUB provides exemptions for certain types of development from requiring a DP. To understand which uses are exempt, refer to Section 7.20 of the LUB.

Determine Your Land Use District with Discover Parkland.

With [Discover Parkland](#), you can view an online, interactive map to learn more about your property's district information, possible **land uses** and legal descriptions, as well as County services, facilities, aerial imagery and how to build your own maps.



2.70. CR – Country Residential District

1. Purpose

1.1 To allow for rural residential Development and supportive local business Uses. This District is intended to be residential in nature with low-density Development or larger Parcels while allowing for limited commercial and agricultural Uses.

2. Uses

Permitted	Discretionary
Agricultural Use	
Agricultural Uses Agriculture, Major Agriculture Minor Residential Uses	Agriculture, Value-Added Agri-Tourism Riding Arena
Residential Uses	
Residential, Single Detached Residential, Duplex Residential, Manufactured Housing Residential, Accessory Suite Residential, Secondary Suite	Supportive Housing

3. Building Regulations

3.1 Development must comply with the following Building Regulations:

Regulation	Value
Residential Uses	
3.1.1 Minimum Site Area	0.8 ha (1.9 ac)
3.1.2 Maximum Site Area	4.0 ha (9.9 ac)

How to Interpret the Land Use Bylaw

This is an example from the CR District found in Parkland County's LUB:

Purpose: The Purpose captures the intent of the district and describes the types of development activities the land use is intended to support. This example shows that the CR District supports low-density residential development.

Permitted Use: A **permitted use** is a land **use class** that is allowed in a land use district by right. These are uses that are well suited to a particular district.

These uses cannot be denied by the **Development Authority (DA)**, provided all other LUB regulations are met. While a **development permit (DP)** application must still be submitted to the County, these applications do not require public notification and cannot be **appealed**.

Discretionary Use: A discretionary use is a land use that may be allowed in a district at the DA's **discretion**.

When reviewing a discretionary use application, the DA must determine whether the proposed use is appropriate and compatible with surrounding land uses. Adjacent landowners and the public are notified of these applications, and decisions may be appealed.

Building Regulations: Regulations in the LUB determine the size, location and design of various land uses and structures. The regulations are often expressed as minimums or maximums (e.g. maximum height, minimum setback). Where a proposal is exceeding or not meeting the requirement, a **variance** may be identified. Whether or not to grant a variance to a development proposal is a decision made by the DA using their professional judgement and any relevant policy guidance. If a variance is granted to a development proposal, the decision may be appealed by affected parties (adjacent landowners) and a subsequent **appeal hearing** would take place.

Development Permit Appeals

Development permit decisions can be appealed to the **Subdivision and Development Appeal Board (SDAB)** in certain circumstances, including:

- A decision made by the development authority regarding the approval, **conditions of approval**, or refusal of a development permit; or
- The DA fails to make a decision on the application for a development permit within 40 days of receipt from an **applicant**, also known as a deemed refusal

Once an appeal has been made, the final decision on an application rests with the appeal board. The board may confirm, replace, or amend the decision of the DA and may provide updated conditions.

For more information on who may participate in the appeal process and how it functions, please visit the following link:

[SDAB](#)

A list of approved development permits with either a discretionary use or variance that are subject to appeal can be found on [Parkland County's website](#).

How Can I Find Out if a Permit Has Been Approved?

There are two ways to learn about approved permits in Parkland County:

- Visit the [PLANit Portal](#) to apply for a Document/File Review. Please note that a fee will be charged for this service

- Submit an [Access to Information Request](#)

If you have questions about which option is right for you, please contact Planning and Development at planning@parklandcounty.com or at 780-800-9300.

How Can I Report a Concern?

If you have concerns about a property or a potential **bylaw** non-compliance, you can submit a report through our online [County Concerns](#) tool.

What Happens When I Report a Concern?

A Compliance Officer will review the concern, consult with Planning and Development as needed, and provide a response to the requestor.

Have Questions or Want to Discuss a Project?

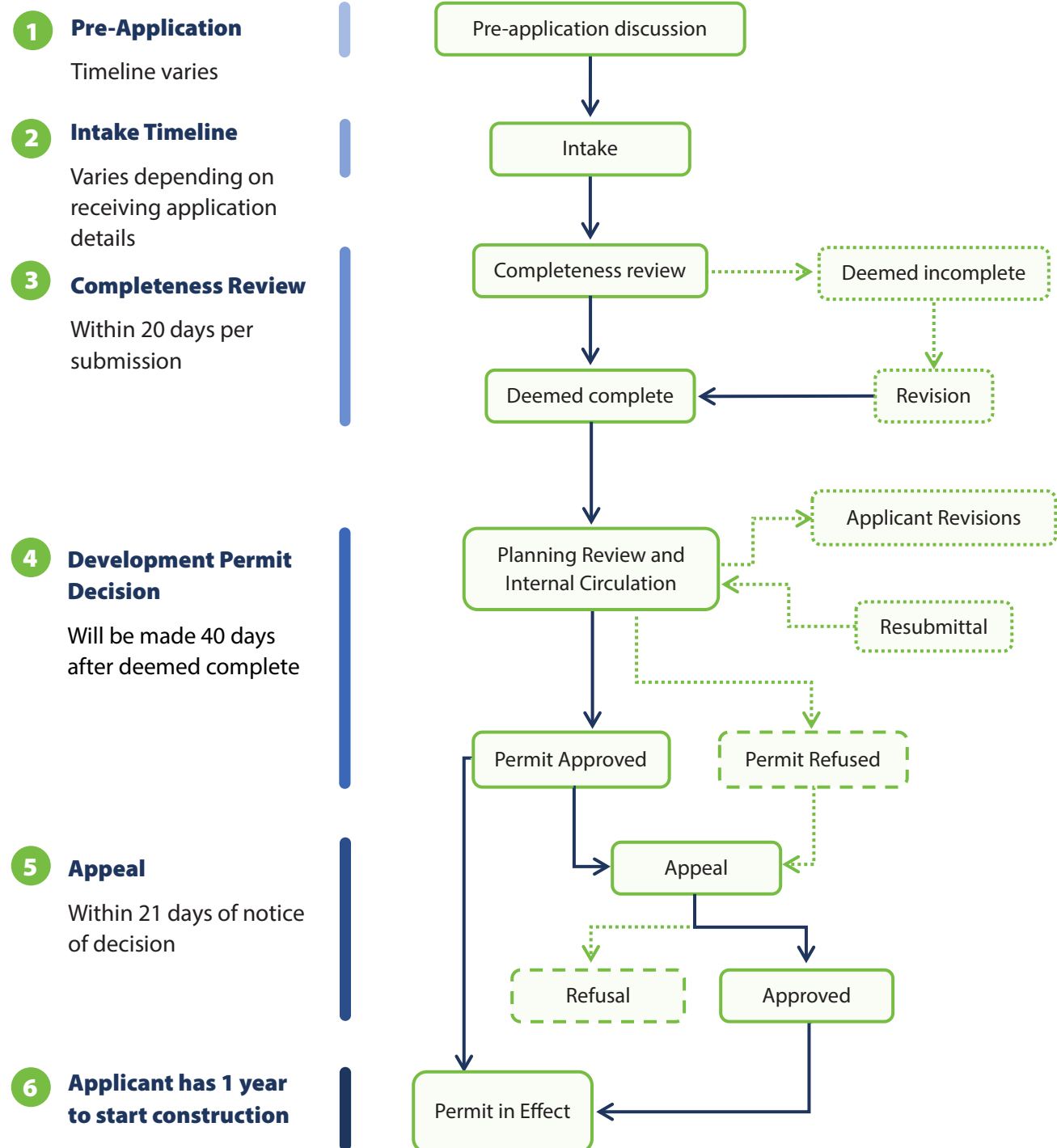
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- Booking a 30-minute [Chat with a Planner](#) meeting (in-person or virtual). A Planning Advisor will contact you to confirm your appointment details
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Development Permit Process

For detailed information on the development permit process, including application requirements, submission checklists, and procedural steps, please see the Application Guide in **Appendix C** (page 49).

