

Planning Amendments Application Guide

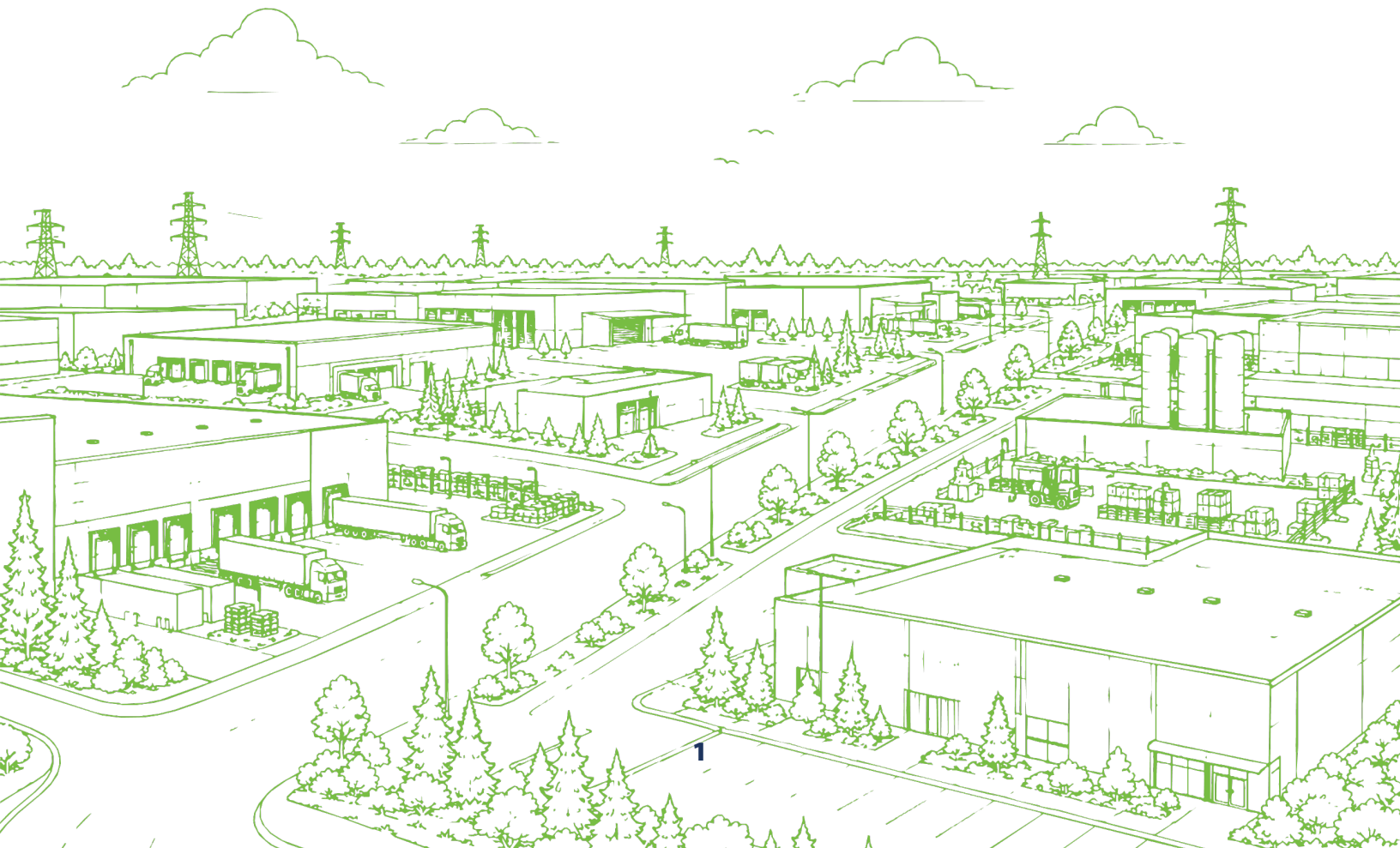
When are planning amendments needed?

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.



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 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 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.

