

**For office use only**

**File number** \_\_\_\_\_

Date of receipt of application as complete \_\_\_\_\_

Advertising fee submitted \_\_\_\_\_

Application fee submitted \_\_\_\_\_

**This form is to be completed in full wherever applicable by the registered owner of the land or by an authorized person acting on behalf of the owner.**

1. Name of registered owner(s) of land to be amended \_\_\_\_\_ Address, postal code and telephone number (home and work) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Authorized person acting on behalf of registered owner \_\_\_\_\_ Address, postal code and telephone number (home and work) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Legal description and area of land to be amended (if map amendment)

All/part of the \_\_\_\_\_ ¼ section \_\_\_\_\_ township \_\_\_\_\_ range \_\_\_\_\_ west of the 4th meridian

Being all/parts of lot \_\_\_\_\_ block \_\_\_\_\_ plan \_\_\_\_\_ C.O.T. Number \_\_\_\_\_

Area held in current title(s) \_\_\_\_\_ hectare \_\_\_\_\_ acres

If applying for a **map amendment change**, indicate the proposed change in land use district from \_\_\_\_\_ to \_\_\_\_\_

Reason for proposed change \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If applying for a **text amendment** provide the text and explanation of reason \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Further information may be provided on a separate page)

Registered owner or person acting on his behalf

I, \_\_\_\_\_ hereby certify that I  
**a) am the registered owner or b) am authorized to act on behalf of the registered owner(s)**, and that the information given on the form is complete and is, to the best of my knowledge, a true statement of the facts relating to this application for approval. I/We hereby give my/our consent to allow Council or a person appointed by it the right to enter the above land with respect to this application only. **I have been informed of the County bylaws, policies and regulations regarding this application. I understand that this application may be refused if not in conformance with the above.**

Signed \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Date \_\_\_\_\_

Authorization from registered owner(s) of land subject to amendment

Registered owner's signature \_\_\_\_\_

**Collection and use of personal information**

This personal information is being collected in accordance with the Municipal Government Act (MGA) and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP), unless disclosures are authorized under the LUB. This information will be used to process and approve the application. If you have any questions about the collection and use of your information, contact the Current Planning Coordinator, Strathcona County at (780) 464-8295.

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**Checklist (for office use only)**

- fully completed application form
- application fee
- proposed plan-2 copies (if map amendment)
- current photocopy of certificate of title (if map amendment)
- completed right-of-entry/applicant's authorization
- copy of proposed amendment on 3½" disk (if map amendment)

An application for land use bylaw amendment approval can only be made by the registered owner of the land that is the subject of the application or a person authorized to apply on his behalf.

The County will only accept an application for land use bylaw amendment when **all** of the following information has been submitted:

1. Application fee

The application fee must be included in accordance with County bylaws. For information, please contact 464-8143.

2. Application form (2 originals)

- a. Both sides of the Land Use Bylaw Amendment Approval – Application must be completed.
- b. The name, address and telephone number(s) of the registered owner(s) and the authorized person(s) acting on behalf of the registered owner must be printed in the proper areas on the application form. The application must be signed by one of the above mentioned persons. If a person is acting on behalf of the registered owner(s), it is essential that the owner(s) sign the authorization at the back of the application form. Please note that if a company or individual is the owner of the said land under an agreement for sale as indicated by caveat on the back on the Certificate of Title, please submit a copy of the signed agreement for sale or caveat along with the application. In those instances where making an application on behalf of a developer, which has an option on the land, this office also requires a written authorization from the developer.

3. Current copy of certificate of title (if map amendment)

A current copy of the title as it now exists at Land Titles Office can be obtained from any **license and registrations office**.

4. Proposed plan (2 copies, if survey plan, please provide an 8½x11 reduction of the plan)

- a. Showing the location, dimensions and boundaries of the land to be amended

5. If available, a copy of the proposed amendment plan on 3½" disk.

Your complete application must consist of the following:

- Appropriate application fee
- Application forms -2 originals
- Current copy of certificate of title (if map amendment)
- Proposed plan – 2 copies (8 ½ X 11 is sufficient)
- Completed right-of-entry
- Copy of proposed amendment plan on 3½" disk (if available)