Figure 8. Development Permit Process Flow Chart



Ready to Submit Your Application?

Submit your application online through Parkland County's [PLANit Portal](#).



Building and Trades Permits

Planning a construction project, renovation, or home improvement? Many construction and renovation projects require Safety Codes Permits before work begins. These permits help ensure that work is completed safely and complies with the [Alberta Safety Codes Act](#). This section provides an overview of the different types of Safety Codes Permits and when they may be required.

Safety Codes Permits are Building and Trade Permits governed by the Alberta Safety Codes Act and they are issued by **Safety Codes Officers (SCOs)** and by Planning and Development Advisors. The Safety Codes Act requires that contractors and homeowners in Alberta obtain permits before beginning work on structures and systems covered under the Safety Codes Act.

Building Permits

Building permits (BPs) are a type of Safety Codes Permit that ensures that structures in the County are safe. They are formal permission to begin construction or demolition related work on your property. It is an offence under the Alberta Safety Codes Act to begin any work without a valid permit. A BP is required for:

- Demolition
- Construction of new buildings
- Alteration or repair of existing buildings
- Additions to structures
- Relocation of buildings
- Hot tubs/pools
- Decks

BPs are not typically required for:

- Fences
- Painting
- Minor repairs
- Small accessory buildings less than 10m² in size
- Re-roofing or re-siding
- Construction of a deck less than 600 mm in height

BPs can be issued to homeowners, contractors, or designers.



Electrical Permits

Electrical permits are required for any wiring installations or alterations, temporary power, photovoltaic solar power systems, and connection of modular or prefabricated structures. An electrical permit is typically required for:

- Wiring installations in or on any land or building
- Alteration, extension or repair of wiring
- Temporary power
- Photovoltaic (PV) solar panel systems
- Connection of modular/pre-fabricated structure

Electrical permits can be issued to a master electrician or an owner who resides in a single family dwelling



Gas Permits

Gas permits are required for any installation, connection, or replacement of any gas powered appliances, for secondary service lines, or for temporary construction heating. A gas permit is typically required for:

- Installations, connections or replacements of a propane gas or natural gas-powered appliance (an appliance includes a furnace, hot water heater, fireplace, dryer, radiant tube heater, barbecue, boiler, range/cooktop, space heater or any other gas burning appliance)
- Note: the replacement of a dryer, range, water heater or furnace does not require a permit if located in a single family dwelling and no design change is required to any gas piping or venting system

- Work with pipes and vents associated with the above appliances
- Secondary service lines
- Temporary construction heat

Gas permits can be issued to a gasfitter or an owner who resides in a single family dwelling.



Plumbing and Private Sewage Permits

Plumbing permits are required for installation, renewal, removal, change, or connection system or equipment. Private sewage permits are required for holding tanks, septic tanks, septic fields, or any treatment plants. Plumbing and private sewage permits are typically required for:

- The installation or alteration of a plumbing system
- Sewage holding tank
- Privy holding tank
- Septic tank/treatment field
- Septic tank/treatment mound
- Septic tank/open discharge
- Treatment plant at-grade, treatment field or treatment mound

Plumbing permits can be issued to a plumber or an owner who resides in a single family dwelling.

Private sewage permits can be issued to a private sewage installer or an owner who resides in a single family dwelling.

Ready to Submit Your Application?

Submit your application online through Parkland County's [PLANit Portal](#).

Inspections

Parkland County's SCOs provide a variety of inspections, alongside other levels of government and agencies, to ensure that safety, integrity and maintenance standards are met.

Inspections can be booked through the [PLANit Portal](#).

Who Can Book an Inspection?

Only applicants can book in the [PLANit Portal](#). If the applicant is a contractor, the homeowners must contact their contractors for bookings. The applicant must have access to the [PLANit Portal](#) to book the required inspections.

If the contractor that pulled the permit is no longer on the project, please contact Planning and Development at planning@parklandcounty.com or at 780-800-9300.

How to Prepare for Your Inspection



Occupied Homes Requirements

- A valid permit for the work with all items completed for the appropriate construction stage prior to inspection
- Someone 18+ at home at the time of inspection or prior arrangements if no one will be home
- Home address clearly visible from the roadway access
- Any pets on site secured or contained (into a room or kennel)
- Access to a clear worksite free of any hazards (including driveways and sidewalks)
- Full access arranged prior to visit (e.g. gates, locks, security systems)



All Construction Site Requirements

- Any temporary ramps, stairways, and portable ladders meet OHS standards
- The worksite is clear and unobstructed (including driveways and sidewalks)
- The worksite is clean of any debris, materials, or equipment that could be a hazard
- The site's address is clearly visible from the roadway access
- Any floor openings have appropriate guard rails
- Full access arranged prior to visit (e.g. gates, locks, security systems)

Have Questions or Want to Discuss a Project?

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- If you are planning on developing a major project such as a large -scale commercial or industrial development, or relocating your business to Parkland County, book a pre-application discussion through the [PLANit Portal](#)



Still Have Questions?

We hope that the Planning and Development Handbook has helped you better understand the planning and development process in Parkland County. If you still have questions or would like assistance with your planning project, our Planning and Development Services Department would be happy to assist you.

To get in touch please either give us a call at 780-800-9300, send us an email at planning@parklandcounty.com, or come visit us at Parkland County Centre.

Appendices



Appendix A: List of Acronyms

Abbreviation	Meaning
ALSA	Alberta Land Stewardship Act
ARP	Area Redevelopment Plan
ASP	Area Structure Plan
BP	Building Permit
CAO	Chief Administrative Officer
DA	Development Authority
DO	Development Officer
DP	Development Permit
ER	Environmental Reserve
ESA	Environmentally Sensitive Area
ICF	Intermunicipal Collaboration Framework
IDP	Intermunicipal Development Plan
LPRT	Land and Property Rights Tribunal
LUB	Land Use Bylaw
MDP	Municipal Development Plan
MGA	Municipal Government Act
MR	Municipal Reserve
MSDP	Master Site Development Plan
NSRP	North Saskatchewan Regional Plan
SA	Subdivision Authority
SDAB	Subdivision and Development Appeal Board
TMP	Transportation Master Plan