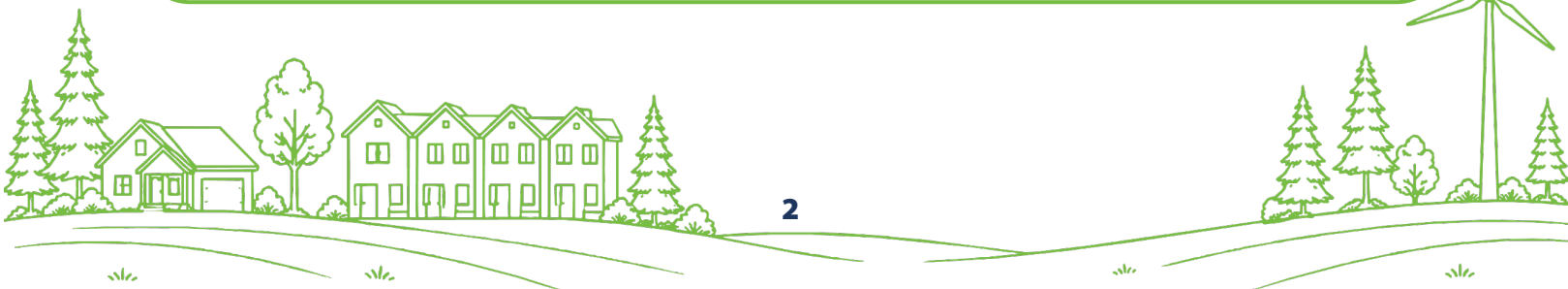
Why is this needed?

Individual instruments provide relevant legal information about various land encumbrances which may impact a subdivision 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.



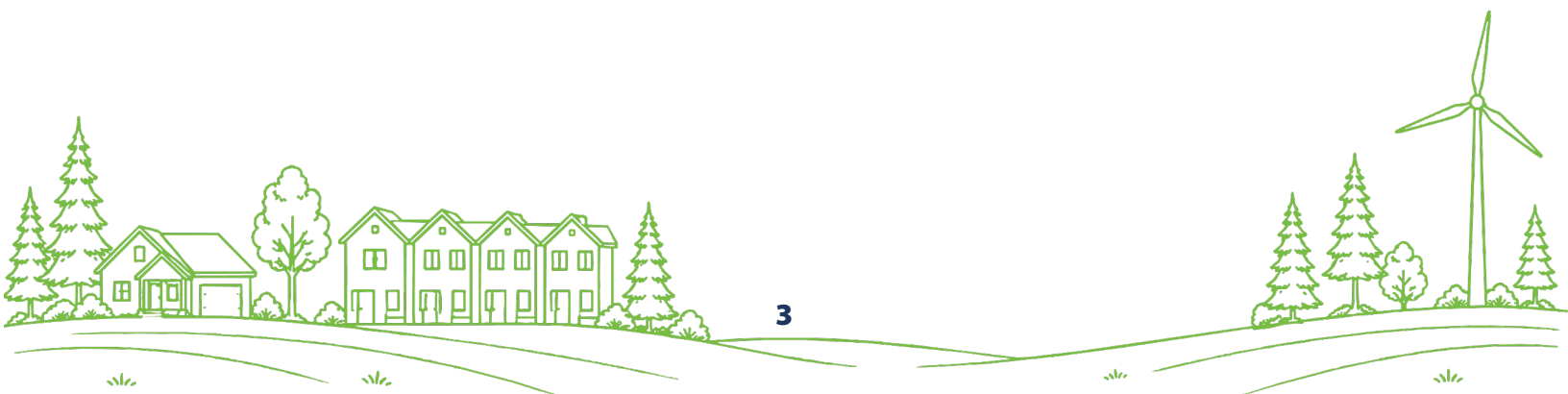


The following checklist describes additional requirements that may be required depending on the application:



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.



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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 LUB 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 LUB application will be reviewed for completeness. - If the document is deemed incomplete, the fee will not be processed, and the Statutory Plan or LUB 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 LUB application will be circulated for comment. - Revisions to the Statutory Plan or LUB 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 (1st Reading)] --> B[Bylaw preparation (2nd Reading)] </pre>	- Administration will prepare a recommendation for Council. - Council will make a decision to accept, modify, or review the Statutory Plan or LUB application.

Please refer to Council Policy C-PD33 for details.