Appendix B: Glossary

Term	Definition
Adjacent Landowner	The property owner (listed on the tax roll) of the land next to the site on which an application is being processed.
Administration	A term used to refer to departments of Parkland County.
Affected Party	An individual, organization, or group that may be adversely affected by a planning or development decision and who may have the opportunity to provide input or participate in an appeal process.
Agricultural Building Confirmation Letter	A letter confirming that a building meets the definition of requirements of an Agricultural Building, and as such, may not require a development permit (deemed approved development).
Alberta Land Stewardship Act (ALSA)	The Act gives directions on the land use objectives of the Province. This includes economic, environmental, and social objectives.
Appeal	A formal request to an appeal body to overturn or change a planning and development decision, such as a subdivision or development permit.
Appellant	Someone who has filed an appeal on a planning or development decision.
Appeal Hearing	A form of public engagement that is a statutory requirement under the Municipal Government Act. The appeals courts for planning applications are typically the Subdivision and Development Appeal Board and the Land and Property Rights Tribunal. Appeal hearings are held when an appeal is filed for development decisions or subdivision decisions. The hearing process follows a procedure to ensure fairness.
Applicant	The person, organization, or corporation submitting a planning application.
Area Redevelopment Plan (ARP)	A statutory plan as defined by the Municipal Government Act that directs the redevelopment, preservation, or rehabilitation of existing lands and buildings of an existing community in the County.
Area Structure Plan (ASP)	A statutory plan as defined by the Municipal Government Act that directs the development of a new community in the County.
Building Permit (BP)	A permit issued by the County to erect a new building or structure. BPs are formal permission to begin construction or demolition related work on your property.
Bylaw	Laws made by the County based on the powers delegated to it by the Municipal Government Act, such as the Land Use Bylaw or a statutory plan. These bylaws apply only inside the jurisdictional boundaries of Parkland County and are enforceable.

Certificate of Compliance	Means a stamped Real Property Report or a letter signed by the Development Authority confirming that all buildings on the property have met the regulations and provisions under the Land Use Bylaw and/or any applicable development permit(s).
Chief Administrative Officer (CAO)	The head of Administration and responsible for implementing County programs, policies, and Council decisions. The CAO also advises Council on County operations.
Circulation	The process where a planning application is sent to community associations, Councillors, other County departments, or third parties for comments.
Conditions of Approval	Rules applied to a development permit that are specific to that site. The approval of the permit is contingent on these conditions being satisfied.
Conceptual Scheme	A plan for a proposed multi-parcel subdivision and how it relates to surrounding context, such as adjacent parcels, roads, and servicing. Conceptual Schemes are technical documents that provide a snapshot of the development and provide additional details required in support of an application.
Council	Parkland County Council is the legislative governing body that represents the residents of the County.
Deemed Refusal	When the Development Authority does not make a decision on a development permit application within the required timelines established by the Municipal Government Act. A deemed refusal allows the applicant to appeal the lack of a decision to the Subdivision and Development Appeal Board.
Development	Can refer to: building new buildings on bare land; additions to buildings; replacement of existing buildings;
Development Agreement	A legal contract under the Municipal Government Act between a municipality and a developer to service or develop land, address development charges related to the development of land or both.
Development Authority (DA)	Responsible for making decisions on development permits.
Development Permit (DP)	A permit issued by the County that authorizes development, that includes plans and conditions of approval and establishes form, intensity and appearance. DPs are formal permission to begin construction or demolition related work on your property.
Developer	An owner, agent, person, or corporation who develops and services land.
Discretion	The term that describes the application of professional judgement by the County in reviewing applications.
Discretionary Use	A land use that may be allowed in a district at the Development Authority's discretion.
Environmentally Sensitive Area (ESA)	These are designated geographic areas vital to maintaining biological diversity, soil, water quality, or other natural processes.

Environmental Reserve (ER)	Land dedicated during subdivision to protect environmentally sensitive areas, such as wetlands, streams, lakes, and ravines. These lands help preserve natural features and may provide public access to water bodies.
Intermunicipal Development Plan (IDP)	A provincially required agreement created between municipalities that share a common border to plan responsibly and coordinate development in areas near shared boundaries.
Intermunicipal Collaboration Framework (ICF)	A tool used to facilitate cooperation between neighbouring municipalities, delivering shared services in an efficient and cost-effective manner. ICFs set clear expectations of how services will be delivered and funded, outlining the steps municipalities will follow to resolve any disputes.
Infrastructure	The physical structures, networks, and services that support a municipality's operations and growth. Examples include roads, utilities, schools, parks, and other public facilities.
Land and Property Rights Tribunal (LPRT)	An independent provincial tribunal that hears appeals related to subdivision, development, and property assessment matters in Alberta.
Land Use	Refers to the purpose that the land serves. For example, agricultural, residential, commercial, or industrial land uses.
Land Use Bylaw Amendment	Includes redistricting, changes to Land Use Bylaw text, definitions, development regulations, overlays, or other provisions of the Land Use Bylaw.
Land Use Bylaw (LUB)	A statutory document required by the Municipal Government Act. It divides the County into land use districts and establishes what type of development is permitted in each district.
Land Use District	A classification assigned to a parcel of land under the Land Use Bylaw that determines the types of land uses and development regulations that apply to the property.
Master Site Development Plan (MSDP)	Comprehensive plans for large scale or multi-phased development. These plans account for offsite impacts of development, plans for future development, and the provision of public infrastructure.
Municipal Development Plan (MDP)	A high-level statutory planning document that establishes the County's long-term vision for growth and development. The Municipal Government Act requires all statutory plans and municipal bylaws to align with the policies and direction of the MDP, which addresses matters such as development, growth, transportation, and environmental protection.
Municipal Government Act (MGA)	The primary provincial legislation that governs how municipalities operate in Alberta. It establishes requirements for planning and development, taxation, Council decision-making, public participation, and the creation and administration of municipal bylaws.
Municipal Reserve (MR)	Land dedicated by a developer during the subdivision process for public uses such as parks, recreation areas, schools, and green spaces. Municipalities may require up to 10% of the developable land area to be provided as MR.

Non-Statutory Plan	A planning or policy document adopted by Council to help guide decision-making and future development. Unlike statutory plans, non-statutory plans are not required or recognized under the Municipal Government Act.
North Saskatchewan Regional Plan (NSRP)	A future provincial regional plan to help provide more context-specific policy direction to the Alberta Land Stewardship Act.
Off-Site Levy	A charge imposed by a municipality to help pay for infrastructure like roads and utilities outside (off-site) of a development or subdivision.
Open House	A form of public engagement that involves an informal session with displays or other information available for participants to review. Open houses are often used to present a draft plan or report and answer any questions the public may have.
Permitted Use	A land use class that is allowed in a district by right, provided all other Land Use Bylaw regulations are met. These are uses that are well suited to a particular land use district.
Public Engagement	A process that focuses on the participation of the public to contribute to decision-making by Council and Administration on the County's policies, programs, projects, and services.
Public Hearing	A form of public engagement that is a statutory requirement under the Municipal Government Act and allows the public to speak to various items on a Council agenda. Public hearings are required for proposed bylaws and resolutions and Council invites speakers to present information or speak to development proposals to ensure open-minded decision-making. The hearing process follows a defined procedure to ensure fairness.
Public Meeting	A form of public engagement that involves a formal presentation by the organizer on the issues and options. Members of the public can ask questions and provide input in a public forum, and a record of the proceedings is kept.
Redistricting	A type of Land Use Bylaw amendment that changes the land use district assigned to a parcel of land.
Safety Codes Officer (SCO)	Implements the codes and regulations set out by the Safety Codes Act.
Safety Codes Permit	Building and Trade Permits governed by the Alberta Safety Codes Act. The Safety Codes Act requires that contractors and homeowners in Alberta obtain permits before beginning work on structures and systems covered under the Safety Codes Act.
Setback	Means the minimum distance that a development or a portion of a development must be from a property line.
Statutory Plan	A legal document as outlined in the Municipal Government Act that guides the development of a municipality. Statutory plans must go through three readings and a public hearing before it is adopted by Council. Once adopted, there is a legal obligation on the part of both the municipality and the residents to adhere to the plan. Examples include Municipal Development Plans, Area Structure Plans.

Subdivision	The legal division of land in which separate titles are created for new parcels. In other words, it means a large plot of land is divided into smaller plots (or lots) often meant for development, sale, or transfer of land.
Subdivision and Development Appeal Board (SDAB)	An independent semi-judicial board that reviews and decides appeals related to development permits and subdivisions. The SDAB operates independently from County Administration and Council to ensure fairness and due process.
Subdivision Authority (SA)	Exercises subdivision powers and duties on behalf of the County. The SA reviews and makes decisions on subdivision applications, finalizes conditions of each approval and guides the endorsement process before a subdivision can be registered and finalized.
Subdivision Endorsement	The final approval step required before new land titles can be registered, and a subdivision is considered complete.
Use Class	Broad categories that define the exact activities that are allowed to take place within a land use district. Examples: Residential, Commercial, Industrial.
Variance	A deviation from a regulation listed in the Land Use Bylaw.



Appendix C: Application Guides

Planning Amendments Application Guide

When are planning amendments needed?

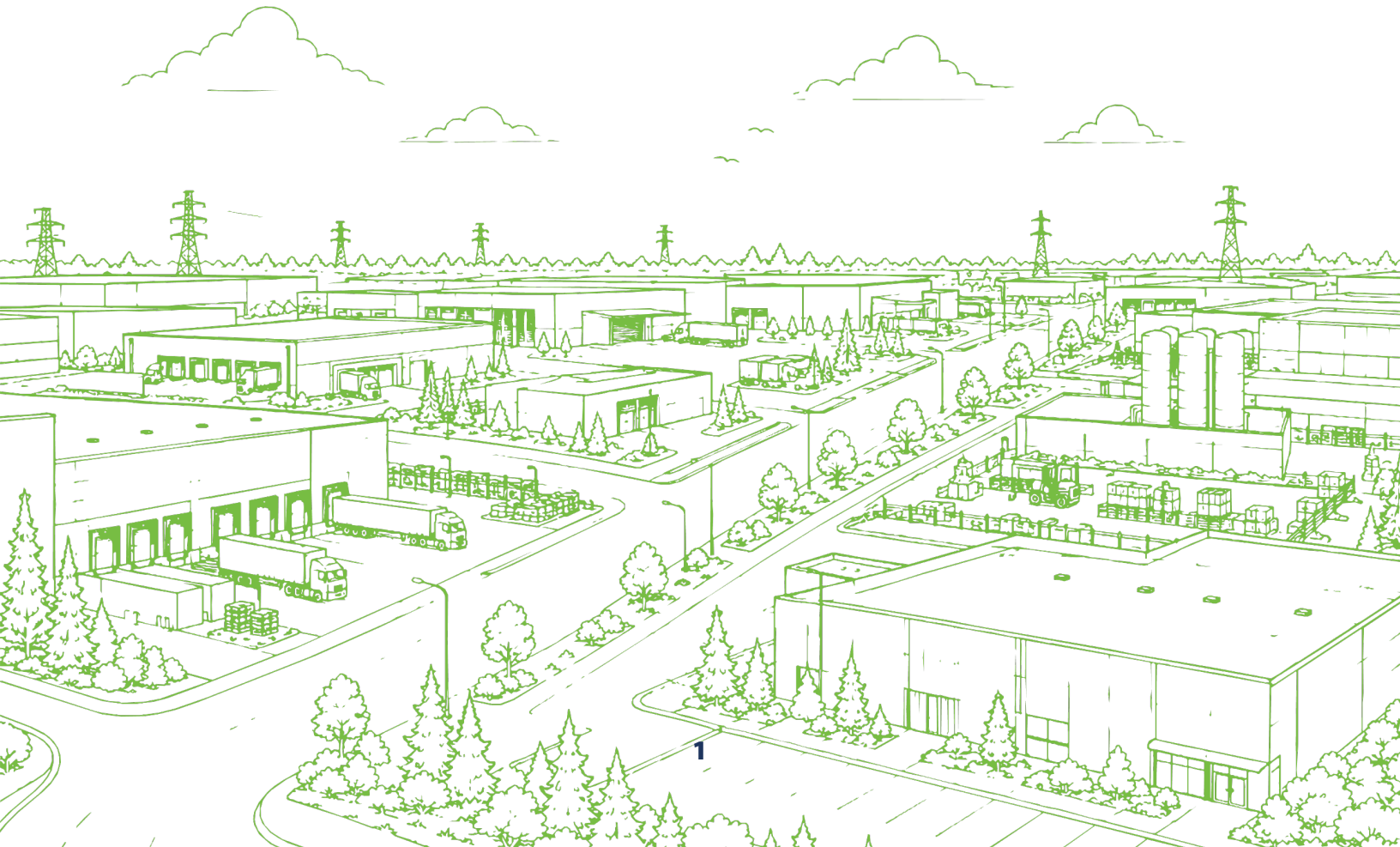
Redistricting is a type of planning amendment that changes the land use district assigned to a parcel of land. Other planning amendments may involve changes to Council adopted County documents, bylaw text, definitions, development regulations, overlays, or other provisions.

A planning amendment or redistricting may be required when a proposed subdivision, development, or land use is not supported by the current land use district, plans, policies, regulations, or other Council adopted County documents.

Why are planning amendments required?

Planning amendments and redistricting help ensure that proposed subdivisions, developments and land uses align with Parkland County's plans, policies and land use regulations.

Disclaimer: Note that the following checklists are not exhaustive and some studies may not be listed, or some that are listed may not be required depending on the proposal. For more information see the [Supporting Documents Guide](#).



Planning Amendment Application Checklist



The following checklist outlines the mandatory actions and information required for your application to be accepted and processed:



Pre-Application Discussion

Prior to submitting a Planning Amendment Application Package to Parkland County, a pre-application discussion with a Parkland County Planner is required.

Why is this needed?

Pre-application discussions help County staff communicate the complexities of the application process and ensure that applicants have a complete set of the information needed to follow through with their development plans.



Application Fee

Pay applicable fees as described on the Parkland County's Departmental [Fees and Charges](#) webpage.



Certificate of Title

A current Title for the lands subject to the planning amendment dated not more than 30 days prior to Parkland County receiving the application. Parkland County may, if requested, obtain titles from the Alberta Land Titles Office for a fee.

Why is this needed?

Certificates of Title help the application's decision maker ensure they are making an application decision with all the relevant legal information.



Instruments Registered to Title

A copy of all instruments registered against the Title for the lands subject to the Planning Amendment Application, dated no more than 30 days prior to Parkland County's receipt of the application. Parkland County may, if requested, obtain instruments from the Alberta Land Titles Office for a fee.

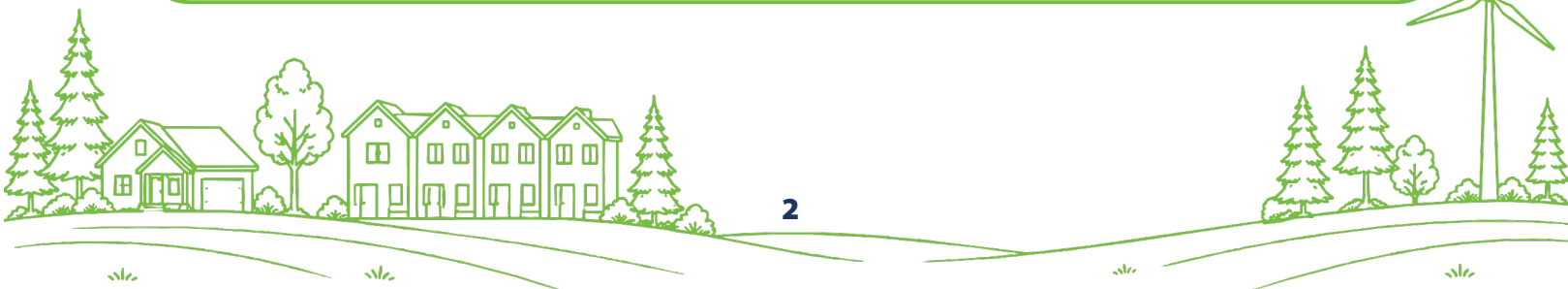
Why is this needed?

Individual instruments provide relevant legal information about various land encumbrances which may impact an application. These may include utility right-of-way, easements, restrictive covenants, etc.



Supporting Documents

Items identified by the County Planner during pre-application consultation. Documents must be submitted in digital PDF format, CAD files for maps.



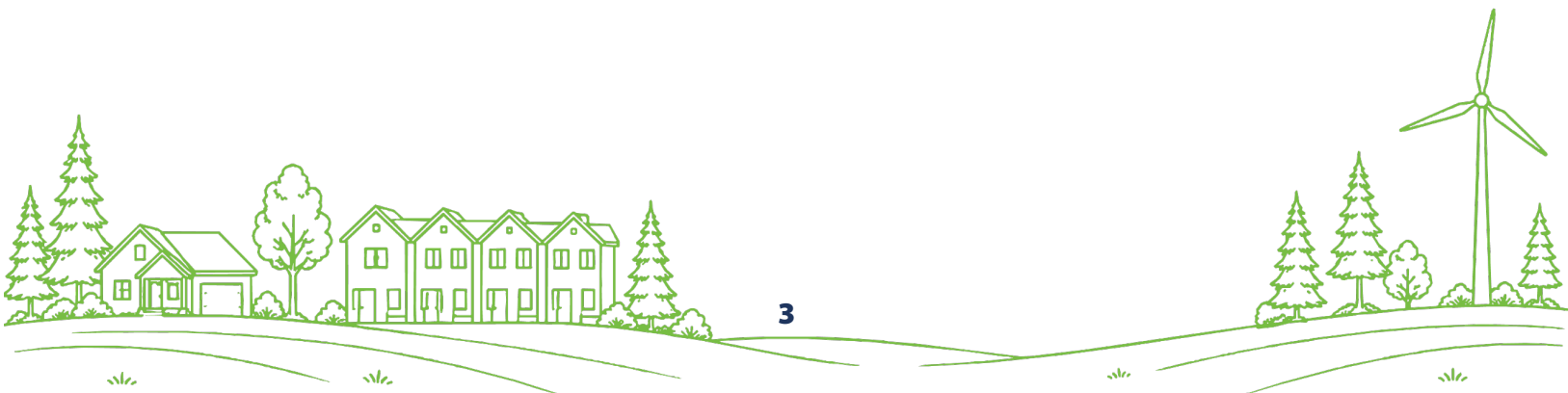


The following checklist describes additional requirements that may be required depending on the application:



Technical Reports

Submission of technical reports may be required as part of your Planning Amendment Application, as identified during the pre-application discussion. Technical reports must be submitted in a digital PDF file format.

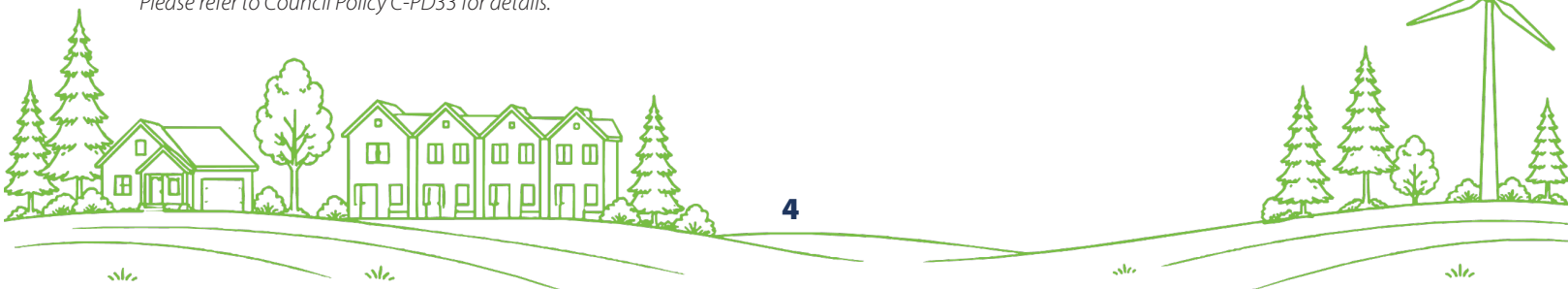


Planning Amendments Application Guide

Total time from Application to Public Hearing: Approximately 3 – 6 Months depending on complexity

Steps	Process Flow	Procedures
1 Pre-Application Timeline varies	<pre> graph TD A[Pre-application discussion] --> B[Pre-application Public Engagement] </pre>	- Prior to application submission, the applicant must submit a Public Engagement Plan as per Policy C-AD51 - Submit an application through the PLANit Portal - The Statutory Plan or Land Use Bylaw application and supporting documents will not be reviewed prior to application acceptance
2 Application Acceptance 2 business days	<pre> graph TD A[Application submission] --> B[Completeness review] B -.-> C[Deemed incomplete] C -.-> D[Revision] D -.-> A B --> E[Deemed complete] </pre>	- Once submitted, Statutory Plan or Land Use Bylaw application will be reviewed for completeness - If the document is deemed incomplete, the fee will not be processed, and the application will be returned to the applicant with a deficiency list
3 Circulation and Review 2 – 4.5 months	<pre> graph TD A[Circulation] --> B[Review] B -.-> C[Deficiencies] C -.-> D[Revision] D -.-> A B --> E[Next Step] </pre>	- Once deemed complete, the Statutory Plan or Land Use Bylaw application will be circulated for comment - Revisions to the application may be required should issues arise through the referral process - Any submissions with substantial remaining deficiencies will be subject to a review fee
4 Decision and Approval 1 – 2 months	<pre> graph TD A[Bylaw preparation (Public Hearing, 1st and 2nd Reading)] </pre>	- Administration will prepare a recommendation for Council - Council will make a decision to accept, modify, or review the Statutory Plan or Land Use Bylaw application

Please refer to Council Policy C-PD33 for details.



Subdivision Application Guide

When is subdivision needed?

Subdivision occurs when a landowner wants to divide a parcel of land into two or more smaller lots with separate legal titles. This is often done to create new development opportunities, sell a portion of a property, or transfer ownership of land.

Why is subdivision required?

Subdivision helps ensure that the new parcels align with applicable plans, policies, and land use regulations. It also ensures that each lot has access to roads and services, and can be legally owned, developed, or transferred independently.

Types of subdivisions

A *Rural Residential/Agricultural Subdivision* (= or < 4 Parcels) is the process of dividing a parcel of land up to four (4) lots on a quarter section. This can include residential sized parcels and/or agricultural sized parcels.

A *Multi-Parcel Subdivision* (> 4 Parcels) is the process of dividing a parcel of land into more than four (4) lots on a quarter section for development.

When are technical studies required?

While the process of each type of subdivision is the same, the information used to arrive at a complete subdivision may be different. Both types of subdivisions may require additional information; multi-parcel subdivisions are generally more complex in nature when compared to Rural Residential/Agricultural and often require more technical studies and information to ensure proper alignment with County policies and regulations as well as managing the impacts of the development. Please see the table below to better understand the types of studies that may be required for your subdivision application.

Disclaimer: Note that the following checklists are not exhaustive and some studies may not be listed, or some that are listed may not be required depending on the proposal. For more information see the [Supporting Documents Guide](#).



Subdivision Application Checklist



The following checklist outlines the mandatory actions and information required for your application to be accepted and processed:



Pre-Application Discussion

Prior to submitting a Subdivision Application Package to Parkland County, a pre-application discussion with a Parkland County Planner is required.

Why is this needed?

Pre-application discussions help County staff communicate the complexities of the subdivision process and ensure that applicants have a complete set of the information needed to follow through with their development plans.



Application Fee

Pay applicable fees as described on Parkland County's Departmental [Fees and Charges](#) webpage.



Tentative Plan

The Tentative Plan must be prepared by an Alberta Land Surveyor. For more information about tentative plan requirements, please see the Tentative Plan Checklist in the [Supporting Documents Guide](#).

Why is this needed?

A Tentative Plan provides a visual snapshot of the parcel on which a subdivision is being proposed and provides the County with essential information required to review the subdivision application.



Certificate of Title

A current Title for the lands subject to the subdivision dated not more than 30 days prior to Parkland County receiving the application. Parkland County may, if requested, obtain titles from the Alberta Land Titles Office for a fee.

Why is this needed?

Certificates of Title help the application's decision maker ensure they are making an application decision with all the relevant legal information.



Instruments Registered to Title

A copy of all instruments registered against the Title for the lands subject to the Subdivision Application, dated no more than 30 days prior to Parkland County's receipt of the application. Parkland County may, if requested, obtain instruments from the Alberta Land Titles Office for a fee.

Why is this needed?

Individual instruments provide relevant legal information about various land encumbrances which may impact a subdivision application. These may include utility right-of-way, easements, restrictive covenants, etc.

☐ Technical Reports

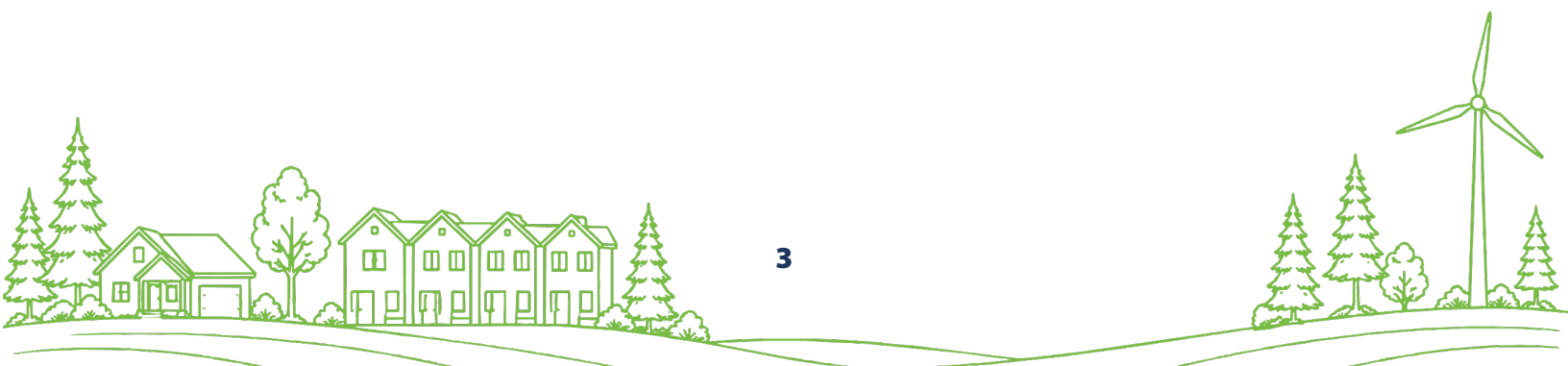
Submission of technical reports may be required as part of your subdivision application, as identified during the pre-application discussion. Technical reports must be submitted in a digital PDF file format.

☐ Abandoned Wells Map

Documentation from Alberta Energy Regulator (AER) web viewer must be submitted along with the application. The AER Abandoned Well Map Viewer can be accessed online at www.aer.ca.

Why is this needed?

County Planners need to know if there are abandoned wells on your property to protect public safety, prevent property damage, enforce required setbacks, and determine where future land uses may be located on the property.





The following checklist describes additional requirements that may be required depending on the application:



Shallow Water Table and Percolation Investigation

Why is this needed?

To identify the area of each individual lot that is developable and the appropriate on site-septic systems based on existing soil conditions.



Domestic Groundwater Assessment

Why is this needed?

To determine whether the proposed subdivision has a reliable and sustainable groundwater supply.



Geotechnical Investigation

Why is this needed?

To determine whether the land can safely support the proposed development and identify any soil, groundwater, or slope stability conditions that could affect buildings, roads, or infrastructure.



Preliminary Storm Water Management Report

Why is this needed?

To ensure a development can safely manage rainwater and snowmelt without increasing flooding, erosion, or drainage impacts on neighbouring lands and infrastructure.



Slope Stability Assessment

Why is this needed?

Required if slopes are greater than 15% are present on the parcel to determine whether slopes on or near a development site are stable and safe for development.



Traffic Impact Assessment

Why is this needed?

To ensure that the transportation network can safely and efficiently support the traffic generated by a proposed development. May be reduced to a Traffic Memo depending on the proposal.



Phase 1 Environmental Site Assessment

Why is this needed?

To identify whether a property may be impacted by existing or historical contamination and determine whether a property is suitable for future development.

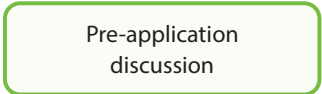
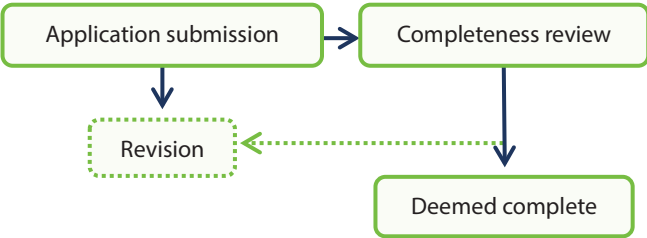
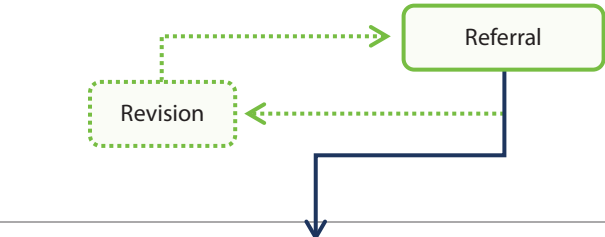
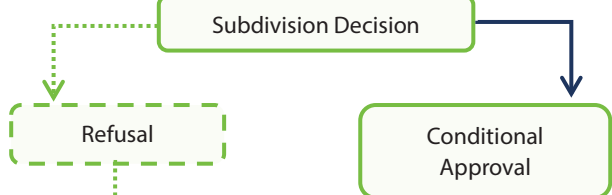
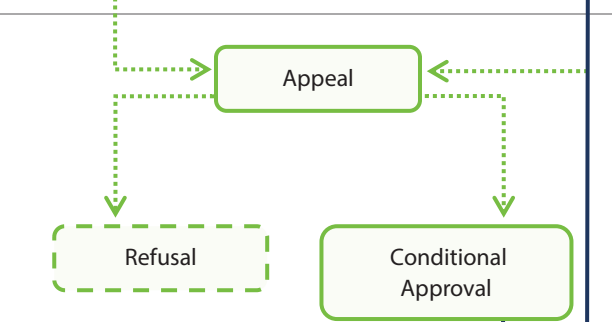
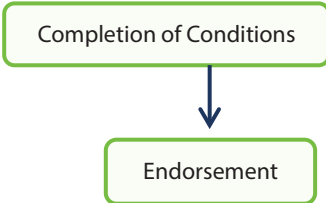


Comprehensive Biophysical Assessment

Why is this needed?

Required if slopes are greater than 15% are present on the parcel to determine whether slopes on or near a development site are stable and safe for development.

Subdivision Application Guide

Steps	Process Flow	Procedures
1 Pre-Application Timeline varies		- Subdivision application requirements will be established through consultation with Parkland County - Submit an application through the PLANit portal
2 Completeness Review Within 20 days		Once submitted, the subdivision application will be reviewed for completeness. If the application is deemed incomplete the application and fees will be returned to the applicant for revisions
3 Referral Period 21 days		- Once deemed complete the subdivision application will be circulated to internal departments and affected external agencies - Revisions to the subdivision application may be required should issues arise through the referral process
4 Subdivision Decision Within 60 days from deemed complete		- The Subdivision Authority will decide whether to conditionally approve or refuse the subdivision application - The applicant and affected external agencies are able to appeal the Subdivision Authority's Decision
5 Appeal Will be heard within 30 days of request for appeal		- Applicants and referral agencies have the right to appeal a Subdivision Authority decision - If an appeal is submitted it will be heard by the Subdivision and Development Appeal Board (SDAB) or the Alberta Land and Property Rights Tribunal (LPRT) - The appeal board may choose to uphold, modify or overturn the decision of the Subdivision Authority
6 Applicant has 1 year to complete conditions		- The applicant is required to complete all conditions of approval prior to endorsement of the subdivision and the registration of the subdivision by Alberta Land Titles - For a fee, the one-year period may be extended at the discretion of the Subdivision Authority

Development Permit Application Guide

When is a development permit needed?

If you plan to construct a new building, alter an existing one, change how a property is being used, or change the intensity to which a property is being used, you will need a development permit.

Why is a development permit required?

Development permits are required to ensure buildings and land uses comply with the rules established in the [Land Use Bylaw](#). They also help ensure that development is appropriate for the land use district, the specific property, and the surrounding area. A development permit is Parkland County's written approval confirming that a proposal meets the applicable Land Use Bylaw requirements.

Disclaimer: Note that the following checklists are not exhaustive and some studies may not be listed, or some that are listed may not be required depending on the proposal. For more information see the [Supporting Documents Guide](#).



Residential Development Permit Application Checklist



The following checklist outlines the mandatory actions and information required for your application to be accepted and processed:



Application Fee

Pay applicable fees as described on Parkland County's Departmental [Fees and Charges](#) webpage.



Certificate of Title

A current Title for the lands subject to the development permit dated not more than 30 days prior to Parkland County receiving the application. Parkland County may, if requested, obtain titles from the Alberta Land Titles Office for a fee.

Why is this needed?

Certificates of Title help the application's decision maker ensure they are making an application decision with all the relevant legal information.



Proposed Site Plan

A site plan is a scaled, bird's-eye-view drawing that shows a property's boundaries and the relationship between existing and proposed features and development.

Why is this needed?

A site plan is required to verify both existing and proposed development conditions on a defined area of land. It allows the County to ensure the project complies with development regulations (setbacks and lot coverage) and provides context of other land use considerations (access location, natural areas, etc.).



Proposed Building Floor Plans

Building floor plans identify interior building structure and use, including, room dimensions, total floor area, and openings (i.e., doors and windows).

Why is this needed?

Building floor plans are required to verify that the building's intended internal use complies with the uses identified in the applicable land use district, calculate total floor area, and confirm the location of entrances and windows.



Proposed Building Elevations

Elevation drawings show the form and character of the proposed structure, including building height, building dimensions, exterior finishings, and openings.

Why is this needed?

Building elevation plans are required to ensure that specific regulations in the Land Use Bylaw and the Alberta Building Code are satisfied (examples include height of the structure and window size and location for exiting requirements).



The following checklist describes additional requirements that may be required depending on the application:



Instruments Registered to Title

A copy of all instruments registered against the Title for the lands subject to the Development Permit Application, dated no more than 30 days prior to Parkland County's receipt of the application. Parkland County may, if requested, obtain instruments from the Alberta Land Titles Office for a fee.

Why is this needed?

Individual instruments provide relevant legal information about various land encumbrances which may impact an application. These may include utility right-of-way, easements, restrictive covenants, etc.



Lot Grading Plan

May be required depending on the sloping and shaping of the property.

Why is this needed?

Parkland County has a Surface Drainage and Lot Grading Bylaw that ensures your development is properly designed to control where water flows on your property, protecting your buildings and structures and preventing any undue impact on neighbouring land. This plan allows our Engineering team to confirm that the design meets the requirements of the bylaw.



Photo documentation

For pre-existing structures.

Why is this required?

Photos may be required for pre-existing structures to establish a clear visual baseline of the property's current condition, location, and compliance.



Letter of Intent

The purpose of this letter is to outline the scale and scope of the proposed development. Required for some uses, such as Home-Based Businesses. See an example [here](#).



Landscaping Plan

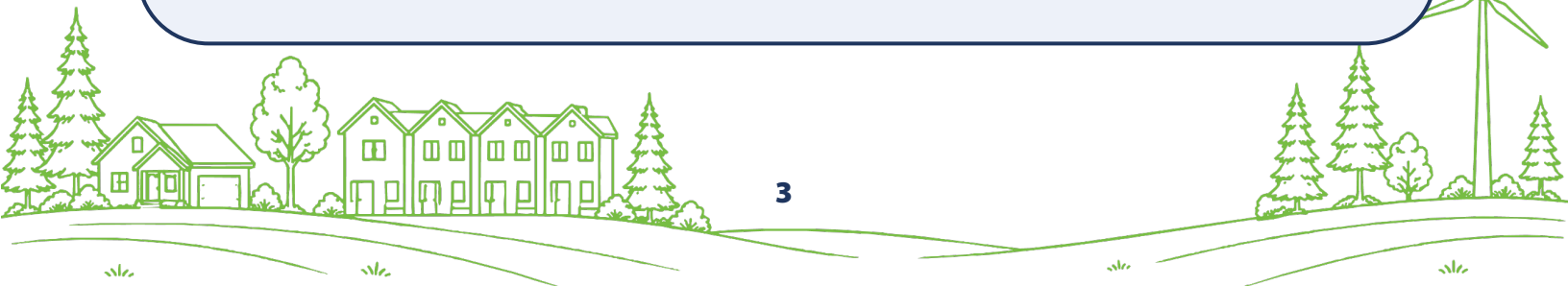
May be required for Multi-Unit Residential Development. For more information about Landscaping Plan requirements, please see [Land Use Bylaw Section 4.40](#).

Why is this needed?

The Land Use Bylaw has minimum requirements for soft landscaping (trees, shrubs, sod) to ensure a balance of development and natural features. The landscaping plan allows County staff to ensure each development proposal is meeting the landscaping regulations.



For development in Hazard Areas, Environmentally Significant Areas, or within 30 m of a wetland, more studies may be required as per [Land Use Bylaw Section 7.40](#).



Commercial / Industrial Development Permit Application Checklist



The following checklist outlines the mandatory actions and information required for your application to be accepted and processed:



Application Fee

Pay applicable fees as described on Parkland County's Departmental [Fees and Charges](#) webpage.



Certificate of Title

A current Title for the lands subject to the development permit dated not more than 30 days prior to Parkland County receiving the application. Parkland County may, if requested, obtain titles from the Alberta Land Titles Office for a fee.

Why is this needed?

Certificates of Title help the application's decision maker ensure they are making an application decision with all the relevant legal information.



Letter of Intent

The purpose of this letter is to outline the scale and scope of the proposed development.



Proposed Site Plan

A site plan is a scaled, bird's-eye-view drawing that shows a property's boundaries and the relationship between existing and proposed features and development.

Why is this needed?

A site plan is required to verify both existing and proposed development conditions on a defined area of land. It allows the County to ensure the project complies with development regulations (setbacks and lot coverage) and provides context of other land use considerations (access location, natural areas, etc.).



Proposed Building Floor Plans

Building floor plans identify interior building structure and use, including, room dimensions, total floor area, and openings (i.e., doors and windows).

Why is this needed?

Building floor plans are required to verify that the building's intended internal use complies with the uses identified in the applicable land use district, calculate total floor area, and confirm the location of entrances and windows.



☐ Proposed Building Elevations

Elevation drawings show the form and character of the proposed structure, including building height, building dimensions, exterior finishings, and openings.

Why is this needed?

Building elevation plans are required to ensure that specific regulations in the Land Use Bylaw and the Alberta Building Code are satisfied (examples include height of the structure and window size and location for exiting requirements).

☐ Landscaping Plan

For more information about Landscaping Plan requirements, please see [Land Use Bylaw Section 4.40](#).

Why is this needed?

The Land Use Bylaw has minimum requirements for soft landscaping (trees, shrubs, sod) to ensure a balance of development and natural features. The landscaping plan allows County staff to ensure each development proposal is meeting the landscaping regulations.

☐ Lighting Plan and Lighting Specifications

A Lighting Plan can be submitted separately or can be indicated on the Building Elevations and Site Plan submittals. Please see [C-ES06 Dark Sky Outdoor Lighting](#) for more information.

Why is this needed?

The plan helps ensure that lighting is designed to reduce light pollution, protect the nighttime environment, and minimize impacts on neighbouring properties.





The following checklist describes additional requirements that may be required depending on the application:



Instruments Registered to Title

A copy of all instruments registered against the Title for the lands subject to the Development Permit Application, dated no more than 30 days prior to Parkland County's receipt of the application. Parkland County may, if requested, obtain instruments from the Alberta Land Titles Office for a fee.

Why is this needed?

Individual instruments provide relevant legal information about various land encumbrances which may impact an application. These may include utility right-of-way, easements, restrictive covenants, etc.



Lot Grading Plan

May be required depending on the sloping and shaping of the property.

Why is this needed?

Parkland County has a Surface Drainage and Lot Grading Bylaw that ensures your development is properly designed to control where water flows on your property, protecting your buildings and structures and preventing any undue impact on neighbouring land. This plan allows our Engineering team to confirm that the design meets the requirements of the bylaw.



Engagement Summary and What We Heard Report

Required for Major Development.

Why is this needed?

An engagement summary is needed for major development to allow the decision maker understand how the community members were constructively engaged and whether any concerns or suggestions impacted the final proposal.



Roadside Development Permit

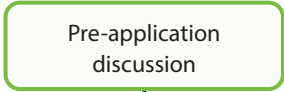
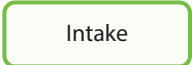
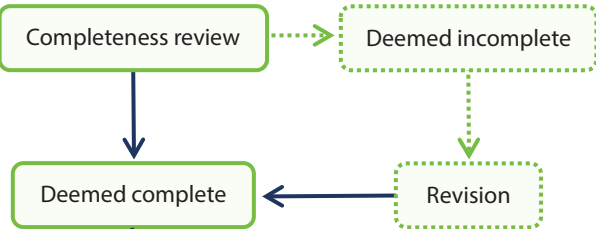
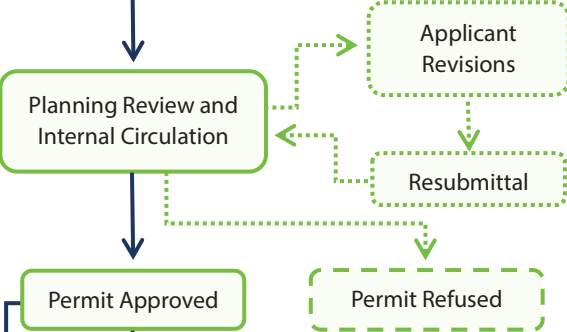
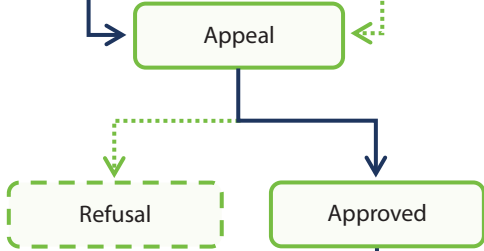
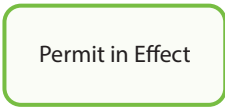
May be required if your parcel is located by a Provincial Highway. For more information on Roadside Development Permits please visit the [Government of Alberta's website](#).



*If a sign is proposed as part of your development, the sign mockup and elevations may be submitted with this application. Otherwise, a separate Development Permit application will be required for the Sign Plan.



Development Permit Application Guide

Steps	Process Flow	Procedures
1 Pre-Application Timeline varies		- Depending on the complexity of the project, a pre-application discussion may be recommended - Submit an application through the PLANit Portal
2 Intake Timeline Varies depending on receiving application details		The advisory (intake) team may contact applicant to obtain outstanding or additional information before the application can move on to the completeness review
3 Completeness Review Within 20 days per submission		- After the intake process is complete, the application will be assigned to a Planner, and the development permit application will go under detailed review for application completeness - If applicable, additional time for outstanding items to be submitted may be required
4 Development Permit Decision Will be made 40 days after deemed complete		- After being deemed complete, the development permit application will go under a detailed review of the submitted - plans against county regulations and policies, including the Land Use Bylaw - The application will be circulated to internal departments - If revisions are needed, the applicant will be given a revisions letter and deadline to resubmit the application
5 Appeal Within 21 days of notice of decision		- In certain circumstances the applicant or other affected parties can appeal a Development Authority decision - If an appeal is submitted it will be heard by the Subdivision and Development Appeal Board (SDAB) - The appeal board may choose to uphold, modify, or overturn the decision of the Development Authority
6 Applicant has 1 year to start construction		- The permit is now in effect - The applicant is required to start construction within one year of the permit going into effect - Applicant can now apply for building permits if applicable



parkland
